

Borough Council Meeting April 19, 2012

Public Hearing – 2012 Community Development Block Grant Application ~ Mr. Farley called the second public hearing for the Borough's 2012 Community Development Block Grant program to order at 5:30pm. Mr. Jarrett explained that the Borough's 2012 entitlement is approximately \$91,000 and that at the first Public Hearing on March 15, 2012 the consensus of the Council members present was to allocate a majority of the Borough's 2012 allocation to installing detectable warning surfaces at crosswalks in the downtown area. Mr. Jarrett explained that the Administration Commission discussed utilizing 2012 CDBG funds for improving handicap accessibility to the Island Pond Dock. Mr. Osmun asked to identify a focus area, and that he would like to see curbs and sidewalks installed on Hoover and Draper Street in conjunction with the sewer project and street paving. Ms. Sabatura stated that she would like to see funds allocated for improvements in East Side Park. Ms. Sabatura also stated that she would be in favor of allocating \$25,000 of the entitlement to Island Pond and \$5,000 to renovations at the East Side Park. Mr. Jarrett stated that he would look at the projects and reminded the Borough Council that the Borough's application must be submitted by May 25, 2012. The public hearing was adjourned at 5:55pm without objection.

Call to Order ~ Mr. Farley called the meeting to order at 6:00pm and Ms. Sabatura offered the prayer and 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;** Ms. Fice, Borough Finance Coordinator, Mr. Jarrett, Borough Manager, and Attorney Foster, Borough Solicitor.

Approval of the Minutes – There were no questions or comments of the minutes of the March meeting. The minutes will stand as presented.

Citizens to be Heard – Shellie Northrup of 118 Francis Street, Sayre addressed the Council regarding the upcoming meeting being hosted by the local Greenway Organization in Athens and invited the members of the Borough Council to attend.

Finance Report – There were no questions or comments regarding the 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. Osmun to approve the bills. **Under the question:** There were no questions or comments. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO. Motion Carries.**

Correspondence Summary – 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's 2012 Entitlement Application is due May 25th and explained that a public hearing was held prior to the Council meeting. Mr. Jarrett explained that new projects were submitted for funding and that he would be developing a budget for those projects. Mr. Jarrett stated that the Borough is seeking an estimate to pave Hoover and Draper Streets now rather than waiting to do the streets as part of the annual paving project. Mr. Jarrett stated that the street sweeping schedule is being followed and that the three employees assigned to that task are doing a very good job. Mr. Jarrett also stated that the police department building is moving forward on schedule and that completion is expected by mid-May.

A motion was made by Ms. Sabatura and seconded by Mr. Osmun to ask the Administration Committee to discuss the additional projects prior to submission of the 2012 entitlement project. Under the question: There were no questions. **Motion Carries.**

- ✚ Fire Chief – Ms. Sabatura thanked Chief Yonkin for the detail provided in the report and for his efforts to coordinate the tabletop exercise with the Bradford County Emergency Management Office.
- ✚ Police Chief – Ms. Sabatura asked if more information could be provided in the monthly report. Mayor Thomas stated he would discuss the issue with Chief Guinane.
- ✚ Code Enforcement Officer – Mr. Cerutti reviewed the Code Officer's monthly report and the issues discussed at the Agency's April meeting.
- ✚ Borough Solicitor – Attorney Foster discussed the Transitional Zoning District Ordinance and that he will be meeting with the Administration Committee. Attorney Foster also explained that he would be attending a training session regarding Act 13.
- ✚ Mayor – Mayor Thomas asked that new signs be installed permitting fishing from the Island area and Dock at Island Pond. Mayor Thomas also reported that the new patrol car was delivered and that it will be placed in service as soon as possible. Mayor Thomas expressed concern with condition of two poles on West Lockhart Street and asked that a letter be sent to Penelec requesting that the poles be replaced. Mayor Thomas reviewed the repairs completed and proposed for Howard Elmer Park and that private funds are being solicited. Mayor Thomas stated that the Code Enforcement Officer needs more power when dealing with repeat code offenders, and Mr. Cerutti stated that the Code Agency is already looking into revising some of the penalties outlined in the Borough Code.
- ✚ Council President – Mr. Farley thanked everyone involved in coordinating the tabletop exercise held on April 15th and explained that the VJSA upgrade project continues to move forward and that the Authority Board has approved more than \$2,000,000 in payments for work completed so far.

