

JANUARY 2, 2024  
ELKLAND BOROUGH  
REORGANIZATIONAL MEETING

MAYOR: BILL SHERMAN

COUNCIL MEMBERS:

Wendy Graham	
Timothy Whitney	
Matthew Sherman	
Pete VanGorden	

Secretary/Treasurer: Jill Hall

1. Mayor William Sherman called the January 2, 2024, Reorganizational meeting to order at 6:01pm.
2. The Pledge of Allegiance was recited by those in attendance.
3. All council members in attendance were previously sworn in.
4. There were no public comments.
5.
  - a. Wendy Graham nominated Glenda Marzo-Burton to fill one of the vacant seats on council. Matthew Graham seconded the nomination. A roll call vote was taken with the following results: Matthew Sherman- Yes, Peter VanGorden – Yes, Tim Whitney – Yes, Wendy Graham – Yes.
  - b. Tim Whitney nominated Mark Goodrich to the second vacant seat on council. Pete VanGorden seconded the nomination. A roll call vote was taken with the following results: Matthew Sherman - Yes, Peter VanGorden – Yes, Tim Whitney – Yes, Wendy Graham – Yes.
  - c. Wendy Graham nominated Troy Burrous to the final vacant seat on council. Matthew Sherman seconded the nomination. A roll call vote was taken with the following results: Matthew Sherman - Yes, Peter VanGorden – Yes, Tim Whitney – Yes, Wendy Graham – Yes.
  - d. Glenda Marzo-Burton, Mark Goodrich and Troy Burrous were sworn into office by Mayor William Sherman and joined the council meeting.
6. The floor was opened to nominations for Council President.
  - a. Councilwoman Marzo-Burton nominated Wendy Graham. Councilman Sherman seconded the nomination. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes.

**COUNCILWOMAN PRESIDENT GRAHAM NOW PRESIDED OVER THE MEETING**

7. The floor was opened to nominations for Vice President of Council.
  - a. Councilman VanGorden nominated Councilwoman Marzo-Burton to Vice President of Council. Councilman Whitney seconded the nomination. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes.
8. The floor was opened to nominations for President Pro-Tempore.

- a. Councilman Goodrich nominated Councilman Whitney. Councilman VanGorden seconded the nomination. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes.
9. Councilman Goodrich motioned to appoint Jill Hall as the Secretary/Treasurer for Elkland Borough. Councilman Whitney seconded the motion. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
10. Councilwoman Marzo-Burton motioned, and Councilman Goodrich seconded the motion to have ERB Inspections, Water Tower Road, Lawrenceville, PA be the UCC Building Code Officer for Elkland Borough. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
11. Councilman Sherman motioned to appoint Mark Resue as the Elkland Borough Zoning Officer. Councilman Burrous seconded the motion. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
12. Councilman VanGorden motioned, and Councilman Sherman seconded the motion to appoint Larson Design Group as the Borough Engineer. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
13. Councilwoman Marzo-Burton motioned, and Councilman Goodrich seconded the motion to have Christopher Lantz of Cox, Stokes and Lantz, PC be the Elkland Borough Solicitor. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion Carried.
14. Councilman Goodrich motioned, and Councilman Whitney seconded the motion to have North Central Sewage Agency be the Sewage Enforcement Agent for Elkland Borough. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
15. Councilman VanGorden motioned, and Councilman Goodrich seconded the motion to appoint Jill Hall as the Elkland Borough Open Records Officer. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
16. Councilwoman Marzo-Burton motioned to appoint Christopher Brackman as the Elkland Borough Police Open Records Officer. Councilman Whitney seconded the motion. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.

17. Councilwoman Marzo-Burton motioned, and Councilman Burrous seconded the motion to appoint Keystone Collect as the Earned Income Tax (EIT) and Local Services Tax (LST) collections agent for Elkland Borough. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
18. Councilman Goodrich motioned, and Councilman Whitney seconded the motion to appoint Chief of Police Ray Gausline as the Emergency Management Coordinator for Elkland Borough. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
19. No movement made to appoint Zoning Hearing Board Members.
20. Councilman Goodrich motioned to hire Jeff Loomis as the Zoning Hearing Board attorney with a retainer fee of \$350.00. Councilman Burrous seconded the motion. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
21. Councilman Goodrich motioned, and Councilman Whitney seconded the motion to appoint Councilwoman Marzo-Burton as the Tioga County Tax Collections representative from Elkland Borough. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
22. Councilman VanGorden motioned, and Councilman Goodrich seconded the motion to have Councilman Timothy Whitney, Councilwoman Marzo-Burton, and Councilwoman Wendy Graham as the signers on all bank accounts under EIN 24-6000590, including by not limited to 1197466, 1197861, 1300005, 1300769, 1300953, 1300961, 1300988, 1301024, 40114001,86787515, 87458818, XXX4410, XXX4395, XXX7223. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
23. Councilwoman Marzo-Burton motioned, and Councilman Whitney seconded the motion to have Citizens and Northern Bank (C&N) be the official depository of Elkland Borough. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
24. Councilwoman Marzo-Burton motioned, and Councilman Burrous seconded to have the Wellsboro Gazette and the Williamsport Sun Gazette be the official newspapers for advertising Elkland Borough legal announcements. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
25. Councilman Goodrich motioned, and Councilwoman Marzo-Burton seconded the motion to keep the Secretary bond at the current limit (\$200,000). A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.

26. Councilman Goodrich motioned and Councilman Sherman seconded the motion to set the mileage reimbursement rate to equal the Federal rate (currently .67 mile) A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
  27. Councilwoman Marzo-Burton motioned to allow the Treasurer to pay invoices prior to the council meeting if the invoice would accrue penalties and/or late fees and if such invoice is subject to termination of service if not paid by a certain date that occurs before the next council meeting date (such as Penelec, Spectrum, Verizon) Councilman Whitney seconded the motion. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
  28. Councilman Whitney motioned, and Councilman Goodrich seconded the motion to appoint Holly Schoonover as the Vacancy Board Chairman. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
  29. Committee member appointments will be completed prior to the next regular council meeting.
  30. There was no movement on reopening the 2024 adopted budget.
  31. Councilwoman Marzo-Burton motioned, and Councilman Whitney seconded the motion to set the regular Elkland Borough council meeting date to the second Thursday of every month beginning at 6:00pm. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
- o Councilman Sherman motioned to request all zoning borough equipment be returned to the office for the new zoning office. Councilman Burrous seconded the motion. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
  - o Councilman Goodrich motioned, and Councilman Sherman seconded to add discussing the most recent water plant issues to the agenda. A roll call vote was taken with the following results: Councilman Goodrich – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman VanGorden – Yes, Councilman Whitney – Yes, Councilwoman Marzo-Burton – Yes and Councilwoman Graham – Yes. Motion carried.
    - o The water pump building experienced an electrical issue on Tuesday, January 2, 2024. The meter box on the outside of the building blew up and melted. The backup generator did not immediately start, leaving the borough with only the water in the water tower. The backup generator was able to eventually be started so the plant was able to make new water for the reservoir.

