

# Wellsboro Borough Council Meeting Minutes

## November 18, 2024

---

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, Junior Council Member Ellie Largey, Borough Manager Louis Rachiele and Secretary/Treasurer Amy Kane Perry.

Also attending were Natalie Kennedy (Wellsboro Gazette), Cindy Copp, Mark Thompson, Tim Cole, Linda Covert, Lewis Covert, Hilma Cooper, Leslie Wishard, John Johnston and Emmanuel Guriariz.

Councilor Pearson made a motion to approve the minutes of the October 14<sup>th</sup>, 2024 meeting. The motion was seconded by Councilor Prevost and carried.

**Public Comments on Agenda Items - none**

### **OLD BUSINESS**

Councilor Prevost discussed the ongoing issues with the crosswalk signals at the intersection of Main Street and Central Avenue. He would like to continue contacting the state for a resolution for safety concerns. Chief Boyce has reached out to the state and expects some progress soon. He will continue to work on it until a resolution can be found.

### **NEW BUSINESS**

#### **Committee Reports:**

Green Free Library donation discussion/consideration – Councilor Smith reported on behalf of the General Government Committee with a suggested donation of \$3.00 per capita. Councilor Prevost strongly suggested the \$5.00 asked for by the library in their proposal to Council.

Councilor Prevost made a motion to approve a donation to the Green Free Library in the amount of \$5.00 per capita. The motion was not seconded.

Councilor Smith made a motion to approve a donation to the Green Free Library in the amount of \$3.00 per capita, which will be evaluated next year prior to passing the 2026 budget. The motion was seconded by Councilor Pearson and carried.

#### **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 Pearson and carried.

# Wellsboro Borough Council Meeting Minutes

## November 18, 2024

---

Councilor Smith made a Motion to approve the October 2024 Treasurer Report. The motion was seconded by Councilor Prevost and carried.

Councilor Smith made a Motion to approve Wellsboro Boroughs 2025 Budget as advertised. The motion was seconded by Councilor Prevost and carried.

Councilor Smith made a Motion to advertise 2025 Tax Ordinance with millage rate 4.1138 which does not reflect an increase in the tax revenue. The motion was seconded by Councilor Wood and carried.

Councilor Smith made a Motion to approve the transfer of Restaurant License No. R20386 (currently in safekeeping and formally located at 200 Gateway Dr. Mansfield, PA owned by Lambs Creek Inc.) to 63 Main Street, Wellsboro, PA, premises owned by Emmanuel E. Gutierrez and Valeria Gutierrez and leased to Los Agaves Taqueria, LLC. The motion was seconded by Councilor Prevost and carried.

Councilor Smith made a Motion to hire Eric Kosek as a Multi-Positional full-time employee with a start date of January 6<sup>th</sup>, 2025. The motion was seconded by Councilor Prevost and carried.

Part-Time Code Enforcer discussion – Manager Rachiele reviewed the job description and expectations of the position.

Councilor Prevost made a motion to advertise the position of Part-Time Code Enforcer using the presented job description and salary. The motion was seconded by Councilor Henry and carried.

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

Councilor Wood made a motion to accept Fire Protection Agreement as presented by the Wellsboro Fire Department. The motion was seconded by Councilor Prevost and carried.

Councilor Wood made a motion to task Civil Service for an updated hiring list to include all testing. The motion was seconded by Councilor Prevost and carried.

Mayor's Report – The two new police officers graduated from the academy on Friday. They will be completing testing this week and will start employment this week.

Police Report –

- Chief Boyce has been working with the Chamber of Commerce and Emergency Service for Dicken's setup this year. They are hoping to utilize a mobile doctor's office owned by UPMC that will be placed near the Methodist Church.
- 90 pounds of expired prescriptions were collected at the recent prescription drive.
- Bomb threat on Election Night was handled quietly and with discretion.

# Wellsboro Borough Council Meeting Minutes

## November 18, 2024

---

### **Public Works, Solid Waste, Highways, Parking, Water, Sewer Parks & Recreation, Trees, Beautification, Senior Center**

Councilor Prevost made a motion to accept the Refuse Collection and Disposal Contract renewal as presented by Northern Tier Solid Waste Authority. The motion was seconded by Councilor Pearson and carried.

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

### **Other Business**

Free Parking will be offered from November 23<sup>rd</sup>, 2024, to January 2<sup>nd</sup>, 2024, supporting local businesses and tourism.

The Borough Office will be closed on November 28<sup>th</sup> & 29<sup>th</sup> in observance of Thanksgiving

### **Public Comment**

Hilna Cooper (Green Free Library Board) – Hilna gave thanks on behalf of the Green Free Library Board for its decision to contribute. They hope the Boroughs contribution sets and example for the surrounding townships serviced by the Green Free Library.

