

Canton Borough Council
Meeting Minutes
February 9, 2026 6:00 p.m.

Canton Borough Council held a Regular meeting on Monday, February 9, 2026 at 6:00 p.m. at The John A. Mosser Canton Borough Municipal Building, 4 North Center Street, Canton. Council members in attendance were George Jennings, Jeff Cole, Deanna Watkins, Brian Koval, Joy Williams, Mike Shultz, Solicitor Cassi Blaney and Mayor Shawn Packard. Chief Strozyk, David Wilson, James Bowman of the street Department and Leighanne Ellingham zoning officer. David Atherton-Ely was absent.

Visitors: Douglas McNett, Matt Jennings, Chris Boggs and Walter Woods(refused to sign in).

President Mike Shultz opened the meeting with the Pledge of Allegiance and prayer.

Minutes

Jennings moved and Cole seconded accepting the minutes of the January 12th, reorganizational/regular council meeting. Roll call: All said "Aye"

Bills

Koval moved and Cole seconded accepting the bills presented for payment and the issuing of check since the January 12th meeting. Roll call: All said "Aye"

Visitor Comments:

No Comments

Business

Sidewalk Grant

Emerick talks about the application proposal and the income requirements. Big Rock Paving won the bid for the grant. All applications will be directed to Elizabeth Burgess to review and confirm eligibility. Shultz asked for income requirements be sent out to everyone that fills out an application. Koval asks for a deadline date that applications must be returned by? Blaney goes over the timeline of bid acceptance and when we should post a deadline. March 31, 2026 is set for a deadline. Jennings made a motion to accept the application. Watkins seconded the motion. Roll call: All said "Aye"
Advertising to be discussed. Shultz made a motion to advertise in the Canton Sentinel and our web page and any other place out to the public. Watkins seconded that addition. How many times do we want to advertise? Twice is the consecutive agreement. Reflect at the March 9th meeting to see if we want to advertise again. Roll call: All said "Aye"

Ellingham asked if she should call the previous applicants to let them know about the new application. Shultz says "Yes".

Special Audit “Agreed upon procedure”

Emerick explains the reason behind a special audit to relieve a previous sec./treas. and set the new employee in good standings. Hallock Shannon has rejected the proposal of that audit. Larson & Kellett has agreed to do the audit. Emerick explains the previous special audit done by Larson & Kellett and the amount. They would perform the procedures for the period August 27, 2024 through November 24, 2025. Selection size would be as follows unless otherwise stated by council; bank reconciliations all accounts two months. Cash disbursements all accounts ten disbursements. Cash receipts all accounts five receipts. Gas and debit cards all accounts one month. Previous invoice for this procedure was \$4,231.95. Koval makes a motion to accept agreed upon procedure with Larson & Kellett with not exceeding \$4,800. Jennings seconded the motion. Shultz discusses adding this back into the budget next year. Roll call: All said “Aye”

Raychel Boggs Payroll quote and ask for more time

Emerick goes over a quote prepared by Raychel Boggs with Boggs Business Services. \$45 per pay period. Bi-weekly payroll processing, direct deposit, employee portal for access to paystubs and w-2s, quarterly payroll tax return filings & reports, year-end payroll tax return filings & reports, w-2s, w-3s, 1099s and 1096 forms. Emerick explains the annual payment of \$1,100 for QuickBooks payroll services. Shultz asks about when holiday’s fall how that would look for the employees. Cole makes a motion to accept Boggs Business Services quote. Williams seconded the motion. Roll call: All said “Aye”

Needing more file cabinets

Emerick explains she realized there was an empty file cabinet in front of the desk. She needs approval to get supplies to be able to file efficiently. Shultz explains that everyday items will be fine but if you need an item with a bigger price tag please bring up to the council for approval. Watkins asked if anything could be taken out of the filing cabinets and stored another way. Emerick explains she is not comfortable doing that and could call Record Management for help with that if needed.

Borough Manager Ordinance draft

Koval goes over the draft he revised. He wants to update our ordinance to current needs and agreements. Blaney revised the draft Koval sent out to make sure it is legally correct. Koval goes over changing the appointment and approval of the 90 days. That is gone from the ordinance. Talk of the employment agreement (contract) with council and the employee. Koval makes a motion to advertise this revised Borough Manager ordinance. Cole seconds the motion. Cole asked where Koval got his information from. Koval explains where he pulled the information from. Koval took the feedback from others and decided to revise it to how council was advising and discussed. Jennings asked if we were just going to get away from a borough manager. Shultz explains that we might not hire for that now but it is in the PA statue that there can be a borough manager. Little more oversight of the other employees. Koval thanks Blaney for all the help. Roll call: All said “Aye”

Resolutions

Shultz reads all the resolutions for 2026. Voting as a group. Shultz makes a motion to approve resolutions 2026-1 up to 2026-10. Watkins seconded the motion. Roll call: All said "Aye"

