

Borough Council

Minutes - February 25, 2016

Call to Order – Mr. Farley called the meeting to order at 6:00pm.

Pledge of Allegiance & Meeting Prayer – Mr. Flick led the Pledge of Allegiance and offered the meeting prayer.

Roll Call – The following members of the Borough Council were present; James Daly, Robert Flick, Eugene Osmun, Timothy Shaw, Irene Slocum, Eugene Cerutti, and Henry Farley. Also present; Elizabeth Fice, Borough Finance Coordinator; Gil Crossett, Fire Chief; Tracy Stroup, 1st Assistant Fire Chief; Daniel Reynolds, Police Chief; Jonathan Foster Jr., Borough Solicitor; and David Jarrett, Borough Manager.

Approval of Minutes – The minutes of the January Borough Council were approved as presented.

Citizens to be Heard – Mary Ellen Rhodes, 605 Desmond Street asked the Borough Council for permission for the sixth annual Jean & Pete Run on April 9th. Ms. Onofre explained that the event only utilizes a few streets in Sayre and that those streets do not need to be closed to traffic. Ms. Rhodes stated that the proceeds of the event benefit the fight against breast cancer. A motion was made by Mr. Shaw and seconded by Osmun to approve Ms. Rhodes' request. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Approval of Bills List – February 2016 – A motion was made by Mr. Shaw and seconded by Mr. Daly to approve the bills list. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Correspondence Report – February 2016 – Mr. Jarrett explained that the Borough received a request from the Sayre Elks Club to host the organization's annual Easter Egg Hunt in Howard Elmer Park. There were no questions.

Finance Report – January 31, 2016 – There were no questions.

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

- Administration – Mr. Cerutti reviewed the minutes of the Committee's February meeting.
- Public Works – Mr. Flick reviewed the minutes of the Committee's February meeting.
- Public Safety – Mr. Daly reviewed the minutes of the Committee's February meeting. Mayor Thomas asked if the Committee addressed the concerns raised by Fred Sindoni on Poplar Street regarding speeding. Chief Reynolds explained that it is difficult due to the length of the street. Chief Reynolds stated that patrols have been increased in the neighborhood.

- Code Enforcement Agency – Mr. Cerutti reviewed the minutes of the Agency’s February meeting and commented on the report that Mrs. Joyce prepared illustrating the Agency’s activities.
- Planning Commission – Mr. Daly stated that the Commission met earlier this month and continued their review of definitions in the Zoning Ordinance and met on February 16th to review the application for the demolition of 611 North Lehigh Avenue.
- Library Board – Mr. Farley announced that Mrs. Slocum is the Borough’s new representative on the Board and that plans are underway for the annual fundraiser in April.

Elected & Appointed Official’s Reports

- ❖ Police Chief - Chief Reynolds reported that officers have increased patrols on North Thomas Avenue and Poplar Street in response to resident’s concerns.
- ❖ Borough Manager – Mr. Jarrett updated the Borough Council on delinquent sewer collection, Valor/Keystone Project, Fire Truck driver scheduling, and the traffic study. Mrs. Slocum asked Mr. Jarrett for some additional information on the delinquent sewer account agreement and Mr. Jarrett explained that property owners can enter into an agreement to make payments on weekly basis and that a fee is charged for each week of the agreement.
- ❖ Fire Chief – There were no questions or comments. Chief Crossett asked if PennDOT has announced when Keystone Avenue and Spring Street will be paved, and Mr. Farley stated that it would be in 2017.
- ❖ Code Enforcement – There were no questions or comments. Mayor Thomas stated that Agency’s report provided good information about the activities in the Borough.
- ❖ Emergency Management – Mr. Daly stated that the Borough is eligible for a \$300 grant from the Bradford County EMA Office and Ms. Fice stated that the information has been provided to the EMA Office.
- ❖ Valley Joint Sewer Authority – Mr. Farley stated that plant is operating and final closeout is expected soon.
- ❖ Mayor – Mayor Thomas asked if the Firehouse Committee is considering the possibility of including the Borough Administration Office and Code Office into the new firehouse. Mr. Flick explained that he suggested selecting a location that would be large enough to accommodate the offices in the future.
- ❖ Council President – Mr. Farley announced that the Sayre Historical Society will be hosting their annual dinner on March 8, 2016 at the Sayre High School. Mr. Farley explained that a presentation about the Ponds of Sayre will be presented at the dinner. Mr. Farley also announced that the Towanda Musical Society will celebrate their 100th Anniversary and will host an event at the end of April at the Best Western.