The meeting adjourned at 6:53 pm.

Respectfully,

Jill Hall, Secretary

JANUARY 11, 2024  
ELKLAND BOROUGH  
REGULAR MEETING

MAYOR: BILL SHERMAN

Council President Graham called the meeting to order at 6:00 pm.

COUNCIL MEMBERS:

Council President - Wendy Graham	Vice-President Glenda Marzo-Burton
Timothy Whitney	Troy Burrous
Matthew Sherman	Mark Goodrich
Pete VanGorden - ABSENT	

Secretary/Treasurer: Jill Hall

PUBLIC COMMENTS/PRESENTATIONS:

- Holly Schoonover requested the Christmas lights be turned off since the holiday season is over.

MINUTES:

- Councilman Goodrich motioned to accept the December 8, 2023; meeting minutes as presented. Councilwoman Marzo-Burton seconded the motion. All present were in favor with Councilman Sherman abstaining since he was not in attendance during the December 8, 2023, meeting. Motion carried.
- Councilman Goodrich motioned to accept the December 14, 2023; meeting minutes as presented. Councilwoman Marzo-Burton seconded the motion. All present were in favor with Councilman Sherman abstaining since he was not in attendance during the December 14, 2023, meeting. Motion carried.
- Councilwoman Marzo-Burton motioned to accept the December 22, 2023; meeting minutes as presented. Councilman Burrous seconded the motion. All present were in favor with Councilman Sherman abstaining since he was not in attendance during the December 22, 2023, meeting. Motion carried.
- Councilwoman Marzo-Burton motioned to accept the December 28, 2023; meeting minutes as with ensuring all last names were included in all roll call votes. Councilman Sherman seconded the motion. All present were in favor. Motion carried.

FINANCIAL STATEMENTS:

- Councilman Goodrich motioned, and Councilman Sherman seconded to accept the December 2023 financial statements as presented. All present were in favor. Motion carried.

ACCOUNTS PAYABLES:

- Councilwoman Marzo-Burton motioned, and Councilman Sherman seconded the motion to pay the Accounts payables in the amount of \$95,980.75. All present were in favor. Motion carried.

MUNICIPAL REPORTS:

➤ ELKLAND BOROUGH AUTHORITY

- 2022 Consent order states that work to meet consent order mandates must begin by 2025, thus allowing the Borough to secure financing, if necessary.
- Water Plant electrical issue on January 2, 2024-
  - Meter box on pump station blew when switching water pumps.
  - Within the next few days, the water pump station should be running completely on Penelec provided power, and no longer on the backup generator.
- Authority members and council members met with DEP onsite in Elkland Borough today, January 11, 2024
  - It was recommended that the Borough have engineering work completed to place both active wells into one well field designation (same aquifer). This will allow the borough to evaluate one well at a time, instead of both wells at the same time. This will be a big cost savings. Labella Engineering is supposed to have the information for Elkland Borough to ensure this designation is complete.
  - PA Rural Water will camera small areas of any subscribed members system at no cost (Elkland Borough is a subscribed member).
  - R-Cap Solutions will help the borough with grant research, grant preparation, and securing financial funds to support the needed upgrades to the current water and sewer systems.
  - The DEP notified the meeting attendees that the acceptable manganese levels in drinking water will soon be lowered and that the Elkland Borough Water Plant will never be able to meet those requirements. This means that the borough needs to prepare to build a new water plant in the future.
  - In October 2024, the borough needs to have outlined the material of all water lines within the borough (lead, copper, PVC, etc) There are grants available for this project. The borough should research.
  - The current water/sewer operator must follow the testing schedule in the SOP (Standard Operating Procedure) that was submitted to the DEP, as mandated by the 2022 Consent Order.
  - The Borough (or authority) should be researching financing options to meet the 2022 Consent order mandates in case the borough is not awarded the Local Share Account grant.
  - The Borough can do many things that will help meet the 2022 Consent Order mandates, such as:
    - Complete daily charting
    - Remove sludge from lagoons.
    - Check on actuators regularly.
    - Create a calendar for major filings so no filing dates are missed.
  - The DEP felt zoning the town into work areas was a feasible idea and for the borough to work through fixing ALL problems within one zone on a yearly basis.

➤ ZONING

- No comments on report.

➤ FINANCE COMMITTEE

- Councilwoman Marzo Burton motioned to add Jill Hall, Elkland Borough Treasurer, as a signor to all bank accounts held at Citizen and Northern Bank under the EIN of 24-6000590. Councilman Goodrich seconded the motion. All present were in favor,
- Councilwoman Marzo-Burton offered support to any council member who would like help when reviewing the submitted financials.

➤ **NEGOTIATIONS COMMITTEE**

- The negotiations committee met with the Northern Tier Solid Waste Authority (NTSWA) to discuss renewing the upcoming contract.
  - The new contract will be for 2 years, not three as in the past.
  - No tire or electronic collection.
    - There is a gentleman on Taft Avenue who will take electronics free of charge.
  - Recycling will occur every other Tuesday.
  - NTSWA will pick up Christmas trees in the month of January 2025 and 2026.
- Councilman Sherman motioned, and Councilwoman Marzo-Burton seconded the motion to add discussing the signing of the NTSWA contract to the agenda. All present were in favor. Motion carried.
- Councilwoman Marzo-Burton motioned, and Councilman Burrous seconded the motion to enter the two (2) year contract with NTSWA beginning February 1, 2024. A roll call vote was taken with the following results: Councilwoman Marzo-Burton – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – Yes, Councilman Whitney – Yes, and Councilwoman Graham – Yes. Motion carried.

➤ **PERSONNEL COMMITTEE:**

**AN EXECUTIVE SESSION FOR PERSONNEL REASONS WAS ENTERED AT 6:54PM AND EXITED AT 7:31PM**

- Councilman Sherman motioned, and Councilman Burrous seconded to hire Terry Aldrich as the part-time, weekend and holiday water and sewer plant tester, replacing Amanda Mahnke who has resigned from the position effective as soon as there is a suitable replacement. The starting pay will be \$18.00/hour for 20 (plus or minus) hours a week. The hiring motion is dependent on a background check. A roll call vote was taken with the following results: Councilwoman Marzo-Burton – Abstain – due to a conflict of interest as Terry is a family member, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – Yes, Councilman Whitney – Yes, and Councilwoman Graham – Yes. Motion carried.

➤ **RECREATION COMMITTEE:**

- The Recreation Authority announced it will meet on January 24, 2024, at 1:00pm at the borough office. Everyone is invited to attend. The secretary is to advertise the meeting and bill the Recreation Authority.
- “If It’s Water” company will provide a quote for needed repairs at the pool so the pool can be opened in the spring of 2024.
- DPW Supervisor, Dan Clark, will provide a list of repairs to the committee.
- Councilman Sherman is hopeful to have repair quotes at next month’s meeting.

