

**Borough Council
Minutes – August 21, 2014**

Call to Order – Mr. Farley called the meeting to order at 6:00pm and announced that anyone who is recording the meeting to indicate that they are doing so. Warren Howeler of the Morning Times, Dawn Campbell, WATS/WAVR, and Jan Scott indicated that they are audio recording the meeting.

Meeting Prayer & Pledge - Mr. Osmun offered the meeting prayer and led the Pledge of Allegiance.

Roll Call – The following members of the Borough Council were present; James Daly, Robert Flick, Eugene Osmun, JoAnn Sabatura, Eugene Cerutti, and Henry Farley. Also present; Elizabeth Fice, Finance Coordinator; Daniel Reynolds, Police Chief; Robert Repasky, Fire Chief; Gil Crossett, 2nd Assistant Fire Chief, Christopher Kaiden, Code Enforcement Officer; and David Jarrett, Borough Manager.

Approval of the Minutes – The minutes of the July 24th Borough Council meeting were approved as presented.

Citizens to be Heard – The following citizens addressed the Borough Council;

- ✚ David Fortune – Mr. Fortune addressed the Borough Council on behalf of the Bradford County Veterans' Memorial Park and asked the consideration be given for a donation be made to the memorial park by donating 2.5% of the total amount of Impact Funds that have been received by the Borough. Mr. Farley asked the Administration Committee to discuss the request at their August meeting.
- ✚ Jean Rouf – Ms. Rouf, Endless Mountains Visitor's Bureau Executive Director addressed the Borough Council about the history of the Visitor's Bureau and the benefits of organization. Ms. Rouf asked the Borough Council to table their vote on the Resolution supporting the creation of a County Visitor's Bureau until more information is available.

- ✚ Douglas Mclinko – Bradford County Commissioner Mclinko addressed the Borough Council regarding the proposed creation of a Bradford County Visitor’s Bureau. Mr. Mclinko explained that \$400,000 in room tax revenue was generated but only \$100,000 of those funds returned to the County in grant funds. Mr. Mclinko stated that the new County visitor’s bureau would be more beneficial for local municipalities and it would keep tax revenue generated in the County in the County. Mr. Mclinko stated that the County would release their plan after the municipalities that represent 51% of the County’s population have approved the Resolution.
- ✚ Susan White Alvino, 307 North Lehigh Avenue – Mrs. Alvino stated that she is in favor of a County Visitor’s Bureau, she supports the hiring of professional planner, and she is in favor of supporting the Bradford County Veteran’s Memorial Park and hopes that female veterans will also be recognized.
- ✚ Suzanne Jarrett, 525 West Lockhart Street – Ms. Jarrett addressed the Borough Council regarding the intersection of West Lockhart Street and Brock Street and the number of vehicles that do not stop before turning onto West Lockhart Street. Ms. Jarrett explained that she has been in several close calls at that intersection and would like to see something done before someone is hurt. Chief Reynolds stated that the Borough had previously discussed making Brock Street one-way and that it is tough for patrol officers to enforce traffic laws in that area because of visibility issues. Mr. Flick stated that the Borough recently removed a large tree which improved visibility for motorists heading south on Brock Street, and that the School District is relocating the school zone signs which will also be helpful. Mr. Cerutti stated that he will discuss the issue again with Guthrie at the upcoming quarterly meeting in September.
- ✚ Janice Gardner, 103 Park Place - Ms. Gardner addressed the Borough Council about the proposed removal of several trees at Island Pond. Ms. Gardner stated that the removal of the trees is not necessary.

- ✚ Eugene Osmun, 518 North Wilbur Avenue – Mr. Osmun stated that the trees planted along Wilbur Avenue were planted more than 50 years ago as part of an Arbor Day Celebration and that he would like a professional opinion from an arborist before the trees are removed and the Public Works Committee should discuss this issue further.

