

# Elkland Borough Council Regular Meeting

Thursday July 25, 2024

**Present:** Glenda Marzo-Burton, Troy Burrous, Pete VanGorden, Mark Goodrich, Tim Whitney, Matt Sherman, Wendy Graham

**Others:** Donna Blend, Holly Schoonover, Michelle Cook, Debbie Gee, Nikki Fish, Jeremy and Melissa Freeman, Trina Marzo, Mike Arnold, June Woodard, Paula Kohut, Maria Phelps, Kara Gausline, Anthony Marzo, Austin Welch, Bill Allen

**Not Present:** Mayor Bill Sherman

**Call to Order:** Wendy Graham called the meeting to order at 6:00pm.

Matt Sherman opened the floor for nominations for a new Council President. Glenda Marzo-Burton nominated Matt Sherman; Troy Burrous seconded her nomination. Matt Sherman asked if there were any other nominations. There were no other nominations. Matt Sherman asked for a roll call vote. Roll call vote: Mark Goodrich – Yes, Glenda Marzo-Burton – Yes, Troy Burrous – Yes, Pete VanGorden – Yes, Matt Sherman – Yes, Wendy Graham – Yes, Tim Whitney – Yes.

**Note:** Wendy moved seats from the head of the Council table and Matt Sherman took the seat at the head of the Council table.

Maria Phelps stated she gave Mandy a copy of the VGIS map pertaining to the alley way behind her business. She is concerned that it is marked as a Elkland roadway up until the property at 107 West Main Street. Mark Goodrich asked if Matt Baker spoke to Maria, she stated yes, and he told her she can move the pallets that are blocking the roadway she can, but they need to be put back up. Maria stated if it is an Elkland roadway it shouldn't be blocked. She stated she is just looking for easy access to the back of her business. Matt asked if this is going off a website for the maps. Maria stated it is VGIS maps which is a paid site, and realtors use it for selling property. Matt is wondering if the courthouse would have an actual map of the Borough with specific Borough roadways listed. Mark Goodrich stated the deed states it was bought from Mike Kohut. Matt stated that if it comes back as a Borough roadway it cannot be blocked, but speed bumps can be put into place. Matt stated the Streets / Dikes Committee will look into this and get this issue resolved as soon as possible.

Ms. Gardner stated she still has an issue with her billing information being put online. Mandy Mahnke and June Woodard tried to have a conversation with Ms. Gardner pertaining to the issue, the post was removed when it was realized what had happened and apologies were made to Ms. Gardner by both Mandy and June Woodard.

Paula Kohut asked about the status on Mr. Hebe and the mineral rights. Glenda Marzo-Burton stated we have not heard back from him yet. Paula Kohut asked if the Borough could get a different lawyer. Glenda stated that the Borough is in the process of doing that.

Paula Kohut stated she feels moving forward when a major decision within the Borough needs to be made such as the sale of the mineral rights there should be a vote by the residents. Matt Sherman agreed. He stated at what point do you decide what should be voted on, because some things are important to some people and not to others. Paula stated when it comes to taxpayers' money they should have a say, or at least the option to voice their opinions.

Mark Goodrich had a discussion pertaining to mineral rights being sold.

Glenda Marzo-Burton stated there is no money missing from the Borough. Glenda stated that Holly Schoonover was the notary during the sale of the mineral rights, and she wasn't sure if she was privy to any of the information or not. Glenda stated that the previous Council voted to get \$280,000.00 for the mineral rights. It ended up being \$62,000.00 less than what was voted on. Glenda was told the reason for the lower price was due to not being able to put the lease on some of the land, this information came from Chris Lantz. There they lowered the price and only put the lease on the land that they could. Glenda Marzo-Burton stated the check was issued to the Borough and the treasurer at the time deposited it into the checking account and those funds were utilized for the Borough. Glenda stated no money is missing, it is just a different amount than what was originally voted on. Glenda stated it was not brought back to the Council to revote on the new amount and that is ultimately the problem.

Holly Schoonover made a statement that she was only in the meeting to notarize the paperwork, she was not involved in any discussion of dollar amounts or anything like that.

