

# Wellsboro Borough Council Reorganization Meeting Minutes

## January 3, 2022

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Mayor John E. Wheeler called the Reorganizational meeting to order at 5:00 p.m. in the Council Meeting Room of the Borough Office at 14 Crafton Street. The Pledge of Allegiance was recited by all.

Attending were Mayor John E. Wheeler, Councilors Craig West, Mike Wood, Matt DeCamp, Louis Prevost and Joan Hart, Council member Elect Kevin Clark, Borough Manager Scot F. Boyce, Jr., Chief Jim Bodine, and Secretary/Treasurer Amy Kane Perry. Also in attendance were Natalie Kennedy from the Wellsboro Gazette, Joseph Crossen, Sharon Clark Crossen, Don Clark, Scot Boyce, Sr., Pam Boyce, Zac Cuneo, Barb Shull, and Brett Kennedy.

**Mayor Wheeler conducted the swearing in of Newly Elected Council Members:**

Matthew DeCamp for a 4-year term  
Craig West for a 4-year term  
Kevin Clark for a 4-year term

**Mayor Wheeler conducted the Nomination and Election of Council President:**

Councilor West nominated Matthew DeCamp for Council President. No other nominations were made. A motion was made and a roll call vote was taken:

Councilor West: Aye  
Councilor Wood: Aye  
Councilor Prevost: Aye  
Councilor Hart: Aye  
Councilor DeCamp: Aye  
Councilor Clark: Aye

The motion passed unanimously.

**Mayor Wheeler conducted the Nomination and Election of Council Vice President:**

Councilor DeCamp nominated Craig West for Vice President. No other nominations were made. A motion was made and a roll call vote was taken:

Councilor West: Aye  
Councilor Wood: Aye  
Councilor Prevost: Aye  
Councilor Hart: Aye  
Councilor DeCamp: Aye  
Councilor Clark: Aye

The motion passed unanimously

**Council President DeCamp presiding:**

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Councilor West nominated Mike Wood as President Pro Tempore. No other nominations were made. Councilor West made a motion to appoint Mike Wood as President Pro Tempore. This was seconded by Councilor Hart and carried.

Councilor Prevost made a motion to re-appoint Cox, Stokes and Lantz as Solicitor. Councilor West seconded the motion and it carried.

Councilor Hart made a motion to re-appoint Larson Design Group and W. Scott Bray as the borough engineers on an as-needed basis. Councilor Prevost seconded the motion and it carried.

Councilor West made a motion to re-appoint Scot F. Boyce Jr. as Borough Manager. Councilor Wood seconded the motion and it carried.

Councilor Hart made a motion to re-appoint the following depositories for the Borough: First Citizens Bank, Northwest Savings Bank, Citizens and Northern Bank, and Pennsylvania Local Government Investment Trust. Councilor Clark seconded the motion and it carried.

Councilor Prevost made a motion to approve the following signers on the Borough Accounts: Scot F. Boyce, Jr., Amy Kane Perry, Craig West, Matthew DeCamp, Michael Wood and Florence B. Martino, effective January 4, 2022. Councilor Wood seconded the motion and it carried.

Councilor Wood made a motion to re-appoint Erb Inspection as the Floodplain Ordinance administrator. Councilor Hart seconded the motion and it carried.

Councilor Clark made a motion to re-appoint board members to new terms per the following list. Councilor Wood seconded the motion and it carried.

**Wellsboro Municipal Authority –**

Grant Cavanaugh – 5-year term ending 2026

**Wellsboro Parking Authority –**

Alan Garrison – 5-year term ending 2026

**Wellsboro Shade Tree Commission –**

Brian Kennedy – 5-year term ending 2026

**Wellsboro Planning Commission –**

Dr. Richard Black – 4-year term ending 2025

Kathy Eastridge – 4-year term ending 2025

**Historical Architectural Review Board**

Andrew Harding – 4-year term ending 2025

Terry Bryant – 4-year term ending 2025

Councilor Hart made a motion to appoint Craig West to the Wellsboro Borough Municipal Authority for a 5-year term ending in 2026. Councilor Prevost seconded the motion and it carried.

Councilor West made a motion to appoint Mark Thompson to the Wellsboro Planning Commission for a 4-year term ending 2025. Councilor Wood seconded the motion and it carried. Multiple letters

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of interest have been received for the open position on the Historical Architectural Review Board (HARB). A recommendation will be made at tomorrow's scheduled HARB meeting.

Councilor Wood made a motion to appoint Scot Boyce Jr. as voting delegate for the Pennsylvania State Association, with John Wheeler serving as the alternate for Wellsboro Borough. Councilor West seconded the motion and it carried.

Councilor West made a motion to approve the minutes of the December 13, 2021 Council meeting. Councilor Prevost seconded the motion and it carried.

Councilor West made a motion to approve the minutes of the December 13, 2021 Special meeting. Councilor Prevost seconded the motion and it carried.

### **Public Comments on Agenda Items -none**

### **OLD BUSINESS - none**

### **NEW BUSINESS**

An executive session for personnel matters was held Monday January 3<sup>rd</sup>, 2022 from 4:30pm until 4:40pm. No decisions were made during the meeting.

### **HARB**

1. Councilor West made a motion to approve the request for new signage at 31 Main Street for the incoming Red Lantern House restaurant, contingent on HARB's approval at the January 4<sup>th</sup> meeting and following HARB's recommendations. Councilor Clark seconded the motion and it carried.
2. Councilor Prevost made a motion to approve the request from Mark and Deb Northrop to replace shingle roofing on porch and garage with burgundy metal roofing, contingent on HARB's approval at the January 4<sup>th</sup> meeting and following HARB's recommendations. Councilor Hart seconded the motion and it carried.