Correspondence Report – Mr. Farley stated that the following issues are requests on the report which needed action by the Borough Council;

- ❖ Sayre Historical Society History Fair – A motion was made by Mr. Daly and seconded by Osmun to approve the request of the Historical Society to use the Borough’s municipal parking facilities as part of the organization’s annual History Fair on September 6th. There were no objections. Motion Carries.
- ❖ Rosary Rally – A motion was made by Mr. Flick and seconded by Mr. Daly to approve the request of Tressa Wells to host a Rosary Rally in Howard Elmer Park on October 11th. Mr. Farley stated that this is annual event. There were no objections. Motion Carries.

Vote to Approve Bills List - A motion was made by Mr. Daly and seconded by Mr. Flick to approve the bills list. **Under the question:** There were no questions. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Committee Reports – The following reports were presented to the Borough Council;

- Public Works – Mr. Flick reviewed the issues discussed by the Committee which included Elmer Avenue manholes; Plummer Street drainage issues; crack sealing; and new garbage truck purchase. Mr. Flick also stated that the Desmond/Packer Intersection Project started this week and the project will be completed before August 28th. Mr. Flick stated that DPW personnel with assistance from the Bradford County Inmate Workforce program have been removing overgrowth along North Lehigh Avenue and that he is very pleased with the effort.

- Public Safety - Mr. Daly reviewed the issues discussed by the Committee which included the revised Floodplain Ordinance. Mr. Daly explained that the Committee is recommending that the ordinance be advertised.
- Administration - Mr. Cerutti reviewed the issues discussed by the Committee which included the Borough's annual audit; CDBG audit; planning professional; pension investment; floodplain ordinance; and proposed rate increase by Penelec. A motion was made by Mr. Osmun and seconded by Mr. Daly to oppose the rate increase. There were no objections. Motion Carries.
- Planning Commission – Mr. Daly stated that the Commission's next meeting is September 9th and that he supports the hiring of a professional planner.
- Library – Mr. Farley stated the Library's circulation for the month of July increased by more than 1,000 compared to July 2013 and that there were 72 new patrons compared to the 44 patrons in July 2013.

Elected & Appointed Officials – The following reports were presented to the Borough Council;

- Police Chief – There were no questions or comments.
- Borough Manager – Mr. Jarrett stated that bids were opened earlier today for the 2014 paving project and the apparent lowest bidder is G.O. Hawbaker for just over \$127,000. Mr. Jarrett explained that patch repair work will be completed on West Lockhart Street between Wilbur Avenue and Keystone Avenue. Mr. Jarrett also announced that preparations for the fireworks display have been completed and that more 35 volunteers will help and 42 businesses and partners have contributed to the fireworks display.
- Code Enforcement – There were no questions or comments.
- Fire Chief – There were no questions or comments.
- Valley Joint Sewer Authority – Mr. Farley explained that the project is nearing completion and the Authority Board will be touring the plant prior to their September meeting. Final project cost is estimated at \$19 million.

- Emergency Management – Mr. Daly stated that he participated in a severe weather training program with Guthrie Emergency Management personnel.
- Solicitor's Report – Attorney Foster stated that he has reviewed the proposed Floodplain Ordinance with the Public Safety Committee and the Administration Committee and it is the recommendation of both Committees to advertise the ordinance for adoption. Attorney Foster asked for a brief executive session.
- Council President – Mr. Farley commended the Public Works Department for their efforts with projects, street sweeping, and yard waste collection and stated that the town looks very good. Mr. Farley also commended the Police Department for the increase in traffic patrols throughout the Borough.

Vote to accept the proposal from Douglas Brothers Inc. of Athens, Pennsylvania to perform crack sealing work for an amount of \$0.95 per linear foot not to exceed \$5,000 as recommended by the Public Works Committee - A motion was made by Mr. Flick and seconded by Mr. Osmun to accept Douglas Brother' proposal. **Under the question:** Mr. Osmun asked when the work would begin. Mr. Jarrett stated after Labor Day. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Vote to extend an offer of employment to Nikki Hoffman of Sayre, Pennsylvania for the position of Patrol Officer – Probationary effective October 1, 2014 as recommended by the Public Safety Committee - A motion was made by Mr. Flick and seconded by Mr. Daly to extend an offer of employment to Nikki Hoffman. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Vote to promote George Nichols from the position of Per Diem Patrol Officer to Permanent Part-Time Patrol Officer effective August 22, 2014 as recommended by the Public Safety Committee - A motion was made by Mr. Daly and seconded by Mr. Osmun to promote Officer Nichols. **Under the question:** There were

none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Vote to advertise for employment applications for the position of Per Diem Patrol Officer as recommended by Public Safety Committee - A motion was made by Mr. Daly and seconded by Mr. Osmun to advertise for employment applications. Under the question: There were none. Motion Carries Unanimously.

