

# Sayre Borough Council

## Regular Meeting – August 25, 2011

**Call to Order** -- Mr. Cerutti called the meeting to order at 6:00pm and Mr. Daly offered the prayer and flag salute.

**Roll Call** – The following members of the Borough Council were present; Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti. Also present; Mayor Thomas, David Jarrett, Borough Manager, Elizabeth Fice, Borough Finance Coordinator, and Jonathan Foster, Jr., Borough Solicitor. Excused: Mr. Dydynski, Mr. Farley, and Robert Repasky, Fire Chief.

**Approval of Minutes** -- – There were no questions or comments of the minutes from the July Regular Council Meeting and the July Special Council meetings. The minutes will stand as presented.

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

- Marjorie Ross, 237 Desmond Street, Sayre spoke on behalf of Virginia Buchman, 209 South Elmer Avenue regarding an issue with the outdoor wood burning furnace at 211 South Elmer Avenue. Mrs. Ross explained that there is excessive smoke from the furnace that permeates Mrs. Buchman's home. Mr. Cerutti instructed Mr. Jarrett to advise the Code Enforcement Officer of Mrs. Buchman's concern and verify that the furnace is in compliance.

**Finance Report – (Cash Account Balances as of June 30, 2011)** – There were no questions or comments of the July 2011 finance report and it will be placed on file for audit.

**Bills List** – A motion was made by Mr. Daly and seconded by Mr. Flick to approve the bills list as funds become available. **Under the question:** There were no questions or comments. **Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun and Mr. Cerutti; YES. Excused: Mr. Dydynski and Mr. Farley. Motion Carries.**

**Correspondence Summary** – There were no questions or comments of the correspondence summary.

## Appointed and Elected Officials Reports:

- ✚ CDBG Coordinator – Mr. Jarrett explained that he is extremely confident that the Borough will receive grant funding from PA-DCED for the Hoover/Bradford/Draper Street Project and that the notice of award and notice to proceed were issued for the project. Mr. Jarrett also stated that there is funding available for housing rehabilitation and that a project will be sought for use of the funding in the near future.
- ✚ Fire Chief – There were no questions or comments.
- ✚ Police Chief --- There were no questions or comments.
- ✚ Code Enforcement Officer – Mr. Jarrett explained that two contractors and one home owner were fined for doing work without a permit.
- ✚ Borough Manager – Mr. Jarrett stated that the Code Enforcement Agency Board will begin meeting quarterly due to the fact that most code issues are resolved within a day or two of being found and that action taken at the code meetings is only a formality. Mr. Jarrett stated that the Board will advertise meetings for 2012 for each month however if a meeting is not necessary it will be cancelled. Mr. Jarrett also explained that delinquent sewer collection has been very positive and that the next round of delinquent accounts will be receiving letters this week. The Borough's paving project will begin after Labor Day and will consist of South Thomas Avenue and West Lockhart Street. Mr. Jarrett announced that the repairs to the dock at Island Pond were completed by Pete Quattrini of Sayre. Mr. Jarrett explained that Mr. Quattrini inspected the framing of the dock and replaced the deck boards that were damaged. The project also included repairs to the ramp to the dock. Mr. Jarrett also thanked Pat Cahill for coordinating the work. Lastly, Mr. Jarrett stated that the new DPW Building is nearing completion with paving being the last task that needs to be completed.
- ✚ Solicitor's Report – Attorney Foster reviewed the tasks his office has been working on including the vacating of the alleyway between North Elmer Avenue and North Lehigh Avenue between the Bradford Street and Tuscarora Street.

✚ Mayor's Report – Mayor Thomas congratulated Mr. Jarrett on another successful year for the Concerts in the Park and his efforts to secure grant funding for the Hoover/Bradford/Draper Street project. Mayor Thomas clarified that when he asked last month for a special public information meeting for the sewer plant upgrade, he only meant a meeting for Sayre residents only. Mayor Thomas expressed concern with the weeds at Island Pond, specifically along the curb line on North Wilbur Avenue. Mr. Jarrett stated that the weeds were removed earlier in the day.

✚ Council President – Mr. Cerutti reminded that the Council and the public that the September Council meeting is scheduled on September 22, 2011 and explained that the meeting was moved to allow the Committee's time to meet and give enough time to distribute meeting documents. Mr. Cerutti announced that a special Council meeting will be held on Wednesday, September 7, 2011 at 5:00pm to take action on the bids for the Police Department Building.