➤ **STREETS/DIKES COMMITTEE:**

- This committee has not yet met.
- **SALT SPREADER:**
  - Councilman Goodrich motioned, and Councilwoman Marzo-Burton seconded the motion to advertise the borough is taking bids for the 2016 tail gate salt spreader and to have bids

submitted to the borough office prior to February 2, 2024, provided the salt spreader has not already been placed up for bid two times. All present were in favor.

**OLD BUSINESS:**

- North Buffalo Street Erosion –
  - Signposts with reflectors have been driving into the ground to warn motorists of the narrow roadway due to erosion caused by Kizer Creek flooding.
  - Larson Design has met on site several times to determine reconstruction needs of North Buffalo to prevent the street from falling into the creek.
  - Larson Design is helping the borough find grants to mitigate the financial burden of repairing the street.
- Larson Design Retainer:
  - Councilwoman Marzo-Burton motioned to add discussing the Larson Design retainer agreement to the agenda (There is no cost to signing the agreement) Councilman Sherman seconded the motion. All present were in favor. Motion carried.
  - Councilwoman Marzo-Burton motioned to sign and accept the Larson Design Retainer agreement. Councilman Sherman seconded the motion. All present were in favor.
- LED STREET LIGHTS
  - There are 207 streetlights within Elkland Borough. Most of these streetlights are under contract with Penelec for four (4) more years. The borough can begin changing streetlights over to LED lights once the contract with Penelec runs out, otherwise the borough faces penalties. The state may soon mandate all streetlights are LED bulbs and this will mitigate any penalties. There is a “Safe Walkways” grant to help with rehabilitating sidewalks and updating streetlights.
- UPDATED WATER & SEWER ORDINANCES
  - Labella Engineering is conducting an EDU (equivalent dwelling unit) study to be used when creating new water and sewer ordinances. This study results are to be presented in the February 2024 meeting.
- COMMITTEE MEMBERS
  - The committee members are listed on the bulletin board in the Council Chambers:

**PERSONNEL COMMITTEE**

MATT SHERMAN

TROY BURROUS

GLENDAMARZO-BURTON

**FINANCE/EQUIPMENT COMMITTEE**

\* GLENDAMARZO-BURTON

TIM WHITNEY

MARK GOODRICH

**WATER/SEWER/SOLID WASTE  
COMMITTEE**

MARK GOODRICH

MATT SHERMAN

PETER VANGORDEN

**STREETS/DIKES COMMITTEE**

\* MARK GOODRICH

TIM WHITNEY

PETER VANGORDEN

**RECREATION COMMITTEE**

MATT SHERMAN  
TROY BURROUS  
GLENDA MARZO-BURTON

**NEGOTIATIONS COMMITTEE**

\* TIM WHITNEY  
GLENDA MARZO-BURTON  
MARK GOODRICH

**ZONING COMMITTEE**

\* MATT SHERMAN  
TROY BURROUS  
TIM WHITNEY

NOTE: Asterisk (\*) denotes the Chairperson of the Committee

EFFECTIVE 01.01.2024

**NEW BUSINESS:**

- Secretaries becoming notaries:
  - Councilwoman Marzo-Burton motioned, and Councilman Burrous seconded the motion to have both the Secretary and Assistant Secretary become PA Notaries, not DMV certified. A roll call vote was taken with the following results: Councilwoman Marzo-Burton, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – Yes, and Councilwoman Graham- Yes. Motion carried.
- Tax Collector Bank Account:
  - Councilman Goodrich motioned, and Councilman Sherman seconded the motion to close the Tax Collector Bank Account (XXXX1024) held at Citizens and Northern Bank on February 1, 2024. All present were in favor. Motion carried.
- Guthrie & Company P.C. auditors:
  - Councilwoman Marzo-Burton motioned, and Councilman Sherman seconded the motion to sign the contract engaging Guthrie & Co, PC as Elkland Borough’s 2024 Independent Auditor. A roll call vote was taken with the following results: Councilwoman Marzo-Burton, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – Yes, and Councilwoman Graham- Yes. Motion carried.
- Salt Spreader:
  - The salt spreader motor quit and had to be replaced last week.
- Grants:
  - There are grants available for:

- Radio Read Meters
  - Equipment
  - Pool upgrades
  - Recreation and Parks
  - Sidewalks
  - Lighting
- These need to be researched by the borough.
- Dawson Geophysical:
  - Councilwoman Marzo-Burton motioned, and Councilman Burrous seconded the motion to not sign any agreements submitted by Dawson Geophysical for seismic testing within in the borough. A roll call vote was taken with the following results: Councilwoman Marzo-Burton, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – Yes, and Councilwoman Graham- Yes. Motion carried.
- Add To agenda:
  - Councilwoman Marzo-Burton motioned and Councilman Sherman to add discussing Elkland Borough’s monies currently being held in a Citizen and Northern Investment account. All present were in favor. Motion carried.
- Elkland Borough Investment Account:
  - Councilwoman Marzo-Burton motioned, and Councilman Sherman seconded the motion to research certificates of deposits and remove the monies from the Citizen and Northern Bank Investment account and place those monies into a certificate of deposit with the best interest rate offered to Elkland Borough. A roll call vote was taken with the following results: Councilwoman Marzo-Burton, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – Yes, and Councilwoman Graham- Yes. Motion carried.
- Zoning Hotspot for Internet:
  - Councilman Sherman motioned, and Councilwoman Marzo-Burton seconded the motion to purchase a MiFi/hotspot for the zoning officer to use while ‘on the road’ checking resident compliance to zoning ordinance. All present were in favor. Motion carried.
- Newly Elected Municipal Official Boot Camp:
  - Councilwoman Marzo-Burton motioned, and Councilman Sherman seconded the motion to send all interested 2024 Elkland Borough Elected Municipal officials to the PSAB (Pennsylvania State Association of Boroughs) hosted Boot Camp for newly elected officials at a cost of \$125 per person. All present were in favor. Motion carried.

The meeting adjourned at 8:12pm

Respectfully Submitted,

Jill Hall, Secretary

FEBRUARY 8, 2024  
ELKLAND BOROUGH  
REGULAR MEETING

MAYOR: BILL SHERMAN – absent

Council President Graham called the meeting to order at 6:00 p.m.

COUNCIL MEMBERS:

Council President Wendy Graham  
Timothy Whitney  
Matthew Sherman  
Pete VanGorden – absent

Vice-President Glenda Marzo-Burton  
Troy Burrous  
Mark Goodrich

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Secretary/Treasurer: Jill Hall

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PUBLIC COMMENTS/PRESENTATIONS:

There were no public comments.

