

Sayre Borough Council

Minutes – April 22, 2015

Call to Order – Mr. Farley called the meeting to order at 6:00pm. Ron Cole, WATS/WAVR; Warren Howeler, The Morning Times; Jan Scott, 204 Hayden Street; and Councilman Daly indicated that they were audio recording the meeting.

Pledge of Allegiance & Meeting Prayer – Ms. Sabatura offered the meeting prayer and led the Pledge of Allegiance.

Roll Call – The following members of the Borough Council were present; James Daly, Eugene Osmon, JoAnn Sabatura, Timothy Shaw, Eugene Cerutti, and Henry Farley. **Excused:** Robert Flick. **Also present;** Gil Crossett, 1st Assistant Fire Chief; Elizabeth Fice, Borough Finance Coordinator; Jonathan Foster, Borough Solicitor; Christopher Kaiden, Code Enforcement Director; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; Tracy Stroup, 2nd Assistant Fire Chief, and David Jarrett, Borough Manager.

Approval of the Minutes – The minutes of the Borough Council meeting held on March 19, 2015 were approved as presented.

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

- Jan Scott, 204 Hayden Street – Addressed the Borough Council regarding the status of the sign ordinance. Attorney Foster explained that development of the ordinance amendment is still in progress, and Mr. Daly stated that the Planning Commission has been focused on the development of the Natural Gas Ordinance.
- William Anderson, 116 Elsbree Street addressed the Borough Council regarding the replacement of the sidewalk in front of his home. Mr. Anderson explained that his sidewalk presently comes to a dead end at a natural gas regulator and he would only like to replace the sidewalk to his front walk. Mr. Kaiden explained that only the Borough Council could allow a homeowner to remove a sidewalk and that he has no objections if the Borough Council granted Mr. Anderson's request. A motion was made by Mr. Daly and seconded by Mr. Shaw to approve the request, but the motion was tabled pending further review.

- Janice Gardner, 103 Park Place addressed the Borough Council regarding the demolition of 301 West Lockhart Street and stated that the motion to approve the demolition was almost not seconded. Mr. Farley stated that the Borough Council cannot stop the demolition of a property because the applicant could appeal the decision to the Court of Common Pleas. Mr. Farley explained that the Borough does not have an official historic district and that there are only boundaries. He also added that the ordinance is intended to be a “stop gap” measure that would allow the Borough and the applicant extra time to determine if the property can be restored.

Approval of Bills List – A motion was made by Mr. Daly and seconded by Mr. Cerutti to approve the bills list. **Under the question:** There were none.

Roll Call: Mr. Daly, Mr. Osmun, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO.

Correspondence Report – Mr. Osmun asked about Distribution #4-20, a letter from Engine Company #1 regarding the construction of the proposed new combined fire station and the replacement of John Nobles. Mr. Osmun asked if Engine Company #1 has been involved in discussions, and Mr. Jarrett explained that a letter was sent to the Company’s President asking the organization for list of comments and concerns by May 31st. Mr. Jarrett stated that the layout of the proposed new facility was provided to Company’s Chief on February 13th. Mr. Farley asked Mr. Jarrett to invite representatives from the Fire Company to the Public Safety Committee meeting.

Finance Report – March 31, 2015 – There were no questions. Mr. Farley asked Ms. Fice to redistribute a copy of the report to Mr. Osmun and Ms. Sabatura.

Committee Reports – The following reports were provided;

- Administration Committee – Mr. Cerutti reviewed the issues discussed at the Committee’s April meeting.
- Public Works Committee – Mr. Jarrett reviewed the issues discussed, and presented the bids for the Oliver Lane Pump Station. Mr. Jarrett explained that the engineer’s recommendation is to award the general construction base bid, bid alternate #1, and bid alternate #2 to Vacri Construction, and award the base bid for electrical work to RG Electric.
- Public Safety Committee – Mr. Daly reviewed the issues discussed at the Committee’s April meeting.

