

ELKLAND BOROUGH COUNCIL
REGULAR MONTHLY MEETING
THURSDAY – November 21, 2024

Mayor: Bill Sherman - Absent

Council Members:

President: Matt Sherman – Present – arrived at 6:58 p.m.	Vice President- Glenda Marzo-Burton Present
Pete VanGorden - Absent	Wendy Graham – Present
Tim Whitney - Present	Mark Goodrich - Absent

The regular meeting was called to order at 6:00 p.m. by Vice President Glenda Marzo-Burton and announced that the meeting was being recorded.

Minutes: A motion was made by Wendy Graham to accept the regular council meeting minutes dated October 10, 2024 and Special Meeting Minutes dated October 24, 2024 as presented, seconded by Tim Whitney. All present were in favor – motion carried.

Communications: Tioga County Association of Boroughs Invitation to council members.

Tioga County Ordinance 2024-1 (regulations, specifications, and restrictions for the use and/or installation of outdoor lighting on buildings in the county) was presented for acceptance – Councilmen Wendy Graham stated she has not had time to review. Motion to accept was tabled until the next meeting.

Municipal Reports:

- **DPW/Streets**– A quote was presented to purchase tracks for the loader at a cost of \$1,195.00 each: A motion was made by Wendy Graham, seconded by Tim Whitney. All present in favor – motion carried.
- **Fire Dept** – quarterly donation of \$10,000.00 was sent; Library donation of \$2500 was also noted and sent; Mark stated they received 154 calls for the year which is a

increase from last year; Christmas parade is set for December 14th – contact Brian Davenport. Information on Web Page

- **Zoning Report** – It was noted that the borough needs to find a Zoning Committee to hear complaints and make decisions, be unbiased citizens, zoning approvals and hear cases denied by the Zoning Officer.
- **Streets/Dike Committee** – Pete VanGorden, June Woodard and Glenda Marzo-Burton attended the Flood Mitigation County meeting held on November 14, 2024 at the Knoxville Community Building.
- **Water/Sewer Authority** – Quotes were presented to purchase a commercial grade microscope for the sewer and water plants for testing with a cost of up to \$3,000.00: A motion was made by Mark Goodrich to accept the quote for \$2,466.00, seconded by Wendy Graham. All present in favor – motion carried.

A recommendation was made to purchase a new laptop for the sewer plant up to a cost of \$2,000.00 – a motion was made by Wendy Graham to purchase a laptop up to \$2,000.00, seconded by Tim Whitney; all present in favor – motion carried.

- **Office/Finance/Equipment Committee** – 2025 proposed Budget Meetings were held over several nights. Budgets for each unit were looked at and summarized separately.

A motion was made by Mark Goodrich to accept the quote of \$7,500.00 from Gruver Tax & Taxing for work performed and continue until the end of the year with financial reports and training, seconded by Tim Whitney. All present in favor – motion carried.

➤ **Treasurer Reports**

October Expenses Paid and Month End Balances were as follows:

	<u>Expenses Paid</u>	<u>Balance EOM</u>
Water Fund	\$23,152.33	\$ 31,278.65
Sewer Fund	\$63,418.44	\$ 12,380.97
General Fund	\$42,282.78	\$ 132,703.25
Liquid Fuels		\$ 109,509.49
Water Reserve		\$ 119,675.34
Act 13 Fund		\$ 111,187.67

	<u>Expenses Paid</u>	<u>Balance EOM</u>
Sewer Reserve		\$ 105,975.68
Capital Reserve		\$ 173,319.04
Recreation		\$ 11,469.79
Passbook Savings		\$ 3,887.88
CD Balance		\$ 303,242.90

Flood Mitigation Meeting: June Woodard gave a summary of the meeting that included representatives from different agencies to discuss funding, studies and mitigation processes moving forward for the Cowanesque Valley. Along with a study performed on Camp Brook by the Army Corp of Engineers that would cost \$80 million to fix; includes levee and wetlands to manage overflow. No matching funds are required for the study. Participation by all communities in the valley is essential so communities below them do not suffer; a community could miss out on funding opportunities if they opt out. A 100% federally funded stormwater study is available with a letter of interest to proceed that map storm systems and identifies needs. Community must express support for the study to continue.

