

**Borough Council Meeting
Minutes – February 20, 2014**

Call to Order – Mr. Farley called the meeting to order at 6:00pm and Mr. Flick offered the meeting prayer and led the pledge of allegiance.

Mr. Farley announced that today is the 25th Anniversary of the date that Ms. Fice was hired by the Borough and thanked Ms. Fice for her years of service.

Roll Call – The following members of the Borough Council were present; James Daly, Robert Flick, Eugene Osmun, JoAnn Sabatura, Timothy Shaw, Eugene Cerutti, and Henry Farley. **Also present;** Elizabeth Fice, Borough Finance Coordinator; Jonathan Foster Jr., Borough Solicitor; Robert Repasky, Fire Chief; Gil Crossett, 2nd Assistant Fire Chief; & David Jarrett, Borough Manager.

Approval of Minutes - The minutes of the Council meeting on January 23, 2014 were approved as presented.

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

- Jan Scott, 204 Hayden Street stated that proposed corrections to the Planning Commission appointments are in violation of the Borough's ordinance.
- Mary Ann Rhodes, 605 Desmond Street asked the Borough Council to approve her request to use some Borough streets in conjunction with the 4th Annual Jean & Pete Onofre Run/Walk on April 12, 2014.

A motion was made by Mr. Shaw and seconded by Mr. Osmun to approve Ms. Rhodes request. There were no objections.

Correspondence Report – Mr. Farley stated that a request for the 2014 Turkey Trot was included in the monthly correspondence list but was not included on the meeting agenda.

A motion was made by Ms. Sabatura and seconded by Mr. Daly to approve the request for the 2014 Turkey Trot. There were no objections.

Approval of Bills List – A motion was made by Mr. Shaw and seconded by Mr. Daly to approve the monthly bills list. **Under the question:** Ms. Sabatura questioned the invoice for the workers compensation premium, and Ms. Fice explained that the amount was a monthly payment. Mr. Farley stated that the Borough is required to provide workers compensation coverage for Greater Valley EMS volunteers because the Borough is host community for the organization.

Ms. Sabatura also asked if the lease payment to Norfolk Southern was for the area along Lehigh Avenue, and Mr. Jarrett explained that the leased area extends from Seneca Street on North Lehigh Avenue to the Athens Borough line on South Lehigh Avenue. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Finance Report – January 31, 2014 – There were no questions or comments.

Council Committee Reports – The following reports were discussed;

✚ Public Works Committee – Mr. Flick reviewed the issues discussed at the Committee’s meeting on February 10th and commended the DPW staff for their hard work during the recent snow storms.

✚ Public Safety Committee – Mr. Daly reviewed the issues discussed at the Committee’s meeting on February 10th. Mr. Daly explained that the CodeRed notification system was utilized during the major snow storm and that 70% of the numbers called were successfully connected. Mr. Daly announced that Robert Repasky will serve as Fire Chief, William Wood will serve as 1st Assistant Chief, and Gil Crossett will serve as 2nd Assistant Fire Chief in 2014.

✚ Administration Committee – Mr. Cerutti reviewed the issues discussed at the Committee’s meeting on February 11th which included the proposed cable franchise agreement with North Penn / Empire Access; corrections to the appointments of the Planning Commission and Zoning Hearing Board, and the creation of Façade Review Board.

✚ Code Enforcement Agency – Mr. Cerutti reviewed the issues discussed at the Agency’s meeting on February 11th.

✚ Library – Maureen Howland explained that the Library Board is currently developing fundraising ideas, and that the System Librarian was leaving her position.

Elected & Appointed Official’s Reports – The following reports were discussed;

✚ Fire Chief – There were no questions or comments

✚ Police Chief – There were no questions or comments

✚ Borough Manager – Mr. Jarrett stated that the list of projects outlined in his monthly report were not the only projects planned for the year. Mr. Jarrett explained that repairs to the Borough Hall Roof and Packer Avenue Bridge are also planned.

✚ Emergency Management – Mr. Daly stated he covered his issues under the Public Safety Committee report.