Vote to adopt award bid for paving work at Recycling Center and at DPW Building. (Bid Opening on April 19th @ 12:00pm.) THIS ITEM WAS TABLED PENDING FUTHER REVIEW OF THE BIDS.

Vote to adopt the Slum and Blight Ordinance as recommended by the Administration Committee. A motion was made by Mr. Flick and seconded by Mr. Cerutti to adopt the Slum and Blight Ordinance as recommended by the Administration Committee. **Under the question:** There were no questions or comments. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Ms. Sabatura; Mr. Cerutti, and Mr. Farley; YES. Motion Carries.**

Vote to approve pay application #3 submitted by Premier Construction in the amount of \$51,489.36 for work completed at the police department building project. A motion was made by Mr. Hickey and seconded by Mr. Flick to approve pay application #3 submitted by Premier Construction in the amount of \$51,489.36 for work completed at the police department building project. **Under the question:** Ms. Sabatura asked about the approval of change orders, and Mr. Jarrett explained that he has approved change orders on the project based on the budget previously approved by the Borough Council. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Ms. Sabatura; Mr. Cerutti, and Mr. Farley; YES. Motion Carries.**

Vote to approve pay application # 3 submitted G. DeVincentis & Son Construction in the amount of \$17,721.77 for work completed on the Hoover/Bradford/Draper Infrastructure Project. A motion was made by Mr. Hickey and seconded by Mr. Cerutti to approve pay application # 3 submitted G. DeVincentis & Son Construction in the amount of \$17,721.77 for work completed on the Hoover/Bradford/Draper Infrastructure Project. **Under the question:** Mr. Jarrett explained that the pay application includes sidewalk work and trench repair. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO. Motion Carries.**

Vote to approve request from the Ulster Fire Department to use the Riverfront Park Boat Launch on August 5, 2012. A motion was made by Mr. Osmun and seconded by Mr. Flick to approve request from the Ulster Fire Department to use the Riverfront Park Boat Launch on August 5, 2012. **Under the question:** There were no questions or comments. **Motion Carries.**

Vote to retain T&M Associates of Bethlehem, PA to complete preliminary engineering services and required permitting for the Cayuta Creek Restoration Project for an amount not to exceed \$7,500. A motion was made by Mr. Hickey and seconded by Mr. Flick to retain T&M Associates of Bethlehem, PA to complete preliminary engineering services and required permitting for the Cayuta Creek Restoration Project for an amount not to exceed \$7,500. **Under the question:** Mr. Osmun asked if bids were sought, and Mr. Jarrett explained that it is a professional service and competitive bids are not required. Mr. Jarrett also stated that Brian Huckabee who now works for T&M Associates previously worked for Sweetland Engineering and had worked on several Borough projects. **Roll Call: Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Ms. Sabatura; Mr. Cerutti, and Mr. Farley; YES. Motion Carries.**

Vote to approve request from Guthrie to use Howard Elmer Park on May 9, 2012 for the organization's annual employee picnic. A motion was made by Mr. Cerutti and seconded by Mr. Flick to approve request from Guthrie to use Howard Elmer Park on May 9, 2012 for the organization's annual employee picnic. **Under the question:** There were no questions or comments. **Motion Carries.**

Vote to approve request from Kathryn LaFritz to use Howard Elmer Park on August 10, 2012 for her wedding service. A motion was made by Mr. Osmun and seconded by Ms. Sabatura to approve request from Kathryn LaFritz to use Howard Elmer Park on August 10, 2012 for her wedding service. **Under the question:** There were no questions or comments. **Motion Carries.**

Vote to approve request from Community Hands to host a block party on North East Street and South East Street on May 19, 2012. A motion was made by Mr. Hickey and seconded by Mr. Flick to Vote to approve request from Community Hands to host a block party on North East Street and South East Street on May 19, 2012. **Under the question:** There were no questions or comments. **Motion Carries.**

Vote to approve request from Guthrie Sports Medicine for the 28th Annual Guthrie Gallop on May 12, 2012. A motion was made by Mr. Cerutti and seconded by Mrs. Howland to approve request from Guthrie Sports Medicine for the 28th Annual Guthrie Gallop on May 12, 2012. **Under the question:** Mr. Osmun asked that the race route be inspected prior to the event to ensure that there are no safety issues. There were no questions or comments. **Motion Carries.**