MINUTES:

Councilman Goodrich motioned to accept the January 11, 2023; meeting minutes are presented. Councilwoman Marzo-Burton seconded the motion. All present were in favor. Motion carried.

FINANCIAL STATEMENTS:

Councilwoman Marzo-Burton motioned, and Councilman Whitney seconded to accept THE January 2024 financial statements as presented. All present were in favor. Motion carried.

ACCOUNTS PAYABLES:

Councilman Goodrich motioned, and Councilwoman Marzo-Burton seconded the motion to pay the Accounts payables in the amount of: Water fund - \$19,619.53, Sewer fund - \$82,513.53, and General fund - \$32,995.22. All present were in favor. Motion carried.

MUNICIPAL REPORTS:

On June 14, 2023, the Elkland Borough Council motioned to create a water reserve savings account at Citizen & Northern Bank. Council woman Marzo-Burton motioned to have this account changed to a Water Reserve-Interest-Bearing-Checking account (the account will be used to pay for upcoming Water Plant expenditures) to be held at Citizen & Northern Bank. Councilman Goodrich seconded the motion. A roll call vote was taken, with the following results: Councilwoman Marzo-Burton – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – Yes, Councilman Whitney – Yes, and Councilwoman Graham – Yes. Motion carried.

\*Councilwoman Marzo-Burton motioned. And Councilman Goodrich seconded the motion to take \$120,000 from the Authority CD (Health Center) with overages being used from the sewer reserve account for engineering and administrative costs to begin researching Penn Vest Loans. A roll call vote was taken with the following results: Councilwoman Marzo-Burton – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich -Yes, Councilman Whitney and Councilwoman Graham – Yes. Motion carried.

\*Councilwoman Marzo-Burton motioned to advertise for and hire two part-time temporary workers to up for no more than six months for DPW while the current DPW workers complete the waterline composition study. The part-time temporary workers will not be union employees and will be paid \$18/hour, or per the union contract for part time workers. Councilman Sherman seconded the motion. A roll call vote was taken with the following results: Councilwoman Marzo-Burton – Yes, Councilman Burrous – Yes, Councilman Sherman - Yes, Councilman Goodrich – Yes, Councilman Whitney – Yes, and Councilwoman Graham – Yes. Motion carried.

\*Councilwoman Marzo-Burton motioned to install Spectrum internet at the Borough Barn and WWTP for one installation price of \$99.00 and then \$74.99 a month. Councilman Sherman seconded the motion. A roll call vote was taken with the following results: Councilwoman Marzo-Burton – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – No, Councilman Whitney – Yes, and Councilwoman Graham \_ Yes. Motion carried.

\*Councilwoman Marzo-Burton motioned, and Councilman Burrous seconded the motion to add Assistant Secretary Amanda Mahnke to the Amazon Business purchasing account. All present were in favor. Motion carried.

\*Councilwoman Marzo-Burton motioned, and Councilman Goodrich seconded the motion to purchase a laptop for the borough office to be used for training courses. All present were in favor.

\* Councilwoman Marzo-Burton motioned, and Councilman Goodrich seconded the motion allow the Treasurer to transfer weekly the garbage, sewer and water revenues out of the lockbox account and into the correct revenue accounts held at Citizen & Northern Bank. All present were in favor. Motion carried.

\*Councilwoman Marzo-Burton motioned, and Councilman Sherman seconded the motion to have the Secretary research folding and stuffing machines. Quotes for purchase versus lease will be presented at the next meeting. All present were in favor. Motion carried.

\*Councilwoman Marzo-Burton motion to add to the agenda a discussion of internet banking. All present were in favor. Motion carried.

\*Councilman Sherman motioned and Councilman Burrous seconded the motion to provide View-Only access to internet banking at Citizens & Northern Bank to Councilwoman Glenda Marzo – Burton.

\* Councilwoman Marzo-Burton motioned to use up to \$15,000 Liquid Fuels monies to repair the Tar Buggy and to purchase an infrared asphalt recycler and heater. Councilman Whitney seconded the motion. A roll call vote was taken with the following results: Councilwoman Marzo-Burton – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – No, Councilman Whitney – Yes, and Councilwoman Graham -Yes. Motion carried.

NEGOTIATIONS COMMITTEE: None

PERSONNEL COMMITTEE: None

**AN EXECUTIVE SESSION FOR PERSONNEL REASONS WAS ENTERED AT 6:32 P.M. AND EXITED AT 7:53 P.M.**

\*Councilman Sherman motioned to hire Tara Simmons for weekends and holidays at the water and wastewater treatment plants of \$18/hour pending a background check. The start date is to be as soon as possible if the background check is clear. Councilman Burrous seconded the motion. A roll call vote was taken, with the following results: Councilwoman Marzo-Burton – Yes, Councilman Burrous – Yes, Councilman Sherman -Yes, Councilman Goodrich – No, Councilman Whitney – Yes, and Councilwoman Graham – Abstain for familial reasons, motion carried.

\*Councilman Sherman motioned, and Councilwoman Marzo-Burton seconded the motion to update the office hours to 8:00 a.m. to 4 :00p.m. Monday -Friday beginning March 4, 2024. All present were in favor. Motion carried.

\*Councilman Sherman motioned to increase Assistant Secretary, Amanda Mahnke to \$18.00/hour effective immediately. Councilwoman Marzo-Burton seconded the motion. All present were in favor. Motion carried.

\*Councilman Sherman motioned to advertise for a part-time wastewater treatment plant worker and DPW worker (however focus will be wastewater treatment plant) for 20 hours a week with potential holiday and weekend hours also for \$18.hour. All present were in favor. Motion carried.

RECREATION COMMITTEE:

\*Jeff Quick, Quick Maintenance, stated that the electrical service at the pool is in extremely poor condition. The entire system needs a complete upgrade to and in the main building. The quote provided to repair the electrical service at the pool was \$14,682.60.

\*A contractor met Wendy Graham and Dan Clark to review what repairs need to be done to the pool. The contractor stated that the pool system should be pressure-tested prior to any other repair work commencing.

\*It was announced that the Elkland Moose is being very generous financially in supporting the Elkland Pool.

\*Councilman Sherman motioned to have Glenda and Wendy attend the February 13, 2023 Elkland Moose Lodge meeting to request more financial help for the pool. Councilman Whitney seconded the motion. All present were in favor.

\*A pool fundraising event is being planned for April 2024 to be held at the Ekland Moose Lodge. The event will host a 50-50, bake sale, Chinese auction, Disc Jockey, and a volunteer signup sheet.

#### STREETS/DIKES COMMITTEE:

Councilman Goodrich motioned, and Councilwoman Marzo Burton seconded the motion to add seismic testing to the agenda. All present were in favor. Motion was carried.

It was decided that Councilman Goodrich would invite Troy Arnold from Dawon Geophysical to the next council meeting.