✚ Valley Joint Sewer Authority – Mr. Jarrett stated that bids for the plant upgrade project will be opened on September 14, 2011.

**Vote to adopt the amendment to Chapter 163-74 of the Borough Code –**

**Location of parking spaces for the physically challenged.** A motion was made by Mr. Hickey and seconded by Mr. Daly to adopt the amendment to Chapter 163-74 of the Borough Code. **Under the question:** Mr. Osmun asked if the Council will have to vote to amend the ordinance again when the former Ahmed Clinic building is occupied. Mr. Hickey said that Council could address the issue if it arises. **Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti; YES. Mr. Dydynski and Mr. Farley; Excused. Motion Carries.**

**Vote to adopt amendment to Chapter 163—63 of the Borough Code –**

**Prohibiting Parking At All Time.** A motion was made by Mr. Flick and seconded by Mr. Daly to adopt amendment to Chapter 163—63 of the Borough Code.

**Under the question:** There were no questions or comments. **Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti; YES. Mr. Dydynski and Mr. Farley; Excused. Motion Carries.**

**Vote to authorize Pay Application #6 submitted by Matco Electric in the amount of \$38,120.85 as approved by the project architect. A motion was**

made by Mr. Daly and seconded by Mr. Osmun to authorize Pay Application #6 submitted by Matco Electric. Under the question: There were no questions or comments. Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti; YES. Mr. Dydynski and Mr. Farley; Excused. Motion Carries.

Vote to hire Brian Wibirt, 214 Linden (Chestnut) Street, Sayre as a Per Diem Patrol Officer as recommended by the Administration Committee. A motion was made by Mr. Daly and seconded by Mr. Flick to hire Brian Wibirt, 214 Linden (Chestnut) Street, Sayre as a Per Diem Patrol Officer. Under the question: There were no questions or comments. Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti; YES. Mr. Dydynski and Mr. Farley; Excused. Motion Carries.

Vote to promote Nathan Ross from Permanent Part-Time Patrol Officer to Full-Time Patrol Officer – Probationary effective September 6, 2011 as recommended by the Administration Committee. A motion was made by Mr. Flick and seconded by Mr. Daly to promote Nathan Ross from Permanent Part-Time Patrol Officer to Full-Time Patrol Officer – Probationary effective September 6, 2011. Under the question: There were no questions or comments. Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti; YES. Mr. Dydynski and Mr. Farley; Excused. Motion Carries.

Vote to adopt Resolution 2011 – 12 amending Resolution 2011 – 02 establishing the hourly rate for Per Diem Part Time Patrol Officers and Permanent Part-Time Patrol Officers as recommended by the Administration Committee. A motion was made by Mr. Osmun and seconded by Mr. Daly to adopt Resolution 2011 – 12 amending Resolution 2011 – 02. Under the question: There were no questions or comments. Motion Carries.

Vote to approve Pay Application #4 submitted by Middendorf Construction in the amount of \$16,170.64 as approved by the Project Architect. A motion was made by Mr. Daly and seconded by Mr. Hickey to Vote to approve Pay Application #4 submitted by Middendorf Construction. Under the question: Mr. Jarrett explained that the pay application was for work previously completed however the original pay application was rejected due to insufficient information. There were no questions or comments. Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti; YES. Mr. Dydynski and Mr. Farley; Excused. Motion Carries.

**Vote to approve Pay Application #2 submitted by Mar-Allen Concrete Products in the amount of \$7,200 as approved by the Project Engineer.** A motion was made by Mr. Daly and seconded by Mr. Flick to approve Pay Application #2 submitted by Mar-Allen Concrete Products. **Under the question:** Mr. Osmun asked if the Borough would be applying a sealant to the bridge deck before the end of the year, and Mr. Jarrett stated that he was not sure if that would be done, but stated that funds will be included in the 2012 to epoxy the bridge deck. There were no questions or comments. **Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti; YES. Mr. Dydyński and Mr. Farley; Excused. Motion Carries.**

**Vote to approve Change Order #19 submitted by G. Webster Inc. in the amount of \$18,469 for the removal and replacement of the siding on the remaining sections of the DPW Maintenance Building and the installation of two (2) new metal insulated entry doors with panic hardware.** A motion was made by Mr. Daly and seconded by Mr. Hickey to approve Change Order #19 submitted by G. Webster Inc. in the amount of \$18,469. **Under the question:** Mr. Jarrett explained that the when the old DPW building was demolished, the North side of the maintenance building was repaired and the work completed through the change order will finish the building. **Roll Call: Mr. Daly, Mr. Flick, Mr. Hickey, Mr. Osmun, and Mr. Cerutti; YES. Mr. Dydyński and Mr. Farley; Excused. Motion Carries.**