### **Committee Reports:**

#### **General Government, Administration, Buildings, Personnel**

Councilor Hart made a motion to ratify and approve accounts payable for all accounts. Councilor West seconded the motion and it carried.

Councilor Hart made a motion to approve the Treasurers Report for November, 2021. Councilor West seconded the motion and it carried.

Councilor Hart made a motion to approve the Vineyard Church Land Development, contingent on the receipt of parking leases, PennDot Highway Occupancy Permit, and the E & S Control Plan through the Conservation District. Councilor West seconded the motion and it carried.

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### **Safety, Police, Fire, Protective Inspections, Codes, EMA**

#### Mayor's Report

Mayor Wheeler proclaimed the Halloween Parade will be held on Monday, October 31, 2022 at 6pm with trick-or-treat to follow until 830pm.

#### Police Report

Councilor Prevost made a motion to authorize Police Chief to begin the process of ordering new police vehicle for delivery in 2023. Councilor West seconded the motion and it carried.

Chief Bodine gave the following report – The department will be reinstating the ride along program for the Justice Education student beginning January 4<sup>th</sup>, 2022. He would also like to thank Council for their motion to begin the ordering process for the new patrol vehicle. With the current issues with the availability of vehicles the ordering process is taking even longer than normal.

### **Public Works, Solid Waste, Highways, Parking, Water, Sewer**

Community-wide Yard Sales will be held on April 15<sup>th</sup> and 16<sup>th</sup> and October 14<sup>th</sup> and 15<sup>th</sup> in 2022.

Spring Cleanup will be the week of April 18<sup>th</sup> on your regularly scheduled garbage pick-up day.

Fall Cleanup will be the week of October 17<sup>th</sup> on your regularly scheduled garbage pick-up day.

Northern Tier Solid Waste Authority, the contracted recycling hauler, is asking that cardboard be placed curbside no later than 7am for pick up.

### **Parks & Recreation, Trees, Beautification, Senior Center**

The Borough of Wellsboro formally request the assistance of the Wellsboro Fire Police, Middlebury Fire Police, Liberty Fire Police and Morris Fire Police for the events listed below:

Councilor Clark made a motion to approve the following events and requests for road closures from the Wellsboro Chamber of Commerce and the Wellsboro Foundation: Councilor West seconded the motion and it carried.

February 11-13<sup>th</sup> – **Winter Celebration** – No road closure

May 21<sup>st</sup> -22<sup>nd</sup> – **Mary Wells Days** – No road closure

June 11<sup>th</sup> – **Family Day**: Close Charles Street (from Pearl Street to Main Street). and close Pearl Steet (from Charles Street to Central Avenue): and post No Parking around Green

June 14<sup>th</sup> – **Pet Parade**, starts at 1:30pm – Close Charles Street (from Pearl Street to Main Street) from 11:00am to 3:00pm and provide traffic control at Queen Street. and Central Avenue.

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June 16<sup>th</sup> – 18<sup>th</sup> – **Laurel Festival Vendors**, - Close Pearl Street (from Central Avenue to Charles Street) and Charles Street (from Walnut Street to Main Street) beginning at 6:00am on Thursday until 8:30pm Saturday night.

June 18<sup>th</sup> – **2-mile Fun Run/10k Race** – Starting at 9:00am

June 18<sup>th</sup> – **Laurel Festival Parade** – Starting at 2:00pm

September 16<sup>th</sup> – 17<sup>th</sup> – **Susquehannock Trail Performance Rally (STPR)** - Close Charles Street (from Main Street to Walnut Street) and Pearl Street (from Norris Street to Central Avenue) from 10:00am until 3:00pm Friday, September 16<sup>th</sup>; Close Main Street (from Central Avenue to Norris Street), Charles Street (from Main Street to Walnut Street), and Pearl Street. (from Norris Street to Central Avenue) on Saturday, September 17<sup>th</sup> with No Parking signs posted in the road closure areas and around the Green.

September 17<sup>th</sup> – **Producers Show Case** – No road closure

October 29<sup>th</sup> – **Halloween Event** – with UPMC on Green from 12:00pm until 5:00pm.

December 3<sup>rd</sup> – **Dickens of a Christmas**, Close Main Street (from East Avenue to Central Avenue), Crafton Street (from Pearl Street to alley behind Citizens & Northern Bank) and Walnut Street (from Pearl Street to Water Street) from 7:00pm until 4:30pm.

Councilor Clark made a motion to authorize application for Spring 2022 Bare Root Tree program through Tree Vitalize for free trees to replace the trees along Pearl Street affected by Black Knot Disease.

## **Employee Benefits, Negotiations, Insurance, Safety, Training**

Councilor West made a motion to hire Ms. Catheryn Brought as the Pool Manager for the 2022 season at the rate of \$15.00 per hour. Councilor Clark seconded the motion and it carried.

## **Other Business – none**

## **Public Comments-none**

**Adjourn** – Councilor DeCamp made a motion to adjourn. Councilor Wood seconded and it carried. Meeting was adjourned at 5:17pm. The next Borough Council meeting is Monday, February 14<sup>th</sup> at 5:00pm.

Minutes respectfully submitted by

  
Secretary/Treasurer