#### OLD BUSINESS:

- \*North Buffalo Street Erosion
- \*No update River Street Rail
- \*No update

#### UPDATED WATER AND SEWE ORDINANCES

\*LaBella Engineering is conducting an EDU (equivalent dwelling unit) study to be used when creating new water and sewer ordinances. The study results are to be presented in the March 2024 meeting.

#### NEW BUSINESS:

##### Elkland Borough Investment Account:

\*Councilman Goodrich motioned, and Councilman Burrous seconded the motion to authorize Councilwoman Marzo-Burton to transfer the Investment account held by Citizen & Northern Trust Department and to establish a certificate of deposit with a 4.75% interest rate. A roll call vote was taken with the following results: Councilwoman Marzo-Burton -Yes, Councilman Burrous - Yes, Councilman Sherman - Yes, Councilman Goodrich \_Yes and Councilwoman Graham - Yes. Motion carried.

##### Garbage Contract with NTSWA signed:

- \*New recycling calendars have been mailed.
- \*Spring 2024 cleanup - May 11, 2024
- \*Fall 2024 cleanup - September 28, 2024

##### Sewer Pump Grinder quote(s):

The lift station on West Highland Street needs two new grinder pumps (one to install immediately and one as a spare for emergency installation when /if a pump fails).  
The Barney Hill Lift station needs one grinder pump to keep as a spare.

Councilman Goodrich motioned, and Councilman Whitney seconded the motion to purchase two grinder pumps for West Highland Lift state at \$1,636.75 each and to purchase the spare grinder pump for the Barney Hill Lift station for \$11,290.00. A roll call vote was taken, with the following results: Councilwoman Marzo-Burton – Yes, Councilman Burrous – Yes, Councilman Sherman – Yes, Councilman Goodrich – Yes, Councilman Whitney – Yes, and Councilwoman Graham – Yes. Motion carried.

Pool Lifeguards and Managers:

Councilman Sherman motioned, and Councilman Burrous seconded the motion to advertise for lifeguards and two (2) pool managers. The interested parties must be lifeguard certified or willing to become certified. All present were in favor. Motion carried.

Zoning Hearing Board:

Councilman Goodrich motioned to appoint Paul Button to the Elkland Borough Zoning Hearing Board for 4 Years, with the term expiring on December 31, 2027. Councilman Whitney seconded the motion. All present were in favor. Motion carried.

PUBLIC COMMENTS

\*Paula Kohut questioned who was communicating with the independent solicitor, William Hebe, regarding the sale of the oil and gas mineral rights in 2023. Councilwoman Glenda Marzo-Burton volunteered to liaison between Elkland Borough council and William Hebe.

\*Austin Welch commented that the Storm Drain Maintenance in Elkland Borough needed to be put on a 10-year plan to be proactive to storm drain maintenance instead of reactive.

The meeting adjourned at 7:47 p.m.

Respectfully Submitted,

Jill Hall, Secretary.

# Elkland Borough Council

## Special Meeting Minutes

February 26, 2024

MAYOR: Bill Sherman – Absent

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A special meeting was called of the Elkland Borough Council, held in the Council Chambers.

The meeting was called to order by Council President Wendy Graham at 6:00pm. Councilman Troy Burrows, Councilman Matt Sherman, Councilman Tim Whitney, Councilwoman Wendy Graham were all present, Councilwoman Glenda Marzo-Burton was not present but was on speaker phone.

### Pledge of Allegiance.

### Public Presentation, Requests and Recommendations:

Holly Schoonover: Served as previous council secretary and wants to suggest keeping all meeting recordings for one year, then putting them on a CD for future use. Holly also suggested having a sign in sheet for all attendees who attend meetings to include the public. Holly suggested that the Borough have a clear audit done prior to a new treasurer being appointed. Holly made the comment that there was not a resignation placed on the agenda and suggested that the new Council members' names and appointed positions be posted on the Borough website.

### Executive Session:

The Borough Council held an Executive Session to discuss personnel matters at 6:05 pm, the Executive Session ended at 6:19pm.

### Agenda Items:

### Personnel:

Councilwoman Wendy Graham added to the agenda to accept Jill Hall's letter of resignation. The resignation letter was read. The accepting of Jill Hall's resignation letter was accepted not according to the date she put in her letter, but the date of February 20, 2024, the day she handed in her Borough keys. A motioned by Councilman Matt Sherman, seconded by Troy Burrows, all in attendance were in favor.

### Appoint Borough Secretary:

A motion was made by Councilman Matt Sherman to appoint Amanda Mahnke as Borough Secretary, the motion was seconded by Councilman Troy Burrows, all in attendance were in favor.

**Appoint Borough Treasurer:**

A motion was made by Councilman Matt Sherman to appoint Terri Card as Borough Treasurer, the motion was seconded by Councilman Troy Burrows, all who were present were in favor.

**Appoint Borough Open Records Officer:**

A motion was made by Councilman Tim Whitney to appoint Amanda Mahnke as Borough Open Records Officer, the motion was seconded by Councilman Matt Sherman, all in attendance were in favor.

**Recordings:**

A motion was made by Councilman Matt Sherman, and seconded by Councilman Troy Burrows, that ALL Council meetings be recorded and kept for 90 days, all who were present were in favor.

**Payment to the Crowley's and Utility Bills:**

A motion was made by Councilman Matt Sherman, and seconded by Tim Whitney, to pay the Sewer Operator's Pat and Ann Crowley back pay that was not paid to them by previous treasurer and unpaid utility bills that were also not paid by previous treasurer, all who were present were in favor.

**Adjourn:**

A motion was made by Councilwoman Wendy Graham to adjourn the meeting at 6:27pm, meeting adjourned.

**Respectfully Submitted:**

Amanda Mahnke  
Secretary

ELKLAND BOROUGH COUNCIL REGULAR MONTHLY MEETING

THURSDAY MARCH 14, 2024

COUNCIL MEMBERS PRESENT: GLENDA MARZO-BURTON, TIM WHITNEY, MARK GOODRICH, TROY BURROUS, WENDY GRAHAM, MATT SHERMAN

NOT IN ATTENDANCE: MAYOR BILL SHERMAN

OTHERS: DONNA BLEND, HOLLY SCHOONOVER, FRAN DAVIS, MARTY BALADA, JEFF QUICK, BILL HALL, JUNE WOODARD, JEREMY FREEMAN, SUSAN DORRANCE

CALL TO ORDER: WENDY GRAHAM CALLED THE MEETING TO ORDER AT 6:00PM

PUBLIC COMMENT / PRESENTATIONS:

JEFF QUICK STATED THAT A FAILURE OCCURRED AT THE SEWER PLANT. THE ISSUE AT THE SEWER PLANT WAS THE FAULT OF THE PROGRAM AND THAT THE UNIT IS ON BORROWED TIME, EVEN THOUGH THE SEWER PLANT IS UP AND RUNNING AT THIS TIME. PLC 504 HAS BEEN DOWN A LONG TIME AND WE NEED A SPARE AS SOON AS POSSIBLE. HE WILL GET A QUOTE, IT MAY BE PART OF THE CONSENT ORDER TO REPLACE, WE ARE LOOKING AT BETWEEN 4000.00 AND 5000.00 TO REPLACE. EAST RIVER STREET LIFT STATION WAS A HEAT ISSUE AND THE BLOWER / COOLING FAN MOTOR NEEDS TO BE REPLACED IN THE CONTROL PANEL. THE FAN MOTOR SHOULD BE UNDER \$500.00 AND ONCE WE GET A QUOTE WE CAN GET THAT REPLACED. JUNE WOODARD HAS BEEN IN CONTACT WITH BRAD UPSON CONCERNING THIS.