- Code Agency – Mr. Cerutti reviewed the issues discussed at the Agency’s April meeting.
- Planning Commission - Mr. Daly explained that the Commission has been working on definitions and the Act 13 ordinance amendment. Mr. Daly announced that the Commission approved the zoning variance application submitted by Dunkin Donuts for their Keystone Avenue project.
- Library – Mr. Farley reminded everyone that the organization’s annual fundraiser will be held Thursday night and that Holly Bradley was hired as the new Librarian. Ms. Bradley had previously served as the Library’s Children Librarian.

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

- Police Chief – There were no questions or comments.
- Borough Manager – There were no questions or comments.
- Fire Chief – There were no questions or comments.
- Sewer Authority – Mr. Osmun asked if the subcontractor payment issue has been resolved, and Mr. Farley explained that the issue must be resolved between the project contractor and those subcontractors.
- Code Enforcement Director – Mr. Cerutti reported that Mr. Kaiden is currently inspecting properties for sidewalk violations, low tree branches, and missing house numbers. Mr. Cerutti also stated that Mr. Kaiden presented a draft ordinance addressing immediate fines for “quality of life” violations based on similar ordinances passed by the cities of Scranton and Hazleton. Ms. Sabatura asked if the Agency purchased 105 Chemung Street, and Mr. Kaiden explained that the property will be offered for sale by the County in mid-May.
- Emergency Management – Mr. Daly reported that he attended a FEMA training course for Public Information Officers and an FBI training course dealing with weapons of mass destruction and terrorism.
- Solicitor Report – Attorney Foster asked for brief executive session to discuss personnel issues and litigation matters.

Vote to eliminate two (2) parking spaces on Desmond Street located directly in front of 102 Desmond Street as recommended by the Public Safety Committee. A motion was made by Mr. Osmun and seconded by Mr. Daly to approve the Committee's recommendation. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the request from Lori Unger on behalf of Futurescapes to use Riverfront Park & the Boat Launch on July 11, 2015 from 5:00am to 3:00pm. A motion was made by Ms. Sabatura and seconded by Mr. Daly to approve the request. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to adopt Ordinance 914 – Amending the Civil Service Ordinance - A motion was made by Mr. Osmun and seconded by Mr. Daly to adopt Ordinance #914. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the request from Michelle Watkins on behalf of Guthrie Health to host the organization's annual employee picnic in Howard Elmer Park on May 6, 2015. A motion was made by Mr. Daly and seconded by Mr. Cerutti to approve the request. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the agreement with Bradford County for the 2015 Police Telephone Answering Services in the amount of \$3,968.40. A motion was made by Mr. Daly and seconded by Mr. Osmun to approve the agreement. **Under the question:** Ms. Sabatura asked if the contract amount was higher than the 2014 rate, and Ms. Fice explained that the fee is the same and is based on population. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to appoint Thomas Yonkin of Sayre as an alternate member of the Civil Service Commission as recommended by the Administration Committee. A motion was made by Mr. Daly and seconded by Mr. Cerutti to appoint Thomas Yonkin as an alternate member of the Civil Service Commission. **Under the question:** Ms. Sabatura asked if there were standards for Commission members, and Mr. Jarrett explained that you must be a resident of the Borough and that there are offices and occupations that are incompatible with the Commission. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to approve the request submitted by Laura Fitzgerald on behalf of the Guthrie Foundation to use Howard Elmer Park on June 22, 2015 from 11:00am to 2:30pm. A motion was made by Mr. Daly and seconded by Mr. Osmun to approve the request. **Under the question:** Ms. Sabatura stated that the event is a good use of public space and that representatives of the Borough should be involved. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to accept the recommendation of the Planning Commission to permit the demolition of 301 West Lockhart Street. A motion was made by Mr. Daly and seconded by Mr. Cerutti to approve the Planning Commission's recommendation. **Under the question:** Mr. Osmun stated that he was concerned with the loss of a residential home and Ms. Sabatura asked about the cost of asbestos remediation and commented on the condition of the home. **Roll Call: Mr. Daly, Mr. Osmun, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO.**