Old Business: Green Light Go Update – paperwork was sent along with notice to proceed

The broken Red Light was brought up and when it will be fixed. The police are looking for the trucking company who broke it. Seeing down Main Street from Buffalo Street is a problem; you must inch out to see down the street around parked cars.

A motion was made by Mark Goodrich to restrict parking 2 car lengths on both sides of West Main Street temporarily until the light is fixed, seconded by Tim Whitney. All present in favor – motion carried.

New Business:

Army Corp of Engineers - A motion was made by Wendy Graham to submit and send a Letter of Interest of Storm Water analysis for the borough and flood mitigation that is 100% federally funded, seconded by Tim Whitney. All present in favor – motion carried.

Tioga County Conservation Services – A motion was made by Wendy Graham to submit and send letter to authorize study for flood mitigation and flood control, seconded by Mark Goodrich. All present in favor – motion carried.

FEMA – A motion was made by Wendy Graham to adopt a resolution to apply for FEMA Public Assistance grant for Flood Mitigation, seconded by Tim Whitney. A roll call vote was performed: Wendy Graham – yes, Tim Whitney – yes, Mark Goodrich – yes, Glenda Marzo-Burton, all present in favor – resolution approved.

A motion was made by Wendy Graham to authorize Matt Sherman, President of Council as the signer for FEMA Public Assistance Grant, seconded by Tim Whitney. All present in favor – motion carried.

Borough Emergency Management Coordinator – The borough is looking for an Emergency Management Coordinator. The position is currently held by the Council President. Interested parties should send their letter of interest to the Borough Office. A suggestion was made to put the position on the back of the monthly water/sewer/trash bill.

Executive Session – was entered at 7:00 p.m. and exited at 7:47 p.m. for legal and personnel issues.

Real Estate Tax Ordinance – a motion was made by Wendy Graham to advertise the ordinance to increase the real estate tax millage to 4.4370 mills, seconded by Tim Whitney. A roll call vote was performed: Mark Goodrich – No, Matt Sherman – yes, Glenda Marzo-Burton – yes, Wendy Graham- yes, Tim Whitney – yes

New Borough Taxes - A motion was made by Wendy Graham to advertise the ordinance for a new tax for Street Lights .3740 of one mill, Fire Dept Tax of .4040 of one mill, and Library .1515 of one mill, seconded by Glenda Marzo-Burton. A roll call was performed: Mark Goodrich – No, Wendy Graham – yes, Glenda Marzo-Burton – yes, Matt Sherman – yes, Tim Whitney – yes

Concern was raised about the nature of the new fire department tax by Mark Goodrich; stating it was not a new tax. Glenda Marzo-Burton stated that the fire department contributions came from the Real Estate Tax collected - General Fund; while the new tax is separate, and the total amount collected will pass directly to the fire department and cannot be included with General Funds. Therefore, making it a new tax.

Inquiries about the new borough taxes in comparison to Wellsboro who has a lower-rate and a full time police department. The tax history of Elkland Borough was discussed and how not adequately raising them over the years made a short fall in the general fund due to raising costs, which led to co-mingling of funds.

Tax increase per \$1,000 dollar of assessed value was discussed. Concerns about residents' ability to pay.

Resignation of Council Member - Troy Burrous – President Matt Sherman read the resignation letter of Troy Burrous effective November 5, 2024, due to time constraints.

A motion was made by Tim Whitney to accept the resignation of Troy Burrous as council member, seconded by Mark Goodrich. All present in favor – motion carried.

Proposed 2025 Budget – Notice to Advertise – A motion was made by Mark Goodrich to advertise the Notice of 2025 Budget, seconded by Wendy Graham. All present in favor – motion carried.

An overview of budget allocations was discussed; including repayment to the Borough Authority of \$500,000.00 and ARPA funds are also factored in the budget.

An expected revenue increase of \$139,000.00 on real estate taxes; with an expected revenue around \$439,000.00

Budget details will be available for public review. Notice for review is 7 business days prior to approval.