Donna Blend stated that if the Borough can undue the sale of the mineral rights, that money will have to be paid back and that's a lot of money and that money has already been spent.

June Woodard had a discussion concerning leasing property at a higher amount than selling property.

Paula Kohut asked how often the Crowley's come to the sewer plant. June explained they are on call with the Borough 24/7, and they come on a regular basis. Paula asked how often Mike Arnold gets a weekend off. Mike stated he now has every weekend off because Jeremy Freeman was hired to work weekends and holidays. Matt Sherman stated there are times when Mike does get a call out on a weekend for an emergency. June Woodard stated that the Crowley's do not have a set schedule, however Mike Arnold is in contact with them almost daily and they do come to the Borough frequently.

Paula Kohut asked if Jeremy Freeman is certified for his position. June Woodard stated there is no requirement for him to be certified for what he is doing but he has been certified in the past.

Mark Goodrich asked when the Borough will have our own operator for the sewer plant. June Woodard stated from her understanding it is a minimum of a two-year process. Mark stated when the Borough does have their own operator then we would no longer need to keep the Crowley's on. June Woodard stated even once the Borough has their own operator, she would

recommend keeping the Crowley's on retainer due to their wealth of knowledge and willingness to help when needed.

Melissa Freeman stated she is encouraging every one of the Council members to have transparency and communication. She stated it helps to eliminate doubt and concerns within the community.

**Accept Previous Meeting Minutes:** Meetings from June 13, 2024, and July 11, 2024. A motion was made by Glenda Marzo-Burton to accept the meeting minutes from June 13, 2024, seconded by Pete VanGorden, all present were in favor, motion carried. A motion was made by Wendy Graham to accept the meeting minutes for the July 11, 2024, meeting, seconded by Mark Goodrich, all present were in favor, motion carried.

#### Communications:

Glenda Marzo-Burton handed out copies of Terri Card's resignation letter. Glenda wanted to clarify the letter because it has continued to be brought up, and because it was put out on social media. Glenda Marzo-Burton discussed each paragraph in Terri's letter.

A discussion was made concerning the new PA One Call rates, Donna Blend asked if it will be available to the public and put on the Borough website. Mandy stated she will have it available in the Borough Office and put it on the website.

A motion was made by Mark Goodrich to accept and sign the Tioga County 2024 Response Plan, seconded by Glenda Marzo-Burton, all present were in favor, motion carried.

June Woodard stated that the Authority would like to meet with the Water / Sewer Committee on August 1, 2024, at 6:00pm.

Matt Sherman stated that the Borough Council has not turned down the lease agreement with Tioga County for the lease of the old NYPUM building, he stated it needs to go back to the solicitor for a change in the wording.

It was recommended by June Woodard and the Authority to temporarily move the Elkland Borough office to the old NYPUM building. Office will open at the new location on August 5, 2024. This motion got tabled until after the Executive Session.

**Executive Session:** Began: 7:35 pm, Mark Goodrich asked that the executive session be held at the Fire Department. Ended: 8:20 pm

Glenda Marzo-Burton stated the Executive Session was regarding legal and personnel matters.

Glenda Marzo-Burton asked to add to the agenda to hire a labor attorney. Donna Blend stated she believes you cannot legally add to the agenda anymore. Glenda stated we can wait until the next meeting.

Troy Burrous made a motion to move Mandy and the Elkland Borough office to the NYPUM building temporarily and to add cameras to the building. Seconded by Pete VanGorden, all Council members were in favor except Mark Goodrich. Roll call vote: Wendy Graham – Yes, Glenda Marzo-Burton – Yes, Troy Burrous – Yes, Tim Whitney – Yes, Mark Goodrich – No, Pete VanGorden – Yes, Matt Sherman – Yes. Matt Sherman stated we will advertise to have office at the old NYPUM building by August 5, 2024. Motion carried.

Matt Sherman opened the one and only sealed bid for the Borough's zero turn mower in the amount of \$1500.00. A motion was made by Mark Goodrich to accept the bid, seconded by Pete VanGorden, all present were in favor, motion carried.

