

## **Borough Council Minutes – March 20, 2014**

**Call to Order** – Mr. Farley called the meeting to order at 6:00pm and announced that individuals audio recording the meeting must identify themselves. Warren Howeler, Ronald Cole, and Jan Scott all indicated that they were recording the meeting. 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, Timothy Shaw, Eugene Cerutti, and Henry Farley. **Also present;** Mayor Denny Thomas, Elizabeth Fice, Finance Coordinator, David Jarrett, Borough Manager, Jonathan Foster, Borough Solicitor, Robert Repasky, Fire Chief, Gil Crossett, 2<sup>nd</sup> Assistant Fire Chief, and Christopher Kaiden, Code Enforcement Officer.

**Approval of the Minutes** – The minutes of the Borough Council meeting on February 20, 2014 will stand as presented.

**Citizens To Be Heard** - The following citizens addressed the Borough Council;

- ❖ Eve Marie Gilbert of the New Hope Counseling Center addressed the Borough Council regarding the organization's request to host a 5k/10k event on Saturday, May 24, 2014. Mr. Farley explained that the request was an agenda item but a vote could be held now if a motion was made.

**A motion was made by Mr. Osmun and seconded by Mr. Flick to approve the request.** Under the question: Mr. Jarrett asked the Borough Council to consider limiting the number of 5k events held each year due to the strain on fire police resources. Chief Repasky and 2<sup>nd</sup> Assistant Chief Crossett stated that would be able to ensure traffic control for the event this year. **There were no objections, motion carries.**

- ❖ Steve Westbrook, Cliff Street addressed the Borough Council regarding the proposed changes to the building permit fee schedule. Mr. Westbrook stated that under the proposed fee schedule, a building permit for a new home with a value of \$250,000 would be \$7,500. Mr. Jarrett explained that the permit fee for a new home would increase from .002 per \$1,000 to .003 per \$1,000 and the building permit fee would actually be \$1,754 which is a \$250 increase. Mr. Jarrett also stated that the permit fee scheduled has not been amended in more than 12 years and that the majority of the fees were decreasing. Mr. Westbrook questioned the amount of money the Code Agency has in its bank account as being too high. Mr. Jarrett asked Mr. Westbrook to come to the Borough Office to review the fee schedule and compare it to the current fee schedule.

Mr. Osmun asked if the Code Agency meeting minutes could be distributed to the Borough Council, and Mr. Cerutti stated that would be distributed after they are approved by the Agency.

**Correspondence Report** – There were no questions or comments.

**Approval of the Bills List** – A motion was made by Mr. Daly and seconded by Mr. Shaw to approve the bills list. **Under the question:** Mr. Osmun asked about the insurance deductible payment and repair to the KME aerial. Ms. Fice explained that the invoices. **Roll Call:** James Daly, Robert Flick, Eugene Osmun, JoAnn Sabatura, Timothy Shaw, Eugene Cerutti, and Henry Farley; **YES.**

**Finance Report** – There were no questions or comments.

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

- ✚ **Public Works** – Mr. Flick reviewed the issues that were discussed at the Committee’s meeting on March 10, 2014. Mr. Flick explained that the Committee is still discussing several projects that are planned for this year.
- ✚ **Public Safety** – Mr. Daly reviewed the issues discussed by the Committee at their meeting on March 10, 2014.
- ✚ **Administration Committee** – Mr. Cerutti reviewed the issues discussed by the Committee and explained that the proposed changes to the fee schedule benefit property owners and reduce many of the fees that are charged. Mr. Cerutti also explained that the terms of the individuals appointed to the Façade Review Committee will be 1, 2, 3, and 4 year terms.
- ✚ **Code Enforcement Agency** – Mr. Cerutti explained that the Code Agency will begin the Spring/Summer schedule which means one of the Code Officers will be available to meet with the public until 6:00pm on Monday thru Thursday.

**Elected & Appointed Official’s Reports:**

- ❖ **Fire Chief** – There were no questions or comments.
- ❖ **Police Chief** – There were no questions or comments.
- ❖ **Borough Manager** - There were no questions or comments.
- ❖ **Emergency Management** – Mr. Daly explained that he is waiting on an announcement of the grant he submitted to Bradford County EMA for \$300 that can be used for EMA equipment. Mr. Daly also stated that he participated in a National Weather Service Conference and will be attending a meeting to discuss Hazard Mitigation Issues on March 27<sup>th</sup>.
- ❖ **Borough Solicitor** – Attorney Foster explained that the revisions to the Floodplain Ordinance will be completed in April and the Borough Council will need to adopt the revisions by October 16<sup>th</sup>. Attorney Foster also stated that all Trip & Fall claims have been resolved. Attorney Foster asked for a brief executive session at the conclusion of the regular meeting to discuss a tax assessment appeal.

- ❖ **Mayor** – Mayor Thomas commended the Department of Public Works for their efforts during the winter and expressed concern with the cost of certifying the levee.
- ❖ **Council President** – Mr. Farley explained that the Police Chief Search Committee met prior to the Council meeting.
- ❖ **Valley Joint Sewer Authority** – Mr. Farley explained that the project continues to move forward and is expected to be completed this summer. Mr. Farley stated that the plant's phosphorus and nitrogen levels are lower than expected which means the new plant is working as designed.
- ❖ **Planning Commission** – Mr. Daly explained that the Commission is working on definitions and will meet in April to discuss a variance request.