DONNA BLEND ASKED IF JILL HAS BEEN COMPLETELY TAKEN OFF EVERYTHING CONCERNING THE BOROUGH, CREDIT CARDS, PASSWORDS, ETC. THE COUNCIL HAS ASSURED THE RESIDENTS THAT JILL HAS BEEN REMOVED OFF ALL BANK ACCOUNTS, PASSWORDS HAVE BEEN CHANGED AND AS FAR AS WE KNOW ALL BOROUGH BELONGINGS HAVE BEEN RETURNED TO THE BOROUGH BY JILL.

FRAN DAVIS ASKED ABOUT A CAT ORDINANCE AND A TRASH ORDINANCE. SHE IS CONCERNED ABOUT FERO CATS AND RESIDENTS SPREADING TRASH THROUGHOUT THE BOROUGH. WENDY GRAHAM ASKED HER TO FILL OUT A COMPLAINT FORM. FRAN STATED IT USE TO BE THAT RESIDENTS GOT FINED FOR NOT PICKING UP THEIR TRASH. MATT SHERMAN STATED HE WOULD TALK TO MARK RESUE ABOUT THIS AS IT IS A ZONING ISSUE. MARK GOODRICH STATED THAT PART OF THE ORDINANCE IS THAT WHEN YOU FILE A COMPLAINT AND IF IT GOES TO COURT, YOU AS THE COMPLAINANT HAS TO TESTIFY.

SUE DORRANCE ATTENDED THE MEETING ON BEHALF OF THE ELKLAND LIBRARY. SHE THANKED THE COUNCIL FOR LONG LOYAL SUPPORT AND REPORTED THAT THE LIBRARY HAS HAD OVER 5700 VISITS OVER THE LAST YEAR. THE LOCAL GOVERNMENTS HAVE CONTRIBUTED OVER 22% OF THEIR BUDGET. SHE PRESENTED A SERVICE AREA RESOLUTION TO BE SIGNED BY THE COUNCIL. A MOTION TO SIGN THE RESOLUTION WAS MADE BY MARK GOODRICH, AND SECONDED BY MATT SHERMAN, ALL PRESENT WERE IN FAVOR, MOTION CARRIED. DONNA BLEND ASKED WHAT THE DONATION FROM THE BOROUGH IS TO THE LIBRARY, MATT SHERMAN BELIEVES IT IS \$9500.00 BUT WOULD HAVE TO LOOK AT THE BUDGET FOR THE EXACT NUMBER.

MARTY BALADA ASKED THE COUNCIL ABOUT PURCHASING BOROUGH PROPERTY LOCATED NEAR THE ROD AND GAME CLUB. LOOKING TO PURCHASE ACRES THAT CONNECTS TO HIS PROPERTY. WENDY AND GLENDA BOTH STATED THAT THE BOROUGH SOLICITOR HAS TOLD THE BOROUGH THAT WE SHOULD NOT SELL OUR ASSETS. WENDY STATED THAT WE CAN SUBMIT THE REQUEST TO OUR STREETS AND DIKES COMMITTEE. THE ROD AND GUN CLUB HAS ALSO ASKED TO PURCHASE THE PROPERTY, THAT THEY ALREADY ARE LEASING. MANDY TOOK MARTY'S DOCUMENTS AND MADE COPIED FOR THE BOROUGH.

ACCEPTING OF PREVIOUS MEETING MINUTES FOR THE FEBRUARY 8<sup>TH</sup> AND FEBRUARY 26<sup>TH</sup> MEETINGS: GLENDA MARZO-BURTON REQUESTED CHANGES TO BE MADE TO THE FEBRUARY 8<sup>TH</sup> MEETING MINUTES UNDER FINANCIAL STATEMENTS IT SHOULD HAVE STATED WE ACCEPTED THE FINANCIAL STATEMENTS AS PRESENTED AS LONG AS WE HAD THE BALANCE SHEETS FOR THE MONTHS OF JANUARY AND FEBRUARY AND EVEN THOUGH WE DO NOT HAVE THEM IT SHOULD BE PRESENTED IN THE MEETING MINUTES. UNDER MUNICIPAL REPORTS GLENDA REQUESTED TO HAVE THE ACCOUNT CHANGED AT C & N BANK TO BE USED FOR UP COMING COPPER AND LEAD PROJECTS NOT FOR WATER PLANT EXPENDITURES. A MOTION WAS MADE BY MATT SHERMAN TO ACCEPT THE CHANGES TO THE MEETING MINUTES, SECONDED BY TROY BURROUS, MARK GOODRICH STATED HE WAS NOT PRESENT FOR THE FEBRUARY 26<sup>TH</sup> MEETING SO HIS VOTE FOR THE CHANGES FOR THE 8<sup>TH</sup> BUT NOT THE 26<sup>TH</sup> MEETING, ALL PRESENT IN FAVOR, MOTION CARRIED.

TREASURERS CURRENT EXPENDITURES: THE TOTAL EXPENDITURES WAS \$10,676.52. A MOTION WAS MADE BY MARK GOODRICH TO ACCEPT THE EXPENDITURES, SECONDED BY TIM WHITNEY, ALL PRESENT WERE IN FAVOR, MOTION CARRIED.

CORRESPONDENCE: DONNA BLEND ASKED IF WE ARE OBTAINING LEGAL GUIDANCE FROM THE SOLICITOR PERTAINING TO THE CHANGES WITHIN THE BOROUGH, MARK GOODRICH STATED THAT YES, WE ARE.

TREASURERS CURRENT EXPENDITURES:

A MOTION WAS MADE BY MARK GOODRICH TO ACCEPT THE TREASURER'S CURRENT EXPENDITURES. THE MOTION WAS SECONDED BY TIM WHITNEY, ALL PRESENT WERE IN FAVOR, MOTION CARRIED.