- ✚ Borough Solicitor – There were no questions or comments.
- ✚ Council President – Mr. Farley explained that he is preparing a downtown building inventory and that the project is moving forward very well. Mr. Farley also announced that he will serve on the Police Chief Search Committee along with Mr. Cerutti, Mayor Thomas, and Mr. Jarrett.
- ✚ Valley Joint Sewer Authority – Mr. Jarrett stated that the project is continuing to move forward and the July 31st deadline is still on target. Mr. Farley stated that the project cost has exceeded \$14.5 million and the total cost should be below \$20 million.
- ✚ Planning Commission – Mr. Daly announced that he was elected as the Commission’s Chairman, and the Commission welcomed its newest member, Maureen Howland at their meeting. Mr. Daly also stated that he is currently working with Mr. Kaiden on coordinating and filing the records provided to the Borough by Mrs. Ault in 2013. The next Planning Commission meeting will be on February 25th at 7:00pm.

Vote to accept the retirement letter submitted by Kevin Guinane effective June 30, 2014. A motion was made by Mr. Flick and seconded by Mr. Daly to accept Mr. Guinane’s retirement letter. **Under the question:** There were no questions or comments. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to amend the original appointment of Barbara Ault to the Planning Commission made on February 17, 2011 to a term that will expire on February 1, 2015 as recommended by the Administration Committee. A motion was made by Mr. Osmun and seconded by Mr. Flick to amend the original appointment to expire on February 1, 2015. **Under the question:** Ms. Sabatura asked if the amendment of the term is in compliance with the Borough Code. Mr. Farley explained that the previous appointments were not in compliance with the ordinance or the Municipal Planning Code and that making this change will correct the previous mistakes. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to amend the original appointment of James Bentley to the Planning Commission made on February 17, 2011 to a term that will expire on February 1, 2015 as recommended by the Administration Committee. A motion was made by Mr. Osmun and seconded by Mr. Shaw to amend the original appointment to expire on February 1, 2015. **Under the question:** Ms. Sabatura questioned Mr. Bentley’s attendance at meetings. Mr. Farley stated to Ms. Sabatura that if she has an issue with Mr. Bentley’s attendance, she should direct the concern to him and not do it when he is not able to answer that question for himself. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO.**

Vote to re-appoint Rosanne McClary to the Planning Commission to a two year term that will expire on February 1, 2016 as recommended by the Administration Committee. A motion was made by Mr. Cerutti and seconded by Mr. Flick to re-appoint Rosanne McClary to the Planning Commission to a two year term that will expire on February 1, 2016. **Under the question:** There were no questions. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to re-appoint James Daly to the Planning Commission to a three year term that will expire on February 1, 2017 as recommended by the Administration Committee. A motion was made by Mr. Shaw and seconded by Mr. Cerutti to re-appoint James Daly to the Planning Commission to a three year term that will expire on February 1, 2017. **Under the question:** Ms. Sabatura questioned the appointment of a Council member to the Commission. Mr. Farley stated that the Municipal Planning Code states that two Council members may serve on the Planning Commission if the Commission has five members. **Roll Call: Mr. Flick, Mr. Osmun, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO. Mr. Daly; ABSTAIN.**

Vote to amend the original appointment of Karen Cooley to the Zoning Hearing Board that was made on February 16, 2012 to a term that will expire on February 1, 2015 as recommended by the Administration Committee. A motion was made by Mr. Shaw and seconded by Mr. Daly to amend the original appointment of Karen Cooley to the Zoning Hearing Board that was made on February 16, 2012 to a term that will expire on February 1, 2015. **Under the question:** Mr. Farley asked how long Mrs. Cooley has served on the Zoning Hearing Board. Mr. Jarrett stated that she has served since at least 1976. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO.**

Vote to amend the original appointment of Andrew Hickey to the Zoning Hearing Board that was made on February 21, 2013 to a term that will expire on February 1, 2016 as recommended by the Administration Committee. A motion was made by Mr. Flick and seconded by Mr. Daly to amend the original appointment of Andrew Hickey to the Zoning Hearing Board that was made on February 21, 2013 to a term that will expire on February 1, 2016. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to authorize the Borough Manger to advertise for applications for the position of Public Works Laborer-Probationary. A motion was made by Mr. Shaw and seconded by Mr. Osmun to authorize the Borough Manager to advertise for applications. **Under the question:** Mr. Osmun asked if the new employee would begin on the refuse truck. Mr. Jarrett explained that all new employees spend the majority of their probationary period on the refuse truck but may be reassigned as necessary based on their individuals skills. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to make two (2) appointments to the Healthcare Facilities Authority of Sayre. A motion was made by Mr. Shaw and seconded by Mr. Daly to appoint Richard Jennings. **Under the question:** Mr. Osmun asked if the Borough solicited for letters of interest. Mr. Jarrett stated that the Borough did ask for letters of interest and two letters were received for three current openings on the Authority. Mr. Osmun stated that he would like to see more involvement from the public rather than having the same people serve on many boards. **Roll Call: Mr. Daly, Mr. Flick, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Mr. Osmun and Ms. Sabatura; NO.**

