

**TIONESTA BOROUGH COUNCIL
MEETING MINUTES
December 20, 2022**

Being a quorum present, the meeting was called to order with the Pledge of Allegiance at 5:00 PM by Robert G. Holzer. Those in attendance were:

Robert G. Holzer, President
Judith M. McDaid, Mayor
Jamie Say
Cindy Crytzer, Secretary

Dennis W. O'Toole, Vice President
Bernadette K. Holzer
M. Rowan Rose
Mary Ann Stanziano, Admin. Asst.

Public Comment: None.

Public Works Report: None.

Minutes: A motion was made by Bernadette Holzer to approve the December 6, 2022 Council meeting minutes, 2nd by Jamie Say, motion carried.

Financial:

- Account Balances 11/30/22: Reviewed.
- Revenue & Expense Statement 12/30/22: Reviewed.

Correspondence:

- Letter from Donna Zofcin, Executive Director of the Forest County Conservation District and Planning Dept dated 12/2/22 regarding the proposed county municipal solid waste management plan. Reviewed.

Old Business:

- **GIS Mapping:** Field work done – waiting on final product.
- **Walnut Street Storm Water Line Replacement:** Letter from Cindy to Steel Nation dated 12/9/22 reviewed.
- **Enforcement Notices:** 214 Elm – offer to purchase from Repository submitted. 129 Elm St. – restoration in process. 204 Sherman St – Owner passed away & some work was done.
- **Council Run Rip-rap:** Nothing new.
- **Dale Street Ext. Water Project:** The deadline for the COVID 19 Small Water Sewer grant application is due by 12/21/22. There is a \$100.00 application

fee and a Resolution is required. Cindy was directed to submit the application for the water line project. Rowan Rose moved to adopt Resolution No. 2022-8 and approve payment of the \$100 application fee, 2nd by Denny O'Toole. Roll call vote as follows: Denny O'Toole, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Rowan Rose, Aye; and Bob Holzer, Aye. Resolution 2022-8 adopted.

- **Library Stormwater/Sewer Project:** Waiting on DEP Permit.
- **Lions Trail Signs:** Signs to be installed in the spring.
- **USDA Truck Grant/Loan:** The closing of the USDA grant/loan will not take place until the truck is delivered. Truck registration in process. Hydraulics only item left to be completed.
- **Beach Park Dirt & Gravel Road Project:** Nothing new.
- **Beach Park Playground Equipment:** Cindy provided a quote for rubber mulch totaling \$9,310. She will elsewhere for a better price.
- **Library Trees:** Brown Bank has the project calendared for this year.
- **2023 Sheriff Patrol Contract:** Memo from Cindy to council dated December 14, 2022 reviewed. Denny and Jamie will meet with the county Commissioners. Cindy to schedule a meeting 1/24/23 in the afternoon.

New Business:

- **Adopt 2023 Budget & Resolution 2022-6:** Denny O'Toole moved to adopt the proposed 2023 budget and adopt Resolution 2022-6 fixing the tax rate at 12.5 mills, 2nd by Jamie Say. Roll call vote as follows: Denny O'Toole, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Rowan Rose, Aye; and Bob Holzer, Aye. Resolution 2022-6 adopted. This resolution reflects no tax increase for 2023. The real estate tax rate remains the same as 2022.
- **2022 End of Year Transfers:** Spreadsheet reviewed. No end of year transfers to be made.
- **Tax Collector Resignation:** Resignation of Blake Mealy as Borough Tax Collector reviewed. Jamie Say moved to accept the resignation of Blake Mealy and appoint Kathy Hall as the interim tax collector for 2023, 2nd by Bernadette Holzer, motion carried. Cindy will notify the county election office that the Tax Collector seat must be added to the 2023 election ballot.
- **Tionesta Lake Master Plan Revision:** Cindy reported that the COE is updating the master plan for Tionesta Lake. Denny O'Toole moved to authorize the COE to tear down the existing fence around the former Beach, but that a portion of that fence needs to run along the boundary line of the borough

property down to the old beach, 2nd by Rowan Rose, motion carried. Cindy or Kent will notify the COE to proceed.

- **File Destruction Resolution No. 2022-7:** Jamie Say moved to adopt Resolution No. 2022-7 authorizing the destruction of the files as set forth in the Resolution, 2nd by Denny O'Toole. Roll call vote as follows: Denny O'Toole, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Rowan Rose, Aye; and Bob Holzer, Aye. Resolution 2022-7 adopted.
- **2023 Stapleford & Byham Engagement Letter:** Reviewed. Denny O'Toole moved to retain the services of Stapleford & Byham as detailed in the November 30, 2022 agreement, 2nd by Rowan Rose, motion carried.
- **2022 Comp Time:** Jamie Say moved to approve payment of the outstanding 2022 comp time – 75 hrs for Kent Ralston, 27 hrs for Brendan Clark, 52.5 hrs for Curt Price and 25 hrs for Cindy Crytzer; and Kent's unused vacation totaling 14 days shall be carried over to 2023, 2nd by Denny O'Toole, motion carried.
- **2023 Meeting Schedule:** With the exception of the May 17, July 5 and November 8th meetings, all other meetings shall be on the first and third Tuesdays of the month at 5 pm. The exceptions listed above shall be held at 5 pm also. Cindy will publish in the newspaper.

Executive Session: None

Reports:

- **Mayor:** None.
- **President:** None.
- **Committees:** None.
- **Sheriff:** December Patrol Schedule and November Patrol Report reviewed.
- **Library:** None.
- **EHB:** None.
- **COG Report:** Next meeting 1/4/23 @ 6:30 pm.
- **TCC Committee:** None.
- **Ambulance:** Jamie Say moved to appoint Judy McDaid to serve as the Borough's representative on the Ambulance Board, 2nd by Bernadette Holzer, motion carried. The service has one part-time evening/weekend employee and all other calls are handled by the volunteers. Chip Hoovler

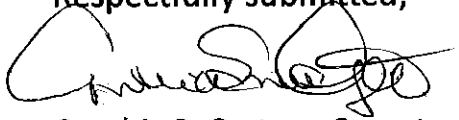
passed his exams. 3 volunteers are retiring at the end of the year. The board is currently in the interview process.

- **Zoning Hearing Board:** None.
- **TMA:** None.
- **Planning Commission:** None.

Roundtable: None.

Jamie Say moved to adjourn, 2nd by Rowan Rose, motion carried. Meeting adjourned at 6:30 pm.

Respectfully submitted;

A handwritten signature in black ink, appearing to read 'Cynthia S. Crytzer', written over a horizontal line.

Cynthia S. Crytzer, Secretary