

**Borough Council Meeting
February 16, 2012**

Call to Order - Mr. Farley called the meeting to order at 6:00pm and Mr. Flick led the flag salute.

Roll Call - The following members of the Borough Council were present; Mr. Cerutti, Mr. Farley, Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, and Ms. Sabatura. Also Present; Mayor Thomas, Ms. Fice, Borough Finance Coordinator, Mr. Jarrett, Borough Manager, Thomas Yonkin, Fire Chief, and Attorney Foster, Borough Solicitor.

Approval of the Minutes - Ms. Sabatura asked that the minutes of the January 2012 be amended and that her comments pertaining to proposed traffic signal at the intersection of North Keystone Avenue and Tuscarora Street and that the Chairman of CVS Pharmacy is the seventh (7th) highest paid CEO be added and that she made the comment prior the adjournment of that meeting and not where it is noted in the minutes under the vote to approve Resolution 2012-01. Ms. Sabatura also asked that the minutes be corrected to state that during the citizens to be heard portion of the meeting that Ms. Northrup opposed using local money for the traffic signal. Ms. Sabatura also asked that the minutes be amended pertaining to vote to hire a per diem patrol officer. Ms. Sabatura questioned if Mr. Serfas had any experience and Mayor Thomas stated that he did not. A motion was made by Mr. Hickey and seconded by Mrs. Howland to approve the minutes as amended.

Citizens to be Heard - Shelly Northrup of 118 Francis Street, Sayre asked the Borough Council to consider the fact that 150 positions will be eliminated at GTP in North Towanda when a decision is being made about the traffic signal on North Keystone Avenue and Tuscarora Street. Ms. Northrup also asked if the Administration Committee would be reviewing the Natural Gas Ordinance. Attorney Foster explained that local action must be taken within sixty days after the Commissioners have taken official action on the issue.

Finance Report - Mr. Osmun asked about the cash transfer made, and Mr. Jarrett explained that the transfer was for the funding approved by the Borough Council for the construction of the new police building. There were no other questions or comments regarding the January 31, 2012 finance report and it will be placed on file for review by the Borough's auditor.

Bills List - A motion was made by Mr. Cerutti and seconded by Mr. Flick to approve the bills.
Under the question: Ms. Sabatura asked about the invoice for Cargill, WETM-TV, Clarity Connect, and Time Warner Cable, and Mr. Jarrett and Ms. Fice provided an explanation for those expenses. Ms. Fice also stated that she would look into the difference in internet fees charged by Time Warner Cable. Mr. Osmun asked about the invoices for Douglas Brothers Inc., and Mr. Jarrett provided an explanation for the expense. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES. Motion Carries.**

Correspondence Summary - Ms. Sabatura stated that correspondence item #2-8 (Borough's website activity) is unnecessary and should not be distributed in the future. Mr. Osmun expressed concern with correspondence item #2-30 and asked the Administration Committee to review the status of the pension investment plan with the pension administrators. There were no other questions or comments regarding the correspondence summary

Appointed & Elected Official's Reports:

- ✦ Borough Manager / CDBG Coordinator – Mr. Jarrett announced that the Borough has received the grant contracts for the 2011 CDBG funds and that the funds are earmarked for the Hoover/Bradford/Draper project. Mr. Jarrett also stated that several projects are planned for the year including paving and parking lot improvements.
- ✦ Valley Joint Sewer Authority – Mr. Jarrett stated that the upgrade project is moving forward and that the contractor will be installing 119 piers for the new plant.
- ✦ Fire Chief – There were no questions or comments of the Chief's Report.
- ✦ Police Chief – There were no questions or comments.
- ✦ Code Enforcement Officer – Mr. Cerutti stated that the Code Agency will begin re-evaluating the current fee schedule at their next meeting.
- ✦ Borough Solicitor – Attorney Foster explained that he has received the new natural gas severance tax law and that he will begin reviewing the document to determine its impact on the Borough. Attorney Foster asked for a brief executive session to discuss a litigation issue.
- ✦ Mayor – Mayor Thomas asked the Borough Council to approve the recommendation of the Public Safety Committee and Administration Committee to name the new Police Department Building the William J. Hickey Building. Mayor Thomas explained that Mr. Hickey has a long history of service and that he has made numerous long lasting impacts on the Police Department.
- ✦ Council President – Mr. Farley announced that the Borough received a sub-division request from James Onofre Jr., for property owned on Blackman Street, and a sub-division request from Warren Croft for property owned on Poplar Street. The plans for both projects will be forwarded to the Bradford County Planning Office for review and comment.