A motion was made by Wendy Graham to accept the quote for new truck tires for the Borough in the amount of \$1216.00, seconded by Glenda Marzo-Burton, all present in favor, motion carried.

A motion was made by Mark Goodrich, seconded by Troy Burrous, to purchase the 2023 F550 dump truck with a plow frame, at the price of \$75,935.53, pending it is still available. Glenda Marzo-Burton stated this purchase would come out of liquid fuels. Roll call vote: Wendy Graham – Yes, Glenda Marzo-Burton – Yes, Pete VanGorden – Yes, Troy Burrous – Yes, Mark Goodrich – Yes, Matt Sherman – Yes, motion carried.

A motion was made by Mark Goodrich, seconded by Pete VanGorden, to purchase a locator for the DPW in the amount of \$1095.00, all present were in favor, motion carried.

Pete VanGorden made a motion to go ahead and sell the salt spreader to Jeff Quick in the amount of \$1000.00, seconded by Glenda Marzo-Burton, this has been advertised twice for bid and no one bid on it. All present were in favor, motion carried. Jeremy Freeman made suggestion to investigate a bidding website to list items the Borough has up for bid.

Jeremy Freeman and the Authority made a recommendation to have more sludge removed as they already had 25 loads removed. He also recommended the amount of nitrogen and phosphorus credits the Borough needs be purchased, as recommended by the engineer so that all credits are purchased from one place. Jeremy gave an update on the Lead and Copper service line inspections. June Woodard stated there is a company that has contacted us to help with the Lead Copper inspections, so she is going to see what they can offer and the cost for them to help. June stated we may have to go door to door to get inspections completed.

June Woodard stated the sewer plant generator is overheating and they have contacted Northern Tier for quotes, and we will also look for grants to help replace the generator.

June Woodard stated during the storm we just had, our control panels at the lift stations burnt up and they are having to be replaced, at a cost of \$9723.24. June stated we will turn this into our insurance to try to get reimbursed. June is recommending that we put surge protectors on the Borough's electronics to help protect us from this happening again.

A motion was made by Glenda Marzo-Burton to purchase the control panels, seconded by Pete VanGorden. Roll call vote: Wendy Graham – Yes, Mark Goodrich – Yes, Pete VanGorden – Yes,

Troy Burrous – Yes, Glenda Marzo-Burton – Yes, Tim Whitney – Yes, Matt Sherman – Yes.  
Motion carried.

June Woodard stated that there will be a walk through tomorrow at the sewer plant at 11 am and anyone that wants to attend is welcome. She stated they are looking to see what needs to be repaired. June stated that Tri County Spreading is estimating around 65 more loads of sludge to be removed to be in compliance with the DEP.

June Woodard stated they are looking into the different contracts the Borough has with different vendors to see that we are getting everything we are paying for.

June Woodard suggested that the Borough needs a Zoning board which can consist of 3 people and can be made up of residents.

Glenda Marzo-Burton stated that she spoke with the PSAB concerning the Recreation Authority bank account. Glenda found out that the Recreation Authority cannot use the Borough's EIN number and it is considered FRAUD to do so. She also stated she found out that they cannot accept any donations from the public by utilizing the Borough's EIN number, they must be incorporated and get their own EIN number. Glenda stated that due to this finding the Borough needs to speak to our attorney to get his best advice on what to do with the money that is in that account.

Wendy Graham stated that the Recreation Authority has been done from previous years. Wendy also stated that no money has been spent out of the Recreation account. June Woodard stated we as a Borough should work towards having an incorporated Recreation Authority.

June Woodard stated that the Borough needs to stop the four wheelers and atv's from driving on top on the dikes.

A motion was made by Pete VanGorden and seconded by Glenda Marzo-Burton to change the Borough's purchasing procedure, and any expense over \$200.00 must be approved by the Finance Committee, all present were in favor, motion carried.