ARPA Funds – Funds needs to be allocated and contractual by the deadline of December 31, 2024. A quote was received from Martz Technologies for Sewer Upgrades of \$157,359.55. A motion was made by Mark Goodrich to accept the quote for sewer upgrades, seconded by Wendy Graham. A roll call vote was performed: Wendy Graham – yes, Mark Goodrich – yes, Tim Whitney – yes, Glenda Marzo-Burton – yes. All present in favor – motion carried.

A motion was made by Mark Goodrich to use the remaining ARPA funds of \$133,336.51 towards the quote from Martz Technologies and the remaining balance of the quote will be paid out of the sewer fund, seconded by Wendy Graham. A roll call vote was performed: Mark Goodrich – yes, Tim Whiney – yes, Wendy Graham – yes, Matt Sherman – yes, Glenda Marzo-Burton – yes. All present in favor – motion carried.

Resignation of Mayor – William Sherman – President of Council Matt Sherman read the resignation letter of Mayor William Sherman effective November 19, 2024.

A motion was made by Mark Goodrich to accept the resignation of William Sherman as Mayor, seconded by Tim Whitney. All present in favor – motion carried.

At this time Vice President Glenda Marzo-Burton announced that the President of Council – Matt Sherman is now the residing Mayor per PA Code until a new Mayor is appointed.

The gavel was passed to Vice President Marzo-Burton who continued the meeting and will continue to lead the council meetings until a new mayor is appointed.

Notices will be posted for the Mayor and Council Member. Any interested party should send a letter of interest to the Borough Office for Council Member by December 10, 2024 and for Mayor by December 16, 2024. They must be a registered elector of the borough and have resided in the borough for one year.

The council member will be voted on at the Regular meeting on December 12th and the Mayor will be voted on at the Special Meeting to be held on December 19th.

Public Comments on agenda item:

Concern that there is a conflict of interest with a council member's involvement with the Fire Department and the Borough's best interest. Could be an ethics violation.

It was asked if anyone has applied for the part-time secretary or treasurer positions. Vice President Marzo-Burton stated no. Stephanie English stated she had applied. *Her application will be reviewed.*

There are still issues with the phone system when you try to leave a message. There needs to be instructions on the website.

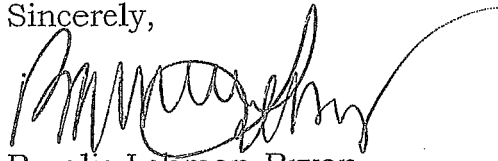
Adjournment:

A motion was made by Wendy Graham to adjourn, seconded by Tim Whitney. All present in favor - motion carried.

Adjournment time 8:31 p.m.

It was announced that the council meetings going forward will be back in the Borough Office Council Room due to a conflict at the Fire Hall.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rosalie Lehman-Bryan', with a long, sweeping flourish extending to the right.

Rosalie Lehman-Bryan
Secretary/Treasurer
Elkland Borough

ELKLAND BOROUGH COUNCIL
REGULAR MONTHLY MEETING
THURSDAY – December 12, 2024

Residing Mayor: Matt Sherman – present (arrived at 6:23 pm)

Council Members:

President:	Vice President- Glenda Marzo-Burton Present
Pete VanGorden – via phone	Wendy Graham – Present
Tim Whitney - Present	Mark Goodrich - Present

The regular meeting was called to order at 6:00 p.m. by Vice President Glenda Marzo-Burton and *announced that the meeting was being recorded.*

It was also announced that Councilman Pete VanGorden was on the phone.

Requests/Presentations/Recommendations: Glenda Marzo-Burton talked about being a council member, responsibilities and thanked other members for their service to the community. If there are issues and concerns in the community to come to these public meetings so the council can hear them, and everyone will work together.

Public Comments: Amy Tulanowski mentioned she received a non-renewal notice from Wilkinson-Dunn for her bond and she hasn't worked for the borough in two years. Council person Marzo-Burton stated the borough receive a notice also.

Minutes: A motion was made by Tim Whitney to accept the regular council meeting minutes dated November 21, 2024, second by Mark Goodrich. Council member Sherman stated, "On page 4 it states Matt Goodrich and should be Mark Goodrich". All present were in favor and Council member VanGorden phone vote yes after correction – motion carried.