Vote to approve request from the Sayre Area School District to close South Hopkins Street and West Lockhart Street during the District's graduation ceremony. A motion was made by Mr. Cerutti and seconded by Mr. Flick to approve request from the Sayre Area School District to close South Hopkins Street and West Lockhart Street during the District's graduation ceremony. **Under the question:** Mayor Thomas explained the reason for the street closure and that Fire Police Personnel will assist the Police Department with traffic control. There were no questions or comments. **Motion Carries.**

Vote to designate parking restrictions on 100 block of Madison Street for a ninety day trial period as recommended by the Public Works and Public Safety Committee. A motion was made by Mr. Flick and seconded by Mrs. Howland to designate parking restrictions on 100 block of Madison Street for a ninety day trial period as recommended by the Public Works and Public Safety Committee. **Under the question:** Mr. Flick clarified that parking would be prohibited on the North side of the street and that this section of Madison Street was discussed last month however it was omitted from the motion to designate another block of Madison as well as sections of Harrison as No Parking. There were no questions or comments. **Motion Carries.**

Vote to authorize the Borough Manager to advertise for applications for a per diem clerical position in the Administration Office. A motion was made by Mr. Hickey and seconded by Mr. Cerutti to authorize the Borough Manager to advertise for applications for a per diem clerical position in the Administration Office. **Under the question:** Mr. Osmun and Ms. Sabatura asked if a job description was created for the position. Mr. Jarrett explained that the responsibilities would be the same as they were the last time applications were accepted for the position. Mr. Farley asked Mr. Jarrett to distribute a job description prior to advertising the job. There were no questions or comments. **Ayes - 6 / Nay - 1. Motion Carries.**

Vote to authorize the Borough Manager to advertise for applications/proposals for janitorial services for the Police Building and Public Works Building. *THIS ITEM WAS TABLED PENDING FUTHER REVIEW OF THE SCOPE OF WORK OUTLINED IN THE REQUEST FOR PROPOSALS.*

Committee Reports – The following reports were made;

- ❖ **Public Safety** – Mr. Osmun reviewed the issues discussed at the Committee’s April meeting including the switch from high-band frequency to narrow-band frequency for emergency radios, and funding approval for river gauges.
- ❖ **Public Works** – Mr. Flick reviewed the issues discussed at the Committee’s April meeting including those items that Borough Council has taken action on earlier in the meeting. Ms. Sabatura asked that the minutes of the Committee meetings be more objective.
- ❖ **Administration** – Mr. Cerutti explained that the Committee has reviewed the Transitional Zoning Ordinance and reminded the Council that any comments or concerns regarding the ordinance should be forwarded to Mr. Jarrett as soon as possible. Mr. Cerutti stated that the Committee will be meeting with the Planning Commission members at their May meeting to review the ordinance and the concerns and comments already raised by Council.
- ❖ **Library** – Mr. Farley reported that the annual Wine & Cheese fund raiser at the Library was very successful and raised more money than the previous year.
- ❖ **Shade Tree Commission** – Mr. Jarrett reported that DPW staff will be planting 35 trees before the end of the month.

Vote to adopt Resolution 2012 – 05 – A motion was made by Ms. Sabatura and seconded by Mr. Osmun to adopt Resolution 2012 – 05 implementing that National Incident Management System. **Under the question:** There were no questions. **Motion Carries.**

Penelec Letter – A motion was made by Mr. Cerutti and seconded by Mr. Osmun to authorize the Borough Manager to send a letter to Penelec regarding the condition of two electrical poles on West Lockhart Street. **Under the question:** There were no questions. **Motion Carries.**

Bandstand Improvement Project – A motion was made by Mr. Flick and seconded by Mr. Cerutti to allocate \$2,000 in the Borough’s Parks Budget to repaint the bandstand in Howard Elmer Park. **Under the question:** Ms. Sabatura asked why a vote was needed to allocate the funds when the budget already includes money for park improvements. **Roll Call:** **Roll Call:** Mr. Flick, Mr. Hickey, Mrs. Howland, Mr. Osmun, Mr. Cerutti, and Mr. Farley; YES. Ms. Sabatura; NO. **Motion Carries.**

Adjourn – With no other business to discuss, a motion was made by Mr. Hickey and seconded by Mrs. Howland to adjourn the meeting at 7:25pm. There were no objections. **Motion Carries.**

Respectfully submitted,

David M. Jarrett
Borough Manager/Secretary