Glenda Marzo-Burton stated that there are bank issues going on and that Mandy is getting phone calls from customers, and she is having to explain to them it is not a Borough issue it is a bank issue. Glenda stated bank accounts are back to normal and money is being put into the correct accounts with the billing software. Glenda stated that as Mandy does a batch for billing it is proved back to the bank statements. Glenda said there was an issue when she was reconciling the accounts for May and June and the bank didn't even know there was an issue. Another issue that we found was that the bank is not always putting in the correct account number with the payment being paid. Glenda just wanted to make everyone aware that the bank is making errors. Mark Goodrich asked when is this going to be corrected? Glenda stated we are keeping an eye on things and there are times when the bank notifies Mandy when there is an error. Glenda stated that the Borough received ACT 13 funds, in the amount of \$47,602.40, which was put into the General Fund account and Mandy immediately transferred that into the ACT 13 account.

A motion was made by Glenda Marzo-Burton not to have a second Borough wide clean up in the fall due to the cost, seconded by Mark Goodrich, all present were in favor, motion carried.

A motion was made by Mark Goodrich to pay the final requisition for the Genesse Valley Construction Company for the slip ling project, seconded by Glenda Marzo-Burton, all present were in favor, motion carried.

A motion was made by Glenda Marzo-Burton to pay the interim treasurer's expenses for the Borough, seconded by Mark Goodrich. Roll call vote: Tim Whitney – Yes, Pete VanGorden – Yes, Troy Burrous – Yes, Glenda Marzo-Burton – Yes, Mark Goodrich – Yes, Wendy Graham – Yes, Matt Sherman – Yes. Motion carried.

Matt Sherman asked how the Borough made out with the AED battery for the police vehicle. Mark Goodrich stated the batteries are on order. Mark also stated that the AED machine that was used at the pool has now been placed in the police vehicle for the time being.

Matt Sherman stated they have done some interviews for a part-time Borough treasurer, and they are hoping to have a candidate for next month's meeting. Matt also stated they also have some applicants that may fight the requirements for the part-time DPW laborer, they are also hoping by the next meeting to have more on that.

Glenda Marzo-Burton made a motion to advertise for 1 week for general office staff, the ad should be placed in the Free Press Courier, the Penny Saver, and the Addison Post, seconded by Wendy Graham, all present were in favor, motion carried.

Glenda Marzo-Burton stated that as of right now the Borough is not in the hole, but if we continue to spend the way we are we will run out of General Funds. The Finance Committee needs to meet again and come up with a solution. Jeremy Freeman asked if there is a plan in motion to put together that is more accurate? Glenda stated they need a Finance Committee meeting first. Donna Blend asked when will the Borough begin working on the new budget, Glenda stated hoping in August.

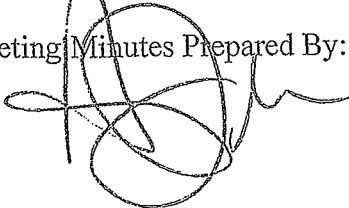
Donna Blend asked if now that Matt is the new Council President if Committee's will change. Matt stated yes, he will be working on that.

Matt Sherman thanked the public for coming to the meeting and showing support.

A motion to adjourn the meeting was made by Mark Goodrich and seconded by Troy Burrous, all present were in favor, motion carried.

Meeting adjourned: 9:39 pm

Meeting Minutes Prepared By: Mandy Mahnke



## Elkland Borough Regular Council Meeting

Thursday August 8, 2024

**Present:** Mark Goodrich, Glenda Marzo-Burton, Pete VanGorden, Tim Whitney, Wendy Graham, Matt Sherman

**Not Present:** Mayor Bill Sherman, Troy Burrows

**Others:** Paula Kohut, Donna Blend, Mike Arnold, Dan Clark, Dusty Derr, Austin Welch, Trina Marzo, Anthony Marzo, Jeremy Freeman, Kera Gausline Hackett, Amy Tulanoski (spelling of last name may be wrong)

Meeting called to order by Matt Sherman at 6:00pm

**Public Comments / Presentations:** Dusty Derr is will to pay half of the past due bill for the service location of: 118 Proctor Ave., Matt Sherman opened the floor for discussion and to accept the offer of Dusty Derr.