MUNICIPAL REPORTS:

DPW REPORT: DONNA BLEND ASKED IF THERE WAS A REASON WE DO NOT CLEAN THE STREETS MORE THAN WE DO, MARK GOODRICH STATED IS IT BECAUSE OF THE COST. STREETS GET DONE ONCE A YEAR. A MOTION WAS MADE BY GLENDA MARZO-BURTON TO PURCHASE A BROOM KIT FOR STREET CLEANING, THE MOTION WAS SECONDED BY MATT SHERMAN, ALL PRESENT WERE IN FAVOR, MOTION CARRIED.

MARK GOODRICH ASKED WHO AUTHORIZED THE CHANGE OVER GOING ACROSS THE FIELD WITH THE WATER LINE PROJECT, HE STATED THAT WAS SUPPOSED TO BE SLIP LINED, GLENDA STATED THAT IT WAS DONE BECAUSE OF HEALTH AND SAFETY AND PERTAINED THE DEP CONSENT ORDER. MARK STATED THAT HEALTH AND SAFETY HAS TO BE BROUGHT BACK TO THE COUNCIL AND STATED THAT HE IS NOT CONTACTED ABOUT THINGS GOING ON, GLENDA STATED THAT IT MAY HAVE BEEN HER THAT AUTHORIZED IT, SHE ALSO STATED THAT IT WAS BROUGHT BACK TO THE COUNCIL IN FEBRUARY. MARK STATED THAT THE DEP DOES NOT CONTROL THE BOROUGH COUNCIL AND THAT THE BOROUGH MAKES THEIR OWN DECISIONS.

MARK GOODRICH HAS RECOMMENDED TO REPAIR THE BOROUGH'S TAR BUGGY IF POSSIBLE AND THE BLOWER. DAN CLARK LOOKED INTO THE INFRARED HEATER AND ASPHALT RECYCLER AND IT IS RECOMMENDED TO USE NEW BLACK TOP NOT MILLINGS - THIS PURCHASE HAS BEEN PUT ON HOLD FOR THE TIME BEING WHILE DAN GETS MORE INFORMATION.

THREE QUARTERS OF 8000 FEET OF LINE OF PIPE AT THE SOFTBALL FIELD IS NOT RECOMMENDED TO SLIP LINE, DUE TO THE PIPE ALREADY BEING PVS. THEY FOUND A TRUNKLINE NEAR THE SCHOOL THAT SHOULD BE SLIP LINED INSTEAD.

SEWER REPORT: GLENDA MARZO-BURTON ASKED MIKE ABOUT THE REPAIRS THAT NEED TO BE DONE AND WANTED TO KNOW IF THEY ARE BEING DONE, MIKE WILL HAVE QUOTES DONE FOR THE REPAIRS.

RECREATION COMMITTEE: WENDY GRAHAM STATED THAT THERE WILL BE AN EVENT HELD AT THE MOOSE AS A BENEFIT FOR THE POOL ON APRIL 13, 2024. WENDY ALSO STATED THAT MR. MILLARD IS CHECKING INTO THE SCHOOL LAND AND THAT HER AND PAULA KOHUT MAY ATTEND A SCHOOL BOARD MEETING.

A MOTION WAS MADE BY MATT SHERMAN TO HAVE TIM STIFF SCOPE AND PRESSURE TEST THE POOL LINES, WHICH NEEDS TO BE DONE TO SEE IF THE POOL IS EVEN WORTH PUTTING MONEY INTO, AT THE COST OF \$3200.00 TO COME OUT OF THE POOL BUDGET, THE MOTION WAS SECONDED BY MARK GOODRICH, ROLL CALL VOTE: TIM WHITNEY – YES, MATT SHERMAN – YES, TROY BURROUS – YES, MARK GOODRICH – YES, GLENDA MARZO-BURTON – YES, WENDY GRAHAM – YES, MOTION CARRIED.

WENDY SPOKE TO TERRI CARD AND ASKED HER TO CHECK INTO OPENING UP A RECREATION AUTHORITY RESERVE FUND. WENDY WILL HAVE MR. MILLARD CONTACT TERRI CARD TO DECIDE WHAT TYPE OF ACCOUNT THIS SHOULD BE SET UP UNDER AT THE BANK.

NEGOTIATIONS COMMITTEE: MANDY HAS HAD A LOT OF COMPLAINTS BY RESIDENTS PERTAINING TO TRASH PICK UP, AND RECYCLING, SHE HAS CALLED NORTHERN TIER SOLID WASTE ON A DAILY BASIS WITH THE CONCERNS. WENDY AND MARK WILL SPEAK TO NORTHERN TIER SOLID WASTE TO TRY TO FIX THE ISSUES.

AUTHORITY COMMITTEE: JUNE WOORARD REPORTED UPDATES FROM THE DEP PERTAINING TO THE WATER AND SEWER LINES THAT THE DPW WORKED ON, WENT FROM AN 18 INCH LINE TO AN 8 INCH LINE, THIS WAS A GOOD SAVINGS TO THE BOROUGH AS IT SAVED MONEY NOT HAVING TO DO SLIP LINING IN THAT AREA.

THE AUTHORITY HAS SPOKEN TO BRAD UPSON CONCERNING SMOKE TESTING. MARK GOODRICH SUGGESTED WE CONTACT OTHER BOROUGHES TO SEE IF WE CAN BORROW THEIR SMOKE TESTING EQUIPMENT. A MOTION WAS MADE BY GLENDA MARZO-BURTON TO PURCHASE SMOKE BOMBS, THE MOTION WAS SECONDED BY TROY BURROUS, ALL PRESENT WERE IN FAVOR, MOTION CARRIED.

FINANCE COMMITTEE: GLENDA MARZO-BURTON STATED THAT THE AUDITOR HAS BEEN CONTACTED, THERE IS A LOT OF WORK AND UPDATES THAT HAS TO BE DONE PRIOR TO GIVING THE AUDITOR THE 2023 BOOKS. THE AUDIT WILL BE FOR THE YEAR OF 2023, UP UNTIL THE DATE THAT JILL HALL RESIGNED AND TERRI CARD TOOK OVER AS TREASURER.

THE AUDITOR ASKED GLENDA ABOUT OUR 12/31/22 AUDIT, THAT AUDIT STATES THAT THE GENERAL FUND OWES THE WATER FUND \$256,743.00 AND THE

GENERAL FUND OWES THE SEWER FUND \$72,684.00 AND THE SEWER FUND OWES THE WATER FUND \$4903.00, THE AUDITOR SAID WE MUST BEGIN PAYING THESE FUNDS BACK AND WE CANNOT JUST SIT ON IT, AND WE CANNOT CONTINUE TO KEEP USING FUNDS FROM THE WATER AND SEWER FUNDS TO SUPPLEMENT THE GENERAL FUND, EXPENSES NEED TO BE CUT, OR TAXES RAISED TO FUND THE GENERAL FUND.