Communications: Tioga County Ordinance 2024-1 (regulations, specifications, and restrictions for the use and/or installation of outdoor lighting on buildings in the county). No Action was taken as this is a county ordinance.

Council member Marzo-Burton mentioned there need to be stop signs at the corners of Forestview Drive and Hemlock Street. Mark Resue mentioned that a study by PennDot probably needs to be done, he will check.

Municipal Reports:

- **DPW/Streets** – read by Council member Marzo-Burton
- **Water/Sewer** – read by Council member Marzo-Burton
- **Police Dept.** – read by Council member Marzo-Burton

Officer Brackman stated that he needs access to the Mo-Pac system for him to complete training; it was accessed in the past by the Chief of Police.

A motion was made by Mark Goodrich to give Officer Brackman permission to access the Mo-Pac system, seconded by Wendy Graham. All present in favor and Council member VanGorden phone vote yes – motion passed.

- **Fire Dept** – they assisted with 1 vehicle accident and the traffic signal light.
- **Zoning Report** – Mark Resue stated he would like council to create an ordinance to preview rentals for code violations before being rented out again.

He would also like the council to look into establishing a compost site for residents which would cut down on the burning complaints.

- **Parks/Recreation Report** – No update
- **Streets/Dike Committee** – The borough has signed up and applied for the Public Assistance. A phone conference will be held tomorrow.
- **Negotiations Committee Report** – Council members Whitney and Marzo-Burton have been in contact with the Attorney, they should be ready by the end of the year.
- **Grant Committee** – award announcement has been postponed, still waiting to hear
- **Emergency Management Committee** - no update
- **Personnel/HR Committee Report** – no update
- **Water/Sewer Authority Report** – no updates
- **Office/Finance/Equipment Committee**
- **Treasurer Reports**

November Expenses Paid and Month End Balances were as follows:

	<u>Expenses Paid</u>	<u>Balance EOM</u>
Water Fund	\$24,546.77	\$ 32,857.60
Sewer Fund	\$58,573.91	\$ 52061.14
General Fund	\$55,400.92	\$ 122,139.95

A motion was made by Wendy Graham to approve the expenses paid in November, second by Tim Whitney. All present in favor and Council member VanGorden phone vote yes – motion carried.

	<u>Expenses To Be Paid</u>
Water Fund	\$12,602.78
Sewer Fund	\$ 1,307.44
General Fund	\$ 2,698.21

A motion was made by Mark Goodrich to pay expenses from each account listed above, second by Tim Whitney. All present in favor and Council member VanGorden phone vote yes – motion carried.

Council member Marzo-Burton read the end of month balances for the other accounts held at Citizen and Northern Bank:

	<u>Balance EOM</u>
Liquid	
Fuels	\$ 109,509.49
Water Reserve	\$ 119,675.34
Act 13 Fund	\$ 111,187.67
Sewer Reserve	\$ 105,975.68
Capital Reserve	\$ 173,319.04
Recreation	\$ 11,469.79
Passbook Savings	\$ 3,887.88
CD Balance	\$ 303,242.90

Old Business: Green Light Go Update – they have until August of 2025 to complete the project.

The broken Red Light has been fixed.

Borough Emergency Management Coordinator – a notice of vacancy was put on the back of the bills going to residents – there has been no interest.

New Business:

A motion was made by Wendy Graham to add the Zoning Hearing Board to the agenda, second by Mark Goodrich. All present in favor and Council Member VanGorden phone vote yes. Motion carried.

Zoning Hearing Broad Committee – Josh Kohut, Cyle English and Stephanie English have requested to be on the Zoning Hearing Board.

A motion was made by Mark Goodrich to approve Josh Kohut, Cyle English and Stephanie English to the Zoning Hearing Board, second by Tim Whitney. All present in favor and Pete VanGorden phone vote yes – motion carried.

Josh Kohut will serve for a 3-year term, Cyle English will serve a 4-year term and Stephanie English will serve a 5-year term.