Amy Tulanoski (spelling of last name may be wrong) stated that when she worked for the Borough and did the water bills using the "old" billing software program all landlords were attached to tenant properties within the Borough that they owned. Mandy and Glenda both stated that with the conversion of the "new" billing software not all that information was converted over.

Austin Welch stated he is on the Water / Sewer Authority, and they are currently looking into how the process goes. Austin asked if Dusty would be willing to table this until after the Authority has researched the process and how it should be dealt with. Mandy stated that cannot be done because Dusty has already rented out the apartment in question and the water needs to be put in the new tenant's name.

A motion was made by Pete VanGorden to accept \$500.00 from Dusty Derr for the past due bill, seconded by Mark Goodrich. Roll call vote: Glenda Marzo-Burton – No, Wendy Graham – Yes, Tim Whitney – Yes, Pete VanGorden – Yes, Mark Goodrich – Yes, Matt Sherman – No, motion carried.

**Approve previous meeting minutes for regular Council meeting dated July 11, 2024:**

Glenda Marzo-Burton made a motion to approve the meeting minutes with the corrections of Tim Whitney not being present for the meeting due to COVID, seconded by Pete VanGorden, all present were in favor, motion carried.

**Communications:**

Mark Goodrich asked that the B/S/S/T agency letter be tabled until the next meeting so that more information can be given, he stated he has some questions.

**Municipal Reports:**

**DPW:** A motion was made by Wendy Graham to accept the quote from LB Water for \$3473.00 for the purchase of hydrant repair parts, seconded by Pete VanGorden, all present were in favor, motion carried. Matt stated the cost of the hydrant repairs will come out of the Water Fund.

Matt Sherman stated as an update the metal detector that was approved for purchase by the Council for the DPW has been purchased.

Mark Goodrich stated that we need to make sure when hydrants get hit, damaged or even stolen that they are turned into insurance because each hydrant cost about \$3000.00 to replace.

**Sewer / Water:** Matt Sherman stated there is an update on the compressor it will be delivered between 7:30 am and 3:30 pm. Matt Sherman congratulated Mike Arnold for passing the Water portion to receive his operating license, and he stated the Council will get the information he will need to complete his subclasses.

Glenda Marzo-Burton stated that she would like the Council to send the mayor a letter pertaining to when the police will not be available, whether on vacation or out of town, etc. Glenda stated that the secretary is taking calls for the police department from residents looking for the police and she doesn't know. Wendy Graham asked if the police department has their own phone number and Mandy stated it is not available to the public, Mark Goodrich stated 911 is available to the public. Matt Sherman stated yes, we can send a letter to the mayor asking to let the Borough secretary know when the police are available, just like the DPW and Sewer workers do.

**Fire Department Report:** Mark Goodrich stated that at the end of the month of July, the fire department had 29 incidents with medical calls, fire calls, wires down and trees down. Matt Sherman stated that the fire department is made up of all volunteers and the Borough thanks them for what they do.

**Negotiation Committee Report:** Tim Whitney stated that they have a meeting scheduled August 21, 2024.

**Water / Sewer Authority Report:** June Woodard and Austin Welch are working on setting up a plan for more sludge removal. Jeremy Freeman and Austin Welch discussed the possible plan for more sludge removal.

Austin Welch suggested setting up a meeting with the Council and the Authority to discuss a plan for more sludge removal to get in compliance with the consent order, and he suggested to call a special meeting once the plan has been devised. Matt Sherman stated for the Authority to set something up with the Water / Sewer Committee and they will let him know the plan for a meeting.

**Finance Report:**

Glenda Marzo-Burton stated that the Borough received a check from the insurance company for the incident when the lightening hit the water pump house, in the amount of \$7674.54, which was after the \$1000.00 deductible.

Glenda Marzo-Burton stated that when the new Borough Committees are formed, they need to begin working on the 2025 budget, this includes projects coming up, expenses, etc.

Glenda Marzo-Burton stated that she wanted to let everyone know what is in the accounts.