Vote to accept the purchase offer from Accredited Security for the sale of the Borough's used TASERS as recommended by the Public Safety Committee. A motion was made by Mr. Daly and seconded by Ms. Sabatura to accept the purchase offer. **Under the question:** Mr. Osmun asked if local law enforcement agencies were eligible to purchase the TASERS, and Chief Reynolds explained that the bidder provided the best offer for the TASERS. Ms. Sabatura asked if all officers have been trained on the new TASERS, and Chief Reynolds explained that the last two officers will be trained during the next two weeks. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to authorize the purchase of fifty (50) new parking meter mechanisms from Duncan Solutions in the amount of \$136.00 each as recommended by the Public Safety Committee. A motion was made by Mr. Osmun and seconded by Mr. Cerutti to authorize the purchase of the new meter mechanisms. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to award the base bid for the Oliver Lane Pump Station project to Vacri Construction in the amount of \$274,000.00 pending the final recommendation of the project engineer. A motion was made by Mr. Daly and seconded by Mr. Cerutti to award the bid. **Under the question:** Mr. Jarrett explained that this is only the base bid amount for the project. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to award Bid Alternate #1 for the Oliver Lane Pump Station project to Vacri Construction in the amount of \$195,000.00 pending the final recommendation of the project engineer. A motion was made by Mr. Daly and seconded by Mr. Osmun to award Bid Alternate #1 for the project. **Under the question:** Mr. Jarrett explained that this work will address the settlement issues around the pump station. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to award Bid Alternate #2 for the Oliver Lane Pump Station project to Vacri Construction in the amount of \$56,000.00 pending the final recommendation of the project engineer. A motion was made by Mr. Daly and seconded by Mr. Osmun to award Bid Alternate #2 for the project. **Under the question:** Mr. Jarrett explained the bid is for a new pre-cast building and that the existing building will be repurposed by the Police Department. Mr. Osmun asked about the existing pumps, and Mr. Lathrop explained that the pumps cannot be used in the new station. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to award the base bid for the electrical work for the Oliver Lane Pump Station in the amount of \$66,040.00 to RG Electric pending the final recommendation of the project engineer. A motion was made by Ms. Sabatura and seconded by Mr. Daly to award the base bid for the electrical work. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the proposal submitted by Raudenbush Engineering to complete a GPS field mapping for an amount not to exceed \$8,000 as recommended by the Public Works Committee. A motion was made by Mr. Daly and seconded by Mr. Cerutti to approve the Committee's recommendation. **Under the question:** Ms. Sabatura asked why it was necessary to do the project, and Mr. Lathrop explained that the mapping will be beneficial for identifying the location of manholes and storm inlets and that the information could be used in the design of future infrastructure projects. The Borough will be provided with maps and computerized records. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Osmun, Ms. Sabatura, Mr. Shaw, Mr. Cerutti, and Mr. Farley; YES.**

Citizen Questions – This is an opportunity for anyone to ask a question about any issue that the Borough Council has taken action on.

- ✓ Janice Gardner, 103 Park Place asked what Ordinance #914 was and Mr. Jarrett explained it established criteria for Civil Service promotions. Ms. Gardner also asked what the boundaries were for the Code Officer's inspection areas, and Mr. Cerutti explained it would be the area of the Borough bordered by Hayden Street, West Lockhart Street, South Wilbur Avenue and South Lehigh Avenue. Ms. Gardner also commented on the number of cigarette butts around Howard Elmer Park and that Guthrie should be required to clean up the butts.

Recess – Mr. Farley recessed the meeting at 6:58pm prior to executive session.

Executive Session – The Borough Council went into executive session at 7:09pm to discuss personnel issues and litigation matters. The session ended at 7:43pm.

Adjourn – A motion was made by Ms. Sabatura and seconded by Mr. Osmun to adjourn at 7:43pm without objection.

Respectfully submitted,

David M. Jarrett
Borough Manager/Secretary