Bids on Trucks:

2010 Chevy - 1-ton Gas Dump Truck – VIN # 1GB6KZBK6AF133288

Bid: \$3,000.00 Steve Hartman
Bid \$4,000.00 Doug Dickerson

A motion was made by Wendy Graham to accept the \$4,000.00 bid by Doug Dickerson, second by Tim Whitney. All present in favor and Council member VanGorden phone vote yes – motion carried.

1986 Ford – 6 – ton Diesel Dump Truck – VIN # 1FDXK74N2GVA56716

Bid: \$3,000.00 Doug Dickerson
Bid: \$2,700.00 Jim Hill
Bid: \$ 810.00 Steve Hartman

A motion was made by Wendy Graham to accept the \$3,000.00 bid by Doug Dickerson, second by Mark Goodrich. All present in favor and Council member VanGorden phone vote yes – motion carried.

Financial Advisor for PennVest Loan – A motion was made by Wendy Graham to hire a Financial Advisor for the new PennVest Loan, second by Tim Whitney. All present in favor and Council member VanGorden phone vote yes – motion carried.

Upper Pine Creek Council of Governments – join – Cost \$150 for 2025 -board that serves the general public and businesses rendering judgements of appeals of the PA Uniform Construction Code and International Building Codes. Mark Goodrich asked if we could table until the next regular council meeting. Tabled.

Hemlock Signature Services – Quote for Comprehensive Bookkeeping and Payroll

A motion was made by Wendy Graham to hire Hemlock Signature Services for Bookkeeping and Payroll purposes, second by Tim Whitney. All present in favor and Council Member VanGorden phone vote yes – motion carried.

Approval of 2025 Budget- A motion was made by Tim Whitney to approve the 2025 Budget of \$1,942,721.11, second by Mark Goodrich. A roll call vote was performed – Wendy Graham – yes, Mark Goodrich – yes, Tim Whitney – yes, Glenda Marzo-Burton-yes, Pete VanGorden by phone vote – yes. Motion carried.

Executive Session – was entered at 7:02 p.m. and exited at 7:30 p.m. for legal and personnel issues.

The Gavel was passed to Pro-Temp Tim Whitney

Pro-Temp Tim Whitney stated we will start the nomination process.

New Council Member – All council members were given a Letter of Interest from Jean Orchowski, June Woodard and Samantha Flynn.

Council member Glenda Marzo-Burton nominated June Woodard

Council member Wendy Graham mentioned that Jean Orchowski put in a Letter of Interest

Pro-Temp Tim Whitney asked for a roll call vote for June Woodard: Wendy Graham – No, Mark Goodrich – No, Glenda Marzo-Burton – Yes, Tim Whitney – Yes, Pete VanGorden by phone vote – Yes. The majority vote was for June Woodard.

Residing Mayor – Matt Sherman gave June Woodard the Oath of Office; both the Oath of Office and Affidavit of Residency was signed and notarized.

The Gavel was passed back to Vice-President Glenda Marzo-Burton

Public Comments on agenda item:

None

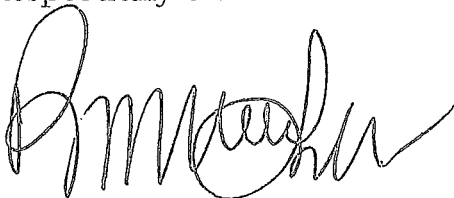
Glenda Marzo-Burton mentioned that there will be a Special Meeting on Thursday, December 19, 2024 at 6:00 pm. to appoint a New Mayor and Approve the Tax Ordinance.

Adjournment:

A motion was made by Tim Whitney to adjourn, second Wendy Graham. All present in favor and Council Member VanGorden phone vote – yes. Motion carried.

Adjournment time 7:41 p.m.

Respectfully submitted



Rosalie Lehman-Bryan
Secretary/Treasurer
Elkland Borough

Elkland Borough Council
Special Meeting Minutes
December 19, 2024

MAYOR: Residing Mayor – Matt Sherman – Present

Council Members:

President:	Vice President- Glenda Marzo-Burton - Present
Pete VanGorden – By Phone	Wendy Graham – Present
Tim Whitney - Present	Mark Goodrich - Present
June Woodard - Present	

The Special Meeting was called to order by Vice-President at: 6:00 p.m.