**Vote to approve the Cable Franchise Agreement with North Penn Telephone / Empire Access as recommended by the Administration Committee.** A motion was made by Mr. Flick and seconded by Mr. Daly to approve the Cable Franchise Agreement with North Penn Telephone / Empire Access. **Under the question:** Ms. Sabatura stated she was concerned with the service bundle requirement to get a lower price and the lack of consumer protection for increased fees. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

**Vote to approve the revised Fee Schedule as recommended by the Administration Committee.** A motion was made by Mr. Flick and seconded by Mr. Daly to approve the revised Fee Schedule. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Mr. Osmun and Ms. Sabatura; NO. Motion Carries.**

**Vote to advertise the amendment to Ordinance 802 and Chapter 114 -8 Fees of the Borough Code as recommended by the Administration Committee.** A motion was made by Mr. Daly and seconded by Mr. Flick to advertise the amendment to Ordinance 802 and Chapter 114 -8 Fees of the Borough Code. **Under the question:** Mr. Cerutti explained the changes to the fee schedule that was adopted more than twelve years ago and explained that a majority of the fees have been reduced. Mr. Jarrett was asked to correct the multiplier for new home construction. **Roll Call: Mr. Daly, Mr. Flick, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Mr. Osmun; NO. Motion Carries.**

**Vote to approve the Capital Vehicle Purchase List as recommended by the Administration Committee.** A motion was made by Mr. Flick and seconded by Mr. Daly to approve the Capital Vehicle Purchase List. **Under the question:** Ms. Sabatura asked if a new vehicle was necessary for the Administration Department. Mr. Jarrett explained that vehicle currently used by him and the EMA Coordinator has over 122,000 miles and is not fuel efficient. The new vehicle will have a smaller engine and be more fuel efficient. Mr. Jarrett provided an explanation of the other vehicles being purchased. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO. Motion Carries.**

**Vote to approve the request from Athens Township Parks & Recreation for a letter of support for the organization's grant application.** A motion was made by Mr. Osmun and seconded by Mr. Daly to approve a letter of support for the Athens Township Parks & Recreation Department grant application for Round Top Park. **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 approve the request submitted by Church of the Redeemer to host a street fair in Howard Elmer Park on Saturday, May 31, 2014.** A motion was made by Ms. Sabatura and second by Mr. Daly to approve the request submitted by Church of the Redeemer to host a street fair in Howard Elmer Park on Saturday, May 31, 2014. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Cerutti, and Mr. Farley; YES. Abstain: Mr. Shaw abstained from voting on the request because he will be a vendor at the event.**

**Vote to accept the retirement letter submitted by Patrol Officer Thomas Wilson effective September 26, 2014.** A motion was made by Mr. Cerutti and seconded by Mr. Flick to accept the retirement letter submitted by Patrol Officer Thomas Wilson effective September 26, 2014. **Under the question:** Mr. Farley explained that Officer Wilson has been a full-time officer in the Borough for 20 years and thanked him for his service. **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 Guthrie Healthcare to host the organization's annual employee picnic in Howard Elmer Park on Wednesday, May 7, 2014.** A motion was made by Mr. Daly and seconded by Mr. Osmun to approve the request submitted by Guthrie Healthcare to host the organization's annual employee picnic in Howard Elmer Park on Wednesday, May 7, 2014. **Under the question:** There were none. **There were no objections, motion carries.**

**Vote to adopt Resolution 2014 – 04 adopting written procedures governing how professional services are chosen for the administration of Borough pension plans in accordance with Act 44 and the recommendation of the Auditor General.** A motion was made by made by Mr. Osmun and seconded by Mr. Daly to adopt Resolution 2014 – 04. **Under the question:** There were none. **There were no objections, motion carries.**

**Vote to adopt Resolution 2014 – 05 requesting formal designation as a Susquehanna Greenway River Town by the Susquehanna Greenway Partnership. A motion was made by Mr. Daly and seconded by Mr. Osmun to adopt Resolution 2014 – 05.** **Under the question:** Ms. Sabatura asked if there will be an issue with meeting the required number of events that must be held to be considered a River Town. Mr. Jarrett explained that there will not be a problem with meeting the required number of events. **There were no objections, motion carries.**

**Vote to adopt Resolution 2014 – 06 authorizing the Council President to sign the Grant Agreement Signature Page for the Diahoga Trial Project.** A motion was made by Mr. Daly and seconded by Mr. Osmun to adopt Resolution 2014-06. **Under the question:** Mr. Jarrett explained that the Borough Council had previously approved supporting the project and providing a local match. Mr. Jarrett also stated that the Bradford County Commissioners have committed \$10,000 for the project. **There were no objections, motion carries.**

**Citizen Question:** The following citizens addressed the Borough Council regarding the actions taken during the meeting;

- Susan Alvino, 307 North Lehigh Avenue addressed the Borough Council regarding the enforcement of the sidewalk ordinance and the appearance of the town.
- Steve Westbrook, Cliff Street addressed the Borough Council about the revised fee schedule.

**Recess** – Mr. Farley recessed the meeting at 7:19pm prior to going into executive session to discuss personnel issues regarding the Administration Department, Fire Department, and Police Department.

**Executive Session** – The Borough Council went into executive session at 7:25pm to discuss personnel issues regarding the Administration Department, Fire Department, and Police Department. The executive session ended at 8:17pm.

**Vote to hire a Per Diem Administration Department Employee** – A motion was made by Mr. Daly and seconded by Mr. Osmun to hire Kandy Kopatz of Athens, PA at a rate of \$12.50 per hour. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

**Adjourn** – A motion was made by Mr. Daly and seconded by Mr. Flick to adjourn the meeting 8:18pm. There were no objections.

Respectfully submitted,

David M Jarrett  
Borough Manager/Secretary