GLENDA STATED THAT AFTER LOOKING INTO THE BOROUGH'S EXPENSES, ONE OF THE BIGGEST EXPENSES IS THE POLICE DEPARTMENT, SHE IS NOT STATING THAT WE NEED TO GET RID OF THE POLICE DEPARTMENT, SHE IS SUGGESTING THAT THE COUNCIL LOOK INTO SEEING IF WE REALLY NEED TWO POLICE OFFICERS EMPLOYED IN THE BOROUGH. GLENDA STATED THAT 67.5% OF OUR REAL ESTATE TAX REVENUE IS BEING USED TO EMPLOY THE POLICE DEPARTMENT.

GLENDA STATED THAT ACCORDING TO THE BALANCE SHEETS THAT THE BOROUGH WAS GIVEN BY THE PREVIOUS TREASURER IT STATES THAT DUE FROM THE AUTHORITY \$114,120.00, THE BALANCE SHEET DOES NOT SAY WHO THE AUTHORITY OWES THAT MONEY TO, JUST THAT THEY OWE MONEY. WE ARE NOT SUPPOSED TO CO-MINGLE FUNDS.

GLENDA PUT IN A REQUEST WITH THE DCED TO DO PEER TRAINING WITH BOROUGH STAFF AND COUNCIL MEMBERS.

THE WATER RESERVE SAVINGS ACCOUNT AT C&N BANK HAS BEEN ACTIVATED, NINE MONTHS OF PRIOR PENN VEST PAYMENTS HAVE BEEN TRANSFERRED.

GLENDA MARZO-BURTON COMPLETED THE TRANSFER OF THE BOROUGH INVESTMENT ACCOUNT INTO A CD (THE TRANSFER AMOUNT WAS \$295,187.76) WE ARE SUPPOSE TO HAVE AN INTEREST RATE OF 4.75%, HOWEVER WE ARE CURRENTLY AT AN INTEREST RATE OF 4.40%, CASSIE FROM C&N BANK IS CHECKING INTO THIS.

#### EXECUTIVE SESSION:

THE BOROUGH COUNCIL WENT INTO AN EXECUTIVE SESSION BEGINNING AT: 7:53PM AND ENDED AT: 8:10PM

#### HEALTH AND SAFETY:

GERALD (JEFF) JEFFERS HAD AN INTERVIEW FOR THE TEMPORARY PART-TIME DPW WORKER ON 2/28/24 AND BEGAN WORKING ON 3/1/24. HE WAS HIRED AT A RATE OF \$18.00 PER HOUR, ON A AN AS NEEDED BASIS. JEFF WAS HIRED PRIOR TO THE COUNCIL MEETING DUE TO HEALTH AND SAFETY ISSUES THAT A ROSE WITH THE WATER AND SEWER LINES. MATT SHERMAN MADE A MOTION TO ACCEPT

HIRING JEFF, THE MOTION WAS SECONDED BY GLENDA MARZO-BURTON. ROLL CALL VOTE: GLENDA MARZO-BURTON – YES, TIM WHITNEY – YES, MATT SHERMAN – YES, TROY BURROUS – YES, MARK GOODRICH – NO, ( MATT SHERMAN ASKED MARK WHY HE VOTED NO WHEN HE WAS ALREADY HIRED AND IT WAS ALREADY VOTED ON IN THE PAST TO HIRE SOMEONE, MARK STATED THAT THE BOROUGH IS LOOKING TO SAVE MONEY AND THE THREE BOROUGH WORKERS WE ALREADY HAVE SHOULD BE WORKING TOGETHER) WENDY GRAHAM – YES. MOTION WAS CARRIED.

**PERSONNEL:**

THE BOROUGH HIRED TERRI CARD AS THE PART TIME TREASURER, THIS WAS VOTED ON DURING THE FEBRUARY 26<sup>TH</sup>, 2024 SPECIAL MEETING. IT WAS NOT MENTIONED IN THAT SPECIAL MEETING WHAT HER SALARY WAS GOING TO BE. TERRI CARD'S SALARY IS GOING TO BE \$14,500.00 PER YEAR, WITH THE OPTION TO REVISIT HER SALARY IF NEED BE.

A MOTION WAS MADE BY MATT SHERMAN TO ADVERTISE TO HIRE TWO MORE WEEKEND AND HOLIDAY SEWER WORKERS TO HELP WHEN THE CURRENT SEWER WORKERS MAY NOT BE AVAILABLE, OR ARE SICK, ETC., THE MOTION WAS SECONDED BY GLENDA MARZO-BURTON. ROLL CALL VOTE: TIM WHITNEY – YES, GLENDA MARZO-BURTON – YES, MATT SHERMAN – YES, MARK GOODRICH – YES, TROY BURROUS – YES, WENDY GRAHAM – YES, MOTION CARRIED.

**OLD BUSINESS:**

THE NYPUM PROGRAM AND SAM'S (SERVICES ACCESS MANAGEMENT) ARE GIVING THE BOROUGH BACK THE BUILDING. THEY HAVE NO MONEY AND A LEASE AGREEMENT HAS NOT BEEN MADE BETWEEN THE BOROUGH AND THE NYPUM PROGRAM. BILL HALL GAVE A BRIEF BACKGROUND OF THE NYPUM PROGRAM BEFORE STATING THAT THE NYPUM BOARD NO LONGER WANTS TO USE THE BUILDING.

JUNE WOODARD HAS BEEN WORKING WITH PENELEC TO REPAIR AND OR REPLACE STREET LIGHTS WITHIN THE BOROUGH.

GLENDA MARZO-BURTON HAS CONTACTED ATTORNEY HEBE PERTAINING TO THE BOROUGH'S OIL / GAS / MINERAL RIGHTS SALE, THE ATTORNEY NEEDS MORE INFORMATION AND WILL BE WORKING ON THIS.

WORKING ON GOING THROUGH ORDINANCES. WE RECEIVED COPIES OF WELLSBORO ORDINANCES TO LOOK AT HOW THEY ADDRESS WATER ISSUES.

**NEW BUSINESS:**

MARK GOODRICH SUGGESTED THE BOROUGH PUT A MAILBOX OUT FRONT OF THE BOROUGH OFFICE TO USE AS A DROP BOX FOR WATER / SEWER / TRASH BILLS, ZONING PERMITS, COMPLAINTS, ETC.

A MOTION WAS MADE BY MARK GOODRICH FOR THE BOROUGH TO CONTINUE THE SUBSCRIPTION FOR THE FREE PRESS COURIER. THE MOTION WAS SECONDED BY MATT SHERMAN, ALL PRESENT WERE IN FAVOR, MOTION CARRIED.

MANDY HAS ASKED THE COUNCIL TO LOOK INTO GETTING A NEW PHONE SYSTEM FOR THE OFFICE AND POLICE DEPARTMENT. JEREMY FREEMAN SUGGESTED LOOKING INTO VONAGE.

ADJOURNED:

9:15PM