Cindy Copp – Cindy had the following concerns:

- Concerns regarding the new position of Code Enforcement and the responsibilities of building code violations. Building code violations will still be handled by Erb Inspections. The Code Enforcement Officer will focus on Borough codes and ordinances.
- Concerns about location of trash receptacles near the trailhead by Pinnacle Towers. Cindy will take her concerns to the County who are responsible for the trailhead project.
- Concerns about Bus Stop location. All locations are controlled by the bussing company and not the Borough. It is believed that the company to contact is BEST.
- Concerns with speeding on Charleston Street. Many residents walk to and from Pinnacle Towers and the speed of traffic is a danger to pedestrians.

**Adjourn** – Councilor Henry made a motion to adjourn. The motion was seconded by Councilor Wood and carried. The meeting adjourned at 5:42pm. The Next Borough Council Meeting is December 9<sup>th</sup>, 2024 at 5 PM.

Minutes respectfully submitted by

  
Secretary/Treasurer

# Wellsboro Borough Council Special Meeting Minutes

## November 18, 2024

---

Council President Matt DeCamp called the regular meeting to order at 4:45 p.m. in the Council Meeting Room of the Borough Office at 14 Crafton Street.

Attending were Councilors Matt DeCamp, Rhonda Pearson, Louis Prevost, Mike Wood and Julie Henry, Mayor F. Craig West, Chief Chad Boyce, Solicitor William Stokes III, Borough Manager Louis Rachiele and Secretary/Treasurer Amy Kane Perry.

Also attending were Natalie Kennedy (Wellsboro Gazette), Cindy Copp, Mark Thompson, Tim Cole, Linda Covert, Lewis Covert, Cassie Blaszczyk and Marikka James.

### **NEW BUSINESS**

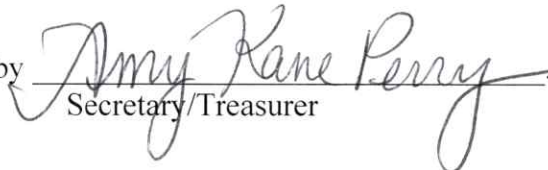
Solicitor William Stokes III conducted a conditional use hearing for a proposed bed and breakfast at 151 Main Street, Wellsboro..

Special meeting reconvened at 4:53pm

Councilor Prevost made a motion to approve the conditional use at 151 Main Street for a owner occupied bed and breakfast. The motion was seconded by Councilor Henry and carried.

**Adjourn** – Councilor Prevost made a motion to adjourn. It was seconded by Councilor Wood and carried. Meeting adjourned at 4:54pm.

Minutes respectfully submitted by

  
Secretary/Treasurer

# Wellsboro Borough Council Special Meeting Minutes

## November 18, 2024

---

Council President Matt DeCamp called the regular meeting to order at 4:30 p.m. in the Council Meeting Room of the Borough Office at 14 Crafton Street.

Attending were Councilors Matt DeCamp, Rhonda Pearson, Louis Prevost and Julie Henry, Mayor F. Craig West, Chief Chad Boyce, Solicitor William Stokes III, Borough Manager Louis Rachiele and Secretary/Treasurer Amy Kane Perry.

Also attending were Natalie Kennedy (Wellsboro Gazette), Cindy Copp, Mark Thompson, Tim Cole, Linda Covert, Lewis Covert and Cassie Blaszc.

### **NEW BUSINESS**

Solicitor William Stokes III conducted a public hearing for the proposed Borough Ordinance relating to zoning, with respect to short-term rentals, as amended and supplemented pertaining to property managers.

Special meeting reconvened at 4:32pm

Councilor Prevost made a motion to adopt the proposed Borough Ordinance relating to zoning, with respect to short-term rentals, as amended and supplemented pertaining to property managers. The motion was seconded by Councilor Henry and carried.

**Adjourn** – Councilor Henry made a motion to adjourn. It was seconded by Councilor Prevost and carried. Meeting adjourned at 4:34pm.

Minutes respectfully submitted by

  
Secretary/Treasurer

# Wellsboro Borough Council Special Meeting Minutes

## November 18, 2024

---

Council President Matt DeCamp called the regular meeting to order at 4:00 p.m. in the Council Meeting Room of the Borough Office at 14 Crafton Street.

Attending were Councilors Matt DeCamp, Rhonda Pearson, Louis Prevost and Julie Henry, Mayor F. Craig West, Chief Chad Boyce, Solicitor William Stokes III, Borough Manager Louis Rachiele and Secretary/Treasurer Amy Kane Perry.

Also attending were Natalie Kennedy (Wellsboro Gazette), Cindy Copp, Mark Thompson, Tim Cole, Linda Covert, Lewis Covert and Cassie Blaszc.

### **NEW BUSINESS**

Solicitor William Stokes III conducted a public hearing for the proposed Borough Ordinance relating to zoning, with respect to short-term rentals, as amended and supplemented.

Special meeting reconvened at 4:05pm

Councilor Prevost made a motion to adopt the proposed Borough Ordinance relating to zoning, with respect to short-term rentals, as amended and supplemented. The motion was seconded by Councilor Henry and carried.

**Adjourn** – Councilor Henry made a motion to adjourn. It was seconded by Councilor Prevost and carried. Meeting adjourned at 4:07pm.

Minutes respectfully submitted by

  
Secretary/Treasurer