General Fund: \$130,860.22

Liquid Fuels (after we pay for new truck): \$167,793.90

Water Reserve Acct.: \$89,743.22

Sewer Fund: \$64,460.56 (does not include outstanding checks)

Water Fund: \$56,555.75

ACT 13 Acct.: \$111,131.64

Trash Fund: \$14,800.69

Sewer Reserve Fund: \$ 105,642.49

Capital Reserve Fund: \$172,774.11

18 Month CD (General, Water and Sewer): \$299,655.25

**Interim Treasurer Report:**

Vendor Expenses: General Fund: \$6,524.26; Sewer Fund: \$29,916.65; Water Fund: \$9,238.07.

**Executive Session:** Session began at 6:48 pm, ended at 7:40 pm (for personnel and legal issues)  
(Council went to the firehall for the executive session)

Glenda Marzo-Burton stated that the Borough has been asked to find a new attorney. A proposal from Rosen, Jenkins and Greenwald from Wilkes-Barre, PA was made.

Glenda Marzo-Burton made a motion for the Borough to hire the attorneys from Wilkes-Barre, PA as the new Borough municipal / labor attorneys, seconded by Pete VanGorden. Roll call vote: Mark Goodrich – Yes, Glenda Marzo-Burton – Yes, Wendy Graham – Yes, Tim Whitney – No, Pete VanGorden – Yes, Matt Sherman – Yes, motion carried.

Paula Kohut asked if they would take the place of Chris Lantz, Matt Sherman stated yes.

Matt Sherman stated he thinks it would be a good idea for all employees and Council members to sign a confidentially statement. Glenda Marzo-Burton stated if we can do it according to the PSAB she would agree.

A motion was made by Glenda Marzo-Burton to have employees and Council members sign confidentially statements pending checking with the PSAB, seconded by Mark Goodrich, all present were in favor, motion carried.

Matt Sherman stated that new Borough Committees have been posted (the alternate comes into play when one of the committee members is not available for a meeting and so that there will always be three members available for a meeting) and are as follows: (we did find out through the PSAB that Committee members do not only have to consist of Council members but can also be residents, these Committee members can attend any meeting because they are not on Council and it would not make a quorum)

Personnel / HR:

Matt Sherman

Troy Burrows

Tim Whitney

Alt: Glenda Marzo-Burton

Office / Finance / Equipment:

Glenda Marzo-Burton

Tim Whitney

Wendy Graham

Alt: Matt Sherman

Water / Sewer / Solid Waste:

Pete VanGorden

Glenda Marzo-Burton

June Woodard

Alt: Mark Goodrich

Parks / Recreation:

Wendy Graham

Troy Burrows

Glenda Marzo-Burton

Alt: Paula Kohut

**Streets / Dikes:**

Pete VanGorden  
Tim Whitney  
Mark Goodrich  
Alt: Troy Burrows

**Negations:**

Tim Whitney  
Glenda Marzo-Burton  
Mark Goodrich  
Alt: Wendy Graham

**Zoning:**

Mark Goodrich  
Troy Burrows  
Wendy Graham  
Alt: Mark Resue

Matt Sherman stated that they also came up with Committee standards so that Committee members are aware of the expectations of being of a committee are. The standards were read aloud. Matt Sherman also stated that a spending plan has been put into place as well as an emergency spending plan. The spending plan was read aloud.

A motion to accept the spending plan was made by Glenda Marzo-Burton, seconded by Tim Whitney. Roll call vote: Mark Goodrich – Yes, Glenda Marzo-Burton – Yes, Wendy Graham – Yes, Tim Whitney – Yes, Pete VanGorden – Yes, Matt Sherman – Yes, motion carried.

A motion was made by Glenda Marzo-Burton to accept the emergency spending plan, seconded by Tim Whitney. Roll call vote: Mark Goodrich – Yes, Glenda Marzo-Burton – Yes, Wendy Graham – Yes, Tim Whitney – Yes, Pete VanGorden – Yes, Matt Sherman – Yes, motion carried.

Matt Sherman stated that a calling tree was put in place so that everyone can stay informed. Glenda Marzo-Burton explained the calling tree.