A motion was made by Mr. Shaw and seconded by Mr. Flick to appoint Henry Farley to the Authority. **Under the question:** There were no additional questions or comments from the previous vote. **Roll Call: Mr. Daly, Mr. Flick, Mr. Shaw, Mr. Cerutti; YES. Mr. Osmun and Ms. Sabatura; NO. Mr. Farley; Abstain.**

Vote to authorize the Borough Manager to seek letters of interest for the Façade Review Board as recommended by the Administration Committee. A motion was made by Mr. Cerutti and seconded by Mr. Flick to authorize the Borough Manager to seek letters of interest for the Façade Review Board. **Under the question:** There were no questions or comments. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO.**

Vote to approve the final pay request submitted by Contour Paving Corporation in the amount of \$15,572.80 for work completed in conjunction with the Hopkins/Woodworth Infrastructure Project pending final review of the project engineer. A motion was made by Mr. Flick and seconded by Mr. Osmun to approve the final pay request. **Under the question:** Ms. Sabatura asked if the payment is held until the engineer reviews and approves the request. Mr. Jarrett stated that release of the payment is contingent upon approval by the engineer. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the request submitted by the Sayre Elks Club to host the organization's annual Easter Egg Hunt on Saturday, April 12, 2014 in Howard Elmer Park. A motion was made by Mr. Cerutti and seconded by Mr. Osmun to approve the request. **Under the question:** There were none. **There were no objections. Motion carries.**

Vote to authorize the purchase of a snow plow box from Bradco Supply Company, Towanda, Pennsylvania in the amount of \$5,300 and to use funds from the Parking Lot Fund. A motion was made by Mr. Flick and seconded by Mr. Daly to approve the purchase of a snow plow box from Bradco Supply in the amount of \$5,300. **Under the question:** Mr. Osmun asked for additional information about the purchase. Mr. Jarrett explained that plow box can be attached to the front of the Borough's backhoe or front-end loader and will be used primarily to remove snow in the Borough's parking lots. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to accept the bid submitted by Bruce Hoffman for the purchase of the 2007 Dodge Charger in the amount of \$3,600. A motion was made by Mr. Cerutti and seconded by Mr. Flick to accept the bid. **Under the question:** Mr. Jarrett stated that the Borough only received one bid, and recommended that it be accepted. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to accept the bid submitted by Bruce Hoffman for the purchase of the 1999 Dodge Ram Truck in the amount of \$600. A motion was made by Mr. Flick and seconded by Mr. Shaw to accept the bid. **Under the question:** Mr. Jarrett stated that the Borough only received one bid, and recommended that it be accepted. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the submission of a Letter of Intent to the Pennsylvania Department of Community & Economic Development Governor's Center for Local Government Services requesting technical assistance for Planning Commission Training. A motion was made by Mr. Cerutti and seconded by Mr. Osmun to approve the submission of the Letter of Intent. **Under the question:** Mr. Osmun stated that he believes the training is a good idea and webinars may also be beneficial. **There were no objections. Motion Carries.**

Citizen Questions & Comments - The following citizens addressed the Borough Council regarding the actions taken;

- Barbara Ault, 332 West Lockhart Street asked why the Borough Council was seeking letters of interest before guidelines for the Review Board are established. Mr. Cerutti explained that the purpose is to determine if there is interest by members of the community to serve on the Board, and if there is no interest, the Borough may need to revise the make-up of the Board membership.
- Jan Scott, 204 Hayden Street stated that training for the Planning Commission had been talked about in the past, and that she is glad it is being pursued now.
- Gene Osmun asked about the testing begin done by Avery Dennison. Mr. Jarrett stated that representatives from the company will be meeting with him on Friday. Mr. Farley asked Mr. Jarrett to update the Administration Committee at their next meeting.

Adjourn – A motion was made by Mr. Flick and seconded by Mr. Daly to adjourn the meeting at 6:51pm. There were no objections.