Vote to authorize the advertisement of the Floodplain Ordinance Amendment as recommended by the Public Safety Committee and Administration Committee - A motion was made by Mr. Daly and seconded by Mr. Flick to authorize the advertisement. Under the question: Ms. Sabatura asked about the regulation regarding motor homes. Attorney Foster explained that they cannot be on the property for more than 180 days. There were no objections. Motion Carries Unanimously.

Vote to approve the request for road closures and parking restrictions in conjunction with the 2014 Fireworks Display on August 24th - A motion was made by Ms. Sabatura and seconded by Mr. Daly to approve the request. Under the question: There were none. Motion Carries Unanimously.

Vote to approve Resolution 2014-11 supporting the grant application submitted to the Commonwealth Financing Authority for the proposed Diahoga Trail Project - A motion was made by Mr. Daly and seconded by Mr. Cerutti to approve Resolution 2014-11. Under the question: Mr. Jarrett explained that project scope of work and that the funds from this grant application will be used as a match for a pending grant from PA-DCNR. Motion Carries Unanimously.

Vote to approve Resolution 2014-12 designating the Bradford County Tourism and Promotion Agency as the County's Tourism and Promotion Agency as recommended by the Administration Committee - A motion was made by Mr. Cerutti and seconded by Mr. Osmun to approve Resolution 2014-12. Under the question: There were none. Motion Carries Unanimously.

Vote to approve the transfer of \$100,000 from the Borough’s investment account to the Non-Uniform Pension fund as recommended by the Administration Committee - A motion was made by Mr. Daly and seconded by Mr. Flick to approve the transfer of the funds. Under the question: There were none. **Roll Call: Mr. Daly, Mr. Osmun, Mr. Flick, Mr. Cerutti, Mr. Farley; YES. Ms. Sabatura; NO.**

Vote to award the bid for the 2014 Paving Project – A motion was made by Mr. Flick and seconded by Mr. Daly to award the base bid amount for the 2014 Paving Project Glenn O. Hawbaker Inc. in the amount of \$127,477. **Under the question:** Mr. Jarrett explained that the base bid does not include West Lockhart Street between Wilbur and Keystone and that the project would start after Labor Day. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Company Name	Base Bid Amount	Alternate Amount	TOTAL
Glenn O. Hawbaker, Inc 29293 Rt. 220 Milan, PA 18831	\$ 127,477.00	\$ 145,894.25	\$ 273,371.25
Bothar Construction 170 East Service Road Binghamton, NY 13901	\$ 135,399.55	\$ 156,138.30	\$ 291,537.85
Dalrymple Gravel & Contracting Co., Inc. 2105 South Broadway Pine City, NY 14871	\$ 137,646.00	\$ 131,594.00	\$ 269,240.00
Douglas Brothers Paving 6305 Wolcott Hollow Road Athens, PA 18810	\$ 145,266.00	\$ 163,337.00	\$ 308,603.00