Glenda Marzo-Burton made a motion to accept and sign the LaBella proposed agreement which pertains to the consent order, improvements and upgrades, for \$9000.00, seconded by Tim Whitney. Roll call vote: Mark Goodrich – Yes, Glenda Marzo-Burton – Yes, Wendy Graham – Yes, Tim Whitney – Yes, Pete VanGorden – Yes, Matt Sherman – Yes, motion carried.

Mark Goodrich stated he read in the agreement that LaBella would not oversee any outside contractors, and that the Borough would have to do that themselves. Further discussion about the agreement continued.

Matt Sherman stated that the Council talked about moving meetings to the Elkland Borough Firehall. Matt Sherman opened this discussion up to the public for opinions. Mark Goodrich stated that Council meetings have been at the firehall previously. Glenda Marzo-Burton stated we have to advertise for the meetings to change locations.

A motion was made by Glenda Marzo-Burton to move the Council meetings to the firehall, upon advertising, seconded by Wendy Graham, all present were in favor, motion carried.

Glenda Marzo-Burton explained the DCNR grant. She stated we would like to apply for the grant, but they want the Councils backing, they are willing to provide \$85.00 and the Borough would have to come up with \$15.00. She stated the maximum of the grant is \$250,000.00, that does not mean the Borough will get \$250,000.00. If the Borough went forward with this grant we would have to come up with \$37,500.00, basically 15%. Mandy stated you can use things that you have already paid for and or done or invested in to go towards the 15%.

Amy Tulanoski (spelling of last name may be wrong) asked the exact name of grant.

A motion was made by Glenda Marzo-Burton to send a letter stating that the Council is willing to put up the 15% for the DCNR grant, seconded by Wendy Graham. Roll call vote: Mark Goodrich – Yes, Glenda Marzo-Burton -Yes, Wendy Graham – Yes, Tim Whitney – Yes, Pete VanGorden – Yes, Matt Sherman – Yes. Motion carried.

Glenda Marzo-Burton stated that Matt Sherman needs to be put on the bank accounts as a signer and have Wendy Graham removed.

A motion was made by Glenda Marzo-Burton to change the bank signers at C&N bank for all Elkland Borough accounts, seconded by Wendy Graham. Roll call vote: Mark Goodrich – Yes, Glenda Marzo-Burton – Yes, Tim Whitney – Yes, Pete VanGorden – Yes, Wendy Graham – Yes, Matt Sherman – Yes. Motion carried.

Glenda stated the signers at the C&N Bank will be Mandy, Matt, Glenda and Tim.

Matt Sherman asked for a motion for the Borough to purchase and post “No trespassing signs”.

A motion was made by Pete VanGorden, seconded by Glenda Marzo-Burton, all present in favor motion carried.

Matt Sherman stated that the Borough needs to have all fire extinguishers updated. A discussion was made regarding how many need to be done and a quote.

Mandy asked Mark Goodrich just as with the police AED, whose responsibility is it to make sure the AED and fire extinguisher are working properly because that was questioned. Mandy asked

is it the Council's responsibility the secretary who? Mark Goodrich stated it is more feasible for the Borough to hire one company to do everything for the Borough.

A motion was made by Mark Goodrich, to give the Borough a quote for all fire extinguishers for the Borough and to hire Deb's Transportation to get these done, seconded by Wendy Graham, all present in favor, motion carried.

Matt Sherman stated that the roof screws at the old NYPUM building / new temp. Borough office needs to be replaced. He stated should cost less than the \$200.00 spending limit, so our DPW needs to work on that.

**Green Light Go Update:** They were there looking at the light and we are moving forward. Construction will begin late this summer with a completion date of Spring of 2025.

**Parks and Recreation Checking Account:** Matt stated that account needs to be froze until it is all figured out. Amy Tulanoski (spelling of last name may be wrong) stated she resigned from the committee as of July 23 as did Wendy Graham. Wendy Graham stated they do not have bylaws.