Audit Engagement letter for 2025

Emerick explains she asked Hallock Shannon to do this audit again. Not many updates for the 2024 audit. She is waiting on third parties to get back in touch with them. Hopeful that the 2025 audit will potentially go smoother and quicker since already completing the 2024. Emerick is getting around 2025 and ready to be taken up to their office. There are going to be adjustments at the end of the 2024 audit. If we have 2025 info already sitting at their office then Emerick will not be able to make the adjustments until we get the 2025 audit back. Maybe further direction will be advised once the 2024 audit is completed. Emerick explains that if council wants to go that route then we need to sign the agreement letter. Cole makes a motion to accept Hallock Shannon agreement letter. Koval seconds that motion. Roll call: All said "Aye"

Police Department

Report:

January was busy. The biggest news was the armed robbery. PSP took the lead but Chief Strozyk has been assisting them ever since. Still working on that. Helping people within the community. Strozyk talks about a grant he applied for and received. Kevlar ballistic helmets. Approves for two. They will remain in the police vehicles. Strozyk explains he already has one so with these other two the department will have three to cover each police officer employed. Cole asks how Whitehead is settling in. Strozyk explains Whitehead will be limited in the next couple weeks because his full-time job missing some employees. He may have to cover more shifts there than normal. Pries has been hit or miss the past couple weeks with the death in his family. Pries left a letter for council thanking them for the help they personally offered his family. The Tahoe went in for an inspection and oil change. Vehicles are running well.

Street Department

Street Report for January:

Monday morning street checks
Repair signs
Several snow events
Hauled snow out of town
Worked on picnic tables
Service equipment
Shop work
Washed equipment
Freightliner to Watson's for blade repair

Wilson talks about the report and the snow. Fuel tank has been installed and filled up with 450 gallons dyed diesel. There is always a camera on it. Electric pump hooked up. The Stepping Stones concrete update. Wilson is waiting for April to get ahold of the contractor for a revised quote showing the work the street department will complete. The equipment in the concession stand is rolling on year four that we haven't done anything with. A chest freezer a refrigerator a hot dog roller a pizza oven and a microwave. Wilson explains that things go bad when they aren't used and we could make money off these items that are sitting and wasting. Wilson

recommends council to decide what they want to do with the equipment. Wilson also explains taking a slop sink from a bathroom down at the pool and repurposed it in the street shed. Their sink broke and instead of buying a new one Wilson decided to just use what we currently have. Cole asks the value of this equipment. Wilson also talks about the pool equipment that has high dollar value. Watkins asked Wilson to take a physical inventory of what is down there and report it at the next meeting. Koval asks for pictures for the potential of Municbid.

Cole wants to call a fact finding get together. He is going to sit in at a Troy street department meeting so gain some insight on their issues and how they move forward with them. Cole adds clarification on the first storm we had. People in town had some questions. The original video that was sent to Cole was not posted on Facebook. The borough workers weren't the ones that plowed the snow there in the street. Regardless of where the responsibility lies we need to take care of things for the town and move forward. Cole expresses appreciation for the two employees of the street department.

Zoning Officer Report

Ellingham explains she had two permits this past month. Slow time people aren't building. Both permits are in the central business district. The Park Hotel is opening back up. Ellingham made sure they had the okay with serve safe and the fire and grease station is up to date and working to avoid potential fire hazards. The other was an accessory demo.

Fire Department

Fire Report for February:

Jennings states 23 calls for the month.

Emergency Management

Neely wasn't present to comment.

Recreation Committee Report

Koval states nothing to report. Follow up on Wilsons suggestions. Shultz asks Koval to look for grants to use for our pool. This will most likely be the last year to do anything with that. We will have to get funding. Koval states not having much in the budget for anything like that. Emerick says we could talk to Camp Susque about how they got funding and help with their recently built pool. Blaney explains you can always invite someone to talk about a topic. Koval says he can get Christine to come and talk to council again if we want to. Is this going to be feasible for the borough?

Mayor's Remarks:

Packard talks about thanking the street department on how they handled cleaning the streets. 20 plus hours into that storm and they did a hell of a job. Thanks to Strozyk and the PSP work on the robbery. He is grateful to see a good working relationship with the State Police again. We need that. Packard wants to be proactive with the community rather than going back and forth and just be transparent about what needs to be done. Thanks to Mr. McNett for cleaning up the corner of First and Washington. Very much appreciated. The community must pull together for everybody.

General Information (no information or action required)

Watkins talks about attending the Green Free Library meeting. They now have Sat hours 9am – 1pm and Sunday hours 5pm – 8pm. They have a benefit auction happening at the high school on March 28th. Friday the 13th they are having a craft sun catcher you must register online. They

have a very small budget to work with. She hopes people can go to support the library. Jennings states someone will have to attend the fireboard meeting at 8pm Tuesday the 10th. An executive session about software privacy and personnel. No action will be taken from this session.

Each committee needs to have a meeting at least once a quarter. Minus the Library. Pass information along on to the council.

For the Good of the Order

Next Meeting – March 9, 2026 6pm at the John Mosser Canton Borough Building.

Adjournment

Meeting adjourned at 7:08 PM

Olive Emerick
Sec./Treas.