Pledge of Allegiance

Vice President Marzo-Burton announced that Council Member Pete VanGorden was attending the meeting via phone.

Public Comments: Austin Welch asked if he could be invited into the executive session.

Accept previous Minutes: It was noted that Mark Goodrich was listed as President – should be corrected to say present. A motion was made by June to accept the minutes with the correction, second by Tim Whitney. All present in favor – Pete VanGorden by phone yes – Motin carried.

Executive Session - entered at 6:10 p.m. for personnel reasons. Austin Welch was asked to enter the session, who talked with members and exited, members exited the session at 6:20 p.m.

Council Business:

Resolution: A motion was made by Tim Whitney to approve the resolution appointing June Woodard as the New Council Member, second by Wendy Graham. June Woodard

abstained; all others present in favor – Pete VanGorden by phone yes. Motion carried to approve the resolution.

New Hire – A motion was made Mark Goodrich to approve Patricia A. Kunz as part-time Secretary and Assistant Treasurer at a rate of \$18.00 per hour, second by June Woodard. All present in favor – Pete VanGorden by phone yes. Motion carried.

Tax Ordinance – A motion was made by June Woodard to pass the Tax Ordinance that was posted to increase Real Estate Taxes in the Borough as follows: General Purpose - 4.437 mills, Street Light- .3740 mill, Library - .1515 mill and Fire Department - .4040 mill, second by Tim Whitney. A roll call was performed: Residing Mayor Matt Sherman – yes, June Woodard – yes, Tim Whitney- yes, Wendy Graham – yes, Mark Goodrich – yes, Glenda Marzo-Burton – yes, Pete VanGorden by phone – yes. Ordinance passed.

Mayor Vacancy:

Vice President Glenda Marzo-Burton stated there were (3) Letters of Interest for Mayor: Scott Tanner, Billie Jo Pugh, and Steven Carman.

Vice President Glenda Marzo-Burton called for nominations and votes for Mayor

Council Member June Woodard nominated Scott Tanner and stated it was due to the fact he has previously held the Mayor Position and can be up to speed quickly without additional training.

There were no other nominations.

Vice President Glenda Marzo-Burton asked for roll call votes for Scott Tanner.

Roll call votes: Tim Whitney – Abstained, Wendy Graham – Abstained, Mark Goodrich – No, Glenda Marzo-Burton – yes, June Woodard – yes, Pete VanGorden by phone – yes. Because Council Member Mark Goodrich thought Abstained meant No, Council Member June Woodard asked the residing Mayor Matt Sherman to vote to break the tie. Residing Mayor Matt Sherman voted yes for Scott Tanner to be Mayor.

Votes for Scott Tanner to be Mayor were in the majority.

Resolution: A motion was made by June Woodard to approve the appointment of Scott Tanner as the New Mayor by resolution, second by Mark Goodrich. A roll call was performed: June Woodard – yes, Wendy Graham – yes, Glenda Marzo-Burton – yes, Tim Whitney – yes, Mark Goodrich – yes, Pete VanGorden by phone – yes. All in favor - Motion to approve the Resolution – carried.

Public Comments on the Agenda:

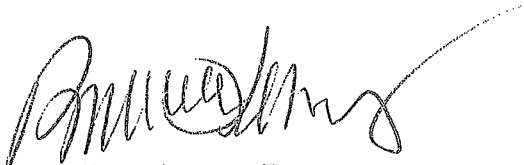
Billie Jo Pugh asked if it was a conflict of interest for Stephanie Jacobson-English to be treasurer and her father Scott Tanner being Mayor. Council Member June Woodard stated Stephanie Jacobson-English is not the treasurer. Her business was hired to perform work for the borough and the Mayor has no say over finances.

Adjournment:

Motion was made by June Woodard to adjourn the meeting, seconded by Wendy Graham.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Rosalie Lehman-Bryan', with a long, sweeping flourish extending to the right.

Rosalie Lehman-Bryan
Secretary/Treasurer