A motion was made by Glenda Marzo-Burton to freeze the Elkland Borough Recreation Authority bank account at C&N bank until they get things figured out, seconded by Wendy Graham. Roll call vote: Mark Goodrich – Yes, Glenda Marzo-Burton – Yes, Tim Whitney – Yes, Pete VanGorden – Yes, Matt Sherman – Yes, motion carried.

Matt Sherman stated that they received some good applications for part time office DPW and sewer help.

A motion was made by Tim Whitney to appoint Mandy at Elkland Borough treasurer, seconded by Glenda Marzo-Burton. Roll call vote: Mark Goodrich – No, Glenda Marzo-Burton – Yes, Wendy Graham – No, Tim Whitney – Yes, Pete VanGorden – Yes, Matt Sherman – Yes. Motion carried. Matt stated just for the record there were other interviews conducted and it was advertised just for transparency.

Matt Sherman stated that there is an applicant for part time office help. Wendy Graham stated the Personnel Committee recommends Joy Meyers.

Mandy stated that she was asked to complete background checks for the possible new hires, and we are just waiting for those to come back.

A motion was made by Wendy Graham to hire Joy Meyers pending the background check, seconded by Tim Whitney. Roll call vote: Glenda Marzo-Burton – Yes, Mark Goodrich – No, Wendy Graham – Yes, Pete VanGorden – Yes, Tim Whitney – Yes, Matt Sherman – Yes. Motion carried.

Matt Sherman stated there is also a part time laborer that they will hire pending background check, which includes all areas in the Borough he may be needed, and which includes holidays

and weekends if needed. Matt Sherman stated he will be based at the sewer plant, that will be their number one focus but can get pulled for DPW work if needed.

A motion by Tim Whitney was made to hire Mark Woodard as part time laborer based at the sewer plant but pulled to DPW if needed, seconded by Pete VanGorden. Roll call vote: Wendy Graham – Yes, Pete VanGorden – Yes, Tim Whitney – Yes, Glenda Marzo-Burton – Yes, Mark Goodrich – No, Matt Sherman – Yes. Motion carried.

**Public comments on agenda items:** Amy Tulanoski (spelling of last name may be wrong) asked for the correct grant name she stated she cannot find the grant. She believes it is the DCED grant. Sho be contacted about the grant.

Donna Blend asked if Mandy is now the Borough treasurer is the new office help going to do the billing. Matt and Mandy both stated yes, they will work together. Amy Tulanoski (spelling of last name may be wrong) asked how much it will cost to train her, Mandy stated we have already paid for the software. Mandy stated \$12,000.00. Mandy stated any new hires are covered.

Austin Welch recommended to find someone who knows quick books inside and out to get Mandy set up with everything being entered. Matt stated the new office help has hands on quick books experience. Matt stated that she has experience if help is needed. Matt stated Mandy carried the borough bond for all money. Glenda Marzo-Burton stated the new hire will have to be bonded because if she is taking money for payments she must be bonded.

Austin stated Mandy has taken on a lot for this Borough. Matt stated everyone in this room knows what kind of shit show Mandy is getting into.

Melissa Freeman gave info on who they use for quick books help.

Donna Blend asked is the next council meeting at the firehall Matt stated yes.

Matt Sherman thanks everyone for coming out to support the Borough.

Donna Blend asked if the meetings are held at the firehall where they go for executive meetings Matt Sherman stated probably at the old Borough office.

Motion to adjourn by Wendy Graham, seconded by Glenda Marzo-Burton

Adjourn time: 8:40 pm

Meeting minutes prepared by: Mandy Mahnke

# Elkland Borough Special Meeting

Friday August 16, 2024

**Present:** Troy Burrous, Matt Sherman, Mark Goodrich, Glenda Marzo-Burton, Tim Whitney

**Not Present:** Mayor Bill Sherman, Wendy Graham, Pete VanGorden

**Others:** Donna Blend

**Call to Order:** Matt Sherman called the meeting to order at 6:00 pm

**Executive session began:** 6:03 pm

**Executive session ended:** 7:10 pm

A motion was made by Tim Whitney to adjourn the meeting, seconded by Troy Burrous, all present were in favor, motion carried.

**Adjournment:** 7:11pm