Vote to authorize the Borough Manager to proceed with the process to refinance the Borough’s outstanding debt as recommended by the Administration Committee - A motion was made by Mr. Flick and seconded by Mr. Daly to authorize the Borough Manager to begin the process to refinance. **Under the question:** Mr. Jarrett stated that the Borough would save \$145,000 as a result of refinancing the debt now, and that those funds could be allocated to a future project like the proposed Chemung Street sanitary sewer project. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Vote to authorize the Borough Manager to send a letter to First Citizens Community Bank to extend the Borough's line of credit as recommended by the Administration Committee - A motion as made by Mr. Daly and seconded by Mr. Cerutti to authorize the Borough Manager to contact the bank. **Under the question:** Ms. Sabatura asked the amount of the line of credit. Mr. Jarrett stated that the Borough has \$645,000 line of credit and that the funds could be used for the proposed Chemung Street project. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Vote to accept the proposal submitted by Mattison's Tree Service of Waverly, NY for the removal of 12 trees at Island Pond for the amount of \$125 per tree as recommended by the Administration Committee - A motion was made by Mr. Daly and seconded by Mr. Flick to accept the proposal. **Under the question:** Mr. Osmun asked if an Arborist was consulted about the condition of the trees. Mr. Jarrett stated that the Borough did not consult with an Arborist because the trees appear to be diseased. Mr. Daly amended his motion and Mr. Flick amended his second on the motion to consult an Arborist before removing the trees. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the request from the Valley Firefighters Association to purchase and install a new bench in Howard Elmer Park in honor of Joseph Desisti as recommended by the Administration Committee - A motion was made by Mr. Flick and seconded by Mr. Cerutti to approve the request. **Under the question:** Ms. Sabatura asked what type of plaque would be used. Assistant Fire Chief Gil Crossett stated that a decision has not been made yet because the Association wanted to have the Borough's approval first. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the request from David Buck on behalf of the Onondaga Nation to utilize Riverfront Park for an overnight camp on September 6, 2014 as part of the Onondaga Nation's Susquehanna River Paddle to the Chesapeake Bay. A motion was made by Mr. Daly and seconded by Mr. Osmun to approve the request. **Under the question:** There were none. **Motion Carries Unanimously.**

Vote to approve the amendment to the professional services agreement between the Borough and Borton-Lawson for the Oliver Lane Pump Station Project. A motion was made by Mr. Osmun and seconded by Mr. Daly to approve the amendment to the agreement. **Under the question:** Mr. Farley stated that amendment to the agreement would not result in a price increase or decrease for the project. **Motion Carries Unanimously.**

Vote to approve the agreement with Geo-Science Engineering of Jessup, Pennsylvania to provide geotechnical services for the Oliver Lane Pump Station Project in the amount of \$11,950. A motion was made by Mr. Daly and seconded by Mr. Cerutti to approve the agreement. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES.**

Citizen Questions & Comments – Mr. Farley asked the audience if there were any questions or comments about the action taken by the Borough Council and the following individuals addressed the Borough Council;

- ✚ Susan White-Alvino, 307 North Lehigh Avenue questioned why the trees were removed along Lehigh Avenue. Mr. Flick explained that the decision to remove the trees came from public comment. Mr. Flick stated that the Bradford County Inmate Workforce was utilized for the project and that the area may be developed with a walking trail in the future. Ms. Alvino thanked the Police Department for their increased patrols and traffic enforcement on North Lehigh Avenue.
- ✚ Janice Gardner, 103 Park Place asked how much debt the Borough has. Mr. Jarrett explained that the Borough currently has approximately \$6 - \$8 million of debt and that the

majority of that debt is sewer related. Ms. Gardner also asked about the possibility of picnic tables in Howard Elmer Park. Mr. Jarrett stated that no one had asked about that in the past, and that the Public Works Committee could discuss the issue at their next meeting. Ms. Gardner thanked the Borough Council for speaking loud enough during the meeting so that everyone could hear the discussions.

✚ Douglas Mclinko, Bradford County Commissioner thanked the Borough Council for their support of the Tourism Resolution. Mr. Mclinko also commended the Borough Council for the way the Council meeting informs the public about the actions that are being taken.

Recess – Mr. Farley recessed the meeting at 7:25pm before going into executive session to discuss a personnel issue.

Executive Session – The session began at 7:30pm and concluded at 8:15pm. No action was taken following the session.

Adjourn – A motion was made by Mr. Daly and seconded by Mr. Flick to adjourn the meeting at 8:15pm. There were no objections.

Respectfully submitted,

David M. Jarrett
Borough Manager/Secretary