Vote to approve the 2012 list of Fire Department Officers as recommended by the Public Safety Committee. A motion was made by Mr. Osmun and seconded by Mr. Cerutti to approve the 2012 list of Fire Officers. **Under the question:** There were no questions or comments.

Motion Carries.

Vote to officially name the new Police Department building the William J. Hickey Building as recommended by the Public Safety Committee and the Administration Committee. A motion was made by Mr. Flick and seconded by Mrs. Howland to name the new Police Department building the William J. Hickey Building. **Under the question:** Ms. Sabatura stated that she was concerned with the number of things that have been named for people and that a committee should be formed that includes citizens to establish criteria for naming a street, park, or building. Ms. Sabatura suggested that instead of naming the building plaques could be placed inside the building to recognize former mayors and chiefs of police. There were no other questions or comments. Mr. Hickey abstained from voting on the agenda item because the building was being named for him. **Motion Carries.**

Vote to approve Resolution 2012 – 02 establishing rates for services in provided by the Borough. A motion was made by Mr. Hickey and seconded by Mr. Flick Vote to approve Resolution 2012 – 02 establishing rates for services in provided by the Borough. **Under the question:** Mr. Osmun asked if the resolution was reviewed by the Administration Committee and Ms. Sabatura asked how the fees were established. Mr. Jarrett stated that the Committee did not review the resolution and explained that the fees are established by labor contracts and fees paid by the Borough for equipment such as the sewer plant's rodder truck. Mr. Jarrett also stated that the main purpose for the resolution is to allow the Borough to seek reimbursement for services performed like in-kind grants, sewer line cleaning, repairing damaged street signs, and flood clean-up expense. There were no other questions or comments. **Motion Carries.**

Vote to approve Resolution 2012 – 03 establishing hourly rates for permanent part-time and per diem employees. A motion was made by Mr. Osmun and seconded by Mr. Hickey to approve Resolution 2012 – 03 establishing hourly rates for permanent part-time and per diem employees. Under the question: Mr. Osmun asked if the resolution was reviewed by the Administration Committee and Ms. Sabatura asked how the hourly rates were established. Mr. Jarrett explained that the resolution was not reviewed with the Administration Committee and explained that hourly rates for per diem staff is increased \$0.25 per year with the exception of cover-up fire truck driver for which the hourly rate is established by contract, and the per diem and permanent part-time police officer hourly rates were increased in January 2011 and again in August 2011. There were no other questions or comments. **Motion Carries.**

Vote to re-appoint Karen Cooley to a five year term on the Borough's Zoning Hearing Board. A motion was made by Mr. Flick and seconded by Mr. Osmun to re-appoint Karen Cooley to a five year term on the Borough's Zoning Hearing Board. **Under the question:** There were no questions or comments. There were six (6) votes in favor of Mrs. Cooley's re-appointment and one (1) vote against. **Motion Carries.**

Vote to appoint a citizen-at-large to the Sayre Code Enforcement Agency Board. A motion was made by Mr. Cerutti and seconded by Mrs. Howland to appoint Robert Dydynski, 410 South Elmer Avenue as the citizen-at-large to the Sayre Code Enforcement Agency Board. **Under the question:** Mr. Osmun stated that he was concerned if Mr. Dydynski would have enough time to serve on the Agency Board. Mr. Jarrett stated that the Borough advertised for letters of interest in the Morning Times and on WATS/WAVR and that Mr. Dydynski was the only applicant. Mr. Jarrett stated that Mr. Dydynski had previously served on the Joint Agency Board for four (4) years. There were no other questions or comments. **Motion Carries.**

Vote to approve the transfer of eighteen (18) Equivalent Dwelling Units (EDUs) to South Waverly Borough for the development of a property located on Poplar Street in Sayre Borough. A motion was made by Mr. Hickey and seconded by Mr. Flick to approve the transfer of eighteen (18) Equivalent Dwelling Units (EDUs) to South Waverly Borough for the development of a property located on Poplar Street in Sayre Borough. **Under the question:** Mr. Osmun asked why this transfer was necessary. Mr. Jarrett explained that if the EDUs were not transferred, the Borough would need to provide a lateral to the property and the property owner would then need to install a pump station. Attorney Foster also explained why the transfer was necessary. There were no other questions. **Motion Carries.**

