

Wellsboro Borough Council Meeting Minutes

January 13, 2025

Council President Matt DeCamp called the regular 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 Councilors Matt DeCamp, Rachel Smith, Rhonda Pearson, Louis Prevost, Mike Wood and Julie Henry, Mayor F. Craig West, Chief Chad Boyce, Officer Gavin McAlary, Borough Manager Louis Rachiele and Secretary/Treasurer Amy Kane Perry.

Also attending were Natalie Kennedy (Wellsboro Gazette), Wayne Grey, Mary Ann Heston, Ken Nowak, Meagan Nowak and Tim Cole.

Councilor Prevost made a motion to approve the minutes of the December 9th, 2024 meeting. The motion was seconded by Councilor Wood and carried.

Councilor Smith made a motion to approve the minutes of the December 9th, 2024 Special meeting. The motion was seconded by Councilor Pearson and carried.

Public Comments on Agenda Items - none

OLD BUSINESS - none

NEW BUSINESS - none

HARB – none

Committee Reports:

General Government, Administration, Buildings, Personnel

Councilor Smith made a motion to ratify and approve accounts payable for all accounts. The motion was seconded by Councilor Prevost and carried.

Councilor Smith made a motion to approve the December 2024 Treasurer Report. The motion was seconded by Councilor Henry.

Part-Time Code Enforcer discussion/consideration

- Position will focus on aiding residents to come into compliance.
- Applicant Ken Nowak addressed Council regarding his current position and his interest in the new position.
- Councilor Prevost made a motion to appoint applicant Ken Nowak to the position of Part-Time Code Officer. The motion was seconded by Councilor Henry and carried.

Councilor Smith made a motion to approve Resolution 2025-01 20 Fee Schedule as presented. Councilor Prevost seconded the motion and it carried.

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Councilor Prevost requested that the General Government Committee review the current fees for Transient Retailer Fees. He suggests increasing the daily fee to \$100 a day and eliminating other options. The topic will be added to the February 4th 2025 Committee Meeting.

Consideration to Ordinance Regulating the Accumulation of Solid Waste

- Moved to next month, giving Council more time to review before sending to the Solicitor for review.

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

Mayor's Report

- Mayor West introduced Officer McAlary and welcomed him aboard.
- Mayor West made a proclamation to hold the Halloween Parade on Friday, October 31st at 5:30pm with Trick or Treat from 6pm – 8pm.

Police Report

- Chief Boyce has received 4 bids for the traffic study for the red light at Main and Central. The bids vary greatly and will need to be thoroughly reviewed before deciding the course of action.
- Parking tickets are currently on hold due to damage to the handheld ticket processor. Chief Boyce has contacted the company and is working on getting a replacement.
- Applications for the open PD position will be accepted through January 31st. Two applications have been picked up.

Councilor Wood made a motion to appoint James Bodine to the open Civil Service position at the recommendation of Civil Service Chair Ralph Salvage. The motion was seconded by Councilor Prevost and carried.

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

Parks & Recreation, Trees, Beautification, Senior Center

Councilor Prevost made a motion for road closure of Central Ave between Main Street and Water Street May 3rd from 6:30 AM to 7 PM for the Annual Mammoth Endurance Gravel Event. The motion was seconded by Councilor Pearson and carried.

Community-wide Yard Sales will be held on May 9th and 10th and October 3rd and 4th

Spring Cleanup will be the week of May 12th on your regularly scheduled garbage pick-up day

Fall Cleanup will be the week of October 6th on your regularly scheduled garbage pick-up day

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Councilor Prevost made a motion to approve the following events and requests for road closures from the Wellsboro Chamber of Commerce and the Wellsboro Foundation. The motion was seconded by Councilor Smith and carried with Councilor Henry abstaining from the vote.

February 8, 15, & 22nd – **Winter Celebration** – No road closure. Ice carvings on sidewalks

May 16th – 18th – **Mary Wells Days** (sidewalk sales) No Road closure

June 14th—**Family Day** - Post the areas around the Green as “NO PARKING,” close Charles Street from Pearl Street to Main St., and close Pearl Street from Charles Street to Central Ave. The event runs from 8 a.m. to 3 p.m. (that’s including setup/tear-down time).

June 15th – **Pet Parade**, starts at 1:30 pm – Charles St. between Pearl and Main St. from 11 a.m. to 3 p.m. and provide traffic control at Queen St. and Central Ave. intersections as the parade travels from Packer Park up Main St. to Charles St. and "The Green" at 1:30 p.m.

June 19th—21st—**Laurel Festival Vendors**: Pearl Street from Central Avenue to Charles and Charles Street from Walnut to Main Street will be closed from 6:00 a.m. on Thursday until 8:30 p.m. Saturday night.

June 21st—**2-mile Fun Run/10k Race**. The 10k starts at 9:00 a.m., and the Fun Run departs immediately after.

June 21st, 2 pm- **Laurel Festival Parade**

July 11th – 12th – **Susquehannock Trail Performance Rally (STPR): changes are likely.**
Closings: July 12th from 8 am-1 pm, Charles Street from Main Street to Walnut Street & Pearl Street from Norris Street to Central Avenue; Saturday, Main St. from Central Avenue to Norris St./Charles St. from Main St. to Walnut St./Pearl St. from Norris St. to Central Avenue/No Parking posted in the above areas and Central Ave by the Chamber Office. Please bag meters around the Green.

October 25th **Halloween Event** with UPMC Green

December 6th – **Dickens of a Christmas**, street closings: Main Street - from East Avenue to Central Avenue/Crafton Street – from Pearl Street to alley behind Citizens & Northern Bank/Waln Street – from Pearl Street to Water Street - 7 AM-5:00 PM

August 8th and 9th - **Comic Con**, Street closings: Central Ave from Main Street to Water Street. The road will be closed from 7 PM on the 8th to the end of the event on the 9th.

October - **Homecoming** to be announced later

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Employee Benefits, Negotiations, Insurance, Safety, Training

Other Business

Public Comment

- **Wayne Grey** – Mr. Grey had questions regarding the Code Officer position and what codes will be enforced, how they will be reported and what violations will be focused on. The position will be for violations of the Borough Code only. Complaints can be received at the Borough Office and then a course of action will be determined. The new Code Officer will begin with existing complaints/problems that have been received by the office.
- **Tim Cole** –
 - Mr. Cole suggests reaching out to masons and contractors regarding current sidewalks that need to be replaced and seeing if they could offer better pricing for the residents.
 - Mr. Cole voiced his concerns regarding the reports that a Borough Employee was seen using borough equipment on a weekend.

Adjourn – Councilor Smith made a motion to adjourn. The motion was seconded by Councilor Smith and carried. The meeting adjourned at 5:32pm. The Next Borough Council Meeting is February 10th, 2025 at 5 PM.

Minutes respectfully submitted by


Secretary/Treasurer