**Vote to adopt Resolution 2011 – 13 designating David Jarrett as the Borough's agent and authorizing him to execute on behalf of the Borough all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.** A motion was made by Mr. Osmun and seconded by Mr. Daly to adopt Resolution 2011 – 13. **Under the question:** Mr. Jarrett explained that the purpose of the Resolution was due to the Borough's application for funds for the Cayuta Creek project. There were no questions. **Motion Carries.**

**Vote to adopt RESOLUTION 2011 – 11 appointing Elizabeth J. Fice, Finance Coordinator as the Borough’s liaison with Berkheimer Tax Administrators the duly appointed collector of Earned Income Tax for the Borough for the express purpose of sharing confidential tax information concerning the Borough.** A motion was made by Mr. Flick and seconded by Mr. Daly to to adopt RESOLUTION 2011 – 11. **Under the question:** There were no questions. **Motion Carries.**

**Vote to begin the process of amending the Zoning Ordinance to include the zoning districts, zoning map, and the change of Light Commercial District to Transitional Residential District as recommended by the Planning Commission.** A motion was made by Mr. Hickey and seconded by Mr. Daly to begin the process of amending the Zoning Ordinance to include the zoning districts, zoning map, and the change of Light Commercial District to Transitional Residential District. **Under the question:** Mr. Osmun stated that he was concerned with the multiple advertisements that have published regarding zoning changes asked if this was the best way to handle the issue. Ms. Fice explained that the vote is only to start the process. The information would be sent to the County Planning Commission for review and comment and then back to the Borough’s Planning Commission for their final review. It would then Borough Council would need to hold a public hearing and if there were no objections to the change, the Borough Council would then vote to advertise the amendment to the zoning ordinance and eventually adopt the new ordinance. There were no objections. **Motion Carries.**

**Vote to authorize the advertisement of the specifications for the Borough Hall Roof Repair Project.** A motion was made by Mr. Hickey and seconded by Mr. Daly to authorize the advertisement of the Borough Hall roof repair project specifications. **Under the question:** Mr. Jarrett explained that the scope of the work includes a new rubber roof and shingles on the side of the roof. There were no objections. **Motion Carries.**

**Vote to approve use of Riverfront Park.** A motion was made by Mr. Hickey and seconded by Mr. Daly to approve the request from Kathy Patton to use Riverfront Park on October 15, 2011 for a fund raising event from 11 a.m. to 7 p.m.. **Under the question:** Mayor Thomas explained that he received a telephone call from Ms. Patton prior to coming to the meeting asking for permission to use the park.

There were no objections. **Motion Carries.**

**Committee Reports** – The following Committee reports were presented;

❖ **Police Committee** – Mr. Hickey explained that the Committee did not meet due to scheduling conflicts.

❖ **Public Safety** – Mr. Daly stated that the Committee did not meet and that he is participating in weather conferences concerning Hurricane Irene. Mr. Daly also stated that there have been some issues with residents attempting to renew their driver's license but have not been able to do so because PennDOT has not updated their records to identify the new street names in the Borough. Mr. Cerutti asked the media in attendance to have residents with the same issue to contact Rep. Tina Pickett's office for assistance and the Borough will need to look into the problem. Mayor Thomas suggested that a letter be written to the County Commissioners.

❖ **Administration Committee** – Mr. Cerutti reviewed the issues discussed at the Committee's meetings.

❖ **Public Works** – Mr. Osmun explained that the issues discussed at the Committee's last meeting were all addressed during the Council meeting.

❖ **Planning & Zoning** – There was no meeting.

❖ **Sayre Public Library** – Mr. Jarrett stated that a contractor was hired to repair the roof and the interior renovations will begin after that project is completed.

❖ **Shade Tree Commission** – Mr. Jarrett explained that there will be a tree planting project in the fall and that he will ask the Commission to look at trees in the downtown. .

**Recess** – Mr. Cerutti at 7:12pm for five minutes prior to going into executive session.

**Executive Session** – The Borough Council went into executive session at 7:20 pm to discuss real estate issue and came out of session at 7:37pm.

**Adjourn** – With no other business to discuss, a motion was made by Mr. Flick and seconded by Mr. Osmun to adjourn the meeting at 7:38pm. There were no objections.

**Motion Carries.**

Respectfully submitted,

David M. Jarrett  
Borough Manager/Secretary