Vote to approve the lease agreement between the Borough and Bradford County for use of the Community Room at the DPW/EOC building as a voting location for residents of the Fifth Ward. A motion was made by Mr. Flick and seconded by Mrs. Howland to approve the lease agreement between the Borough and Bradford County for use of the Community Room at the DPW/EOC building as a voting location for residents of the Fifth Ward. **Under the question:** Ms. Sabatura stated that she was concerned that there is not language in the agreement that would allow the Borough to terminate the agreement. Attorney Foster stated that if the Borough did not provide the County with sufficient notice of the termination of the agreement, the County would have difficulty in finding a new location. Mr. Osmun asked why the Borough is not charging the \$50.00 fee, and Mr. Jarrett explained that when the grant was written for the project, one of the items discussed in the bid narrative was that the building would be used as a voting location. There were no other questions or comments. **Motion Carries.**

Vote to approve Payment Application #4 for the construction of the Police Department Building submitted by G. Webster Inc. in the amount of \$63,063.98. A motion was made by Mr. Flick and seconded by Mr. Cerutti to approve Payment Application #4 for the construction of the Police Department Building submitted by G. Webster Inc. in the amount of \$63,063.98. **Under the question:** Mr. Flick and Mr. Cerutti commented on the quality of the workmanship on the building and how quick the project is progressing. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES. Motion Carries.**

Vote to approve Payment Application #2 for the Police Department Building submitted by Premier Construction in the amount of \$32,523.50. A motion was made by Mr. Cerutti and seconded by Mr. Osmun to approve Payment Application #2 for the Police Department Building submitted by Premier Construction in the amount of \$32,523.50. **Under the question:** Ms. Sabatura asked if the project was subject to prevailing wage, and Mr. Jarrett stated that the project is a prevailing wage, and that the sub-contractors hired by Premier must comply with prevailing wage requirements. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES. Motion Carries.**

Vote to approve Payment Application #5 for the Public Works & Emergency Operations Building submitted by Jeff Paul Plumbing & Heating in the amount of \$6,572.58. A motion was made by Mr. Hickey and seconded by Mr. Cerutti to approve Payment Application #5 for the Public Works & Emergency Operations Building submitted by Jeff Paul Plumbing & Heating in the amount of \$6,572.58. **Under the question:** Ms. Sabatura asked if the payment application was the final application, and Mr. Jarrett stated that one more pay application was expected. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES. Motion Carries.**

Committee Reports – The following reports were made;

- ❖ **Administration** – Mr. Cerutti reviewed the issues discussed at the Committee’s February meeting.
- ❖ **Public Works** – Mr. Flick reviewed the issues discussed at the Committee’s February meeting including the Committee’s 2012 goals and objectives.
- ❖ **Public Safety** – Mr. Osmun reviewed the issues discussed at the Committee’s February meeting and Jim Daly, Borough EMA Coordinator discussed the proposed changes to the flood plain map currently being developed by FEMA.

❖ **Library** – Mr. Farley reported that the interior painting project is moving forward and that arrangements will be made to close the Library for a few days to allow the painters to bring in scaffolding. Mr. Farley also stated that the Library is expecting a 5% cut in state funding. The annual Wine & Cheese fund raiser at the Library is scheduled for April 16th.

❖ **Shade Tree Commission** – Members of the Commission attend the meeting, and Commission member Melissa Post presented a review of the Commission’s accomplishments including the planting of 235 new trees. Mrs. Post thanked the Borough Council and the Public Works Department for their support.

Recess – Mr. Farley recessed the meeting at 7:05pm prior to going into executive session.

Executive Session – The Borough Council met in executive session from 7:09pm to 7:19pm to discuss a litigation issue.

Adjourn – With no other business to discuss, a motion was made by Mr. Hickey and seconded by Mr. Osmun to adjourn the meeting at 7:19pm. There were no objections. ***Motion Carries.***

Respectfully submitted,

David M. Jarrett
Borough Manager/Secretary