Vote to approve the purchase of two (2) laptop computers and network server for the Public Works Department as recommended by the Public Works Committee. A motion was made by Mr. Osmun and seconded by Mr. Daly to approve the purchase of two (2) laptop computers and network server for the Public Works Department. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley: YES.**

Vote to approve the service agreement with ArcGIS as recommended by the Public Works Committee in the amount of \$1,300. A motion was made by Mr. Flick and seconded by Mr. Daly to approve the service agreement with ArcGIS as recommended by the Public Works Committee in the amount of \$1,300. **Under the question:** Mr. Jarrett explained that this will be an annual fee, and Mr. Flick stated that vendor gave the Borough a \$200 discount on the price of the service agreement. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to accept the recommendation from the Planning Commission regarding the demolition of 611 North Lehigh Avenue. A motion was made by Mr. Shaw and seconded by Mr. Daly to accept the recommendation from the Planning Commission regarding the demolition of 611 North Lehigh Avenue. **Under the question:** Mr. Flick asked if it is possible to suspend the Historic District ordinance until the Pennsylvania Historic and Museum Commission can visit the Borough and help redefine the Borough's Historic Boundary. Mr. Farley stated that the Council needed to vote on the recommendation first and then there can be a discussion about Mr. Flick's request. Mr. Osmun stated that although he is concerned with the number of homes being torn down, he understood that the property in question was beyond repair. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to suspend the Historic District Ordinance – A motion was made by Mr. Flick and seconded by Mrs. Slocum to suspend the enforcement of the Historic Boundary Ordinance. **Under the question:** Mr. Cerutti asked if there are some buildings that could be designated as historic. Mr. Flick stated that homes on Park Place are historic homes and should be included in any revision to the Historic Boundary. Mr. Osmun asked how many homes have been demolished since the Ordinance was passed. Mr. Kaiden explained that ten (10) homes have been demolished since 2010 and twenty-six (26) homes have been built during the same period of time. Mayor Thomas stated that consideration must be given to neighboring properties who must live next to the deteriorating homes and how it impacts the value of their homes. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to authorize the advertisement for bids for the Valor / Keystone Infrastructure Improvement Project as recommended by the Public Works Committee. A motion was made by Mr. Daly and seconded by Mr. Flick to authorize the advertisement for bids for the Valor / Keystone Infrastructure Improvement Project. **Under the question:** There were none. **Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to approve the request from Guthrie ICU Department to host an Easter Egg Hunt in Howard Elmer Park on March 20, 2016 from 5:0pm to 7:00pm. A motion was made by Mrs. Slocum and seconded by Mr. Daly to approve the request. **Under the question:** There were none. **Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to approve the request submitted by Guthrie Sports Medicine for 2016 Guthrie Gallop on May 7, 2016. A motion was made by Mr. Daly and seconded by Mr. Osmun to approve the request. **Under the question:** There were none. **Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to approve the request from the Greater Valley Chamber of Commerce to host the 2016 Farmer's Market in Howard Elmer Park. A motion was made by Mr. Daly and seconded by Mr. Osmun to approve the request. **Under the question:** Mr. Shaw asked what benefit the Borough gets from the event. Mrs. Slocum stated that the event attracts people to the downtown and increases foot traffic. Mr. Flick and Mr. Cerutti stated that they had concerns that the vendors could have a negative impact on downtown businesses. Mr. Farley asked the Administration Committee to review the Chamber of Commerce's request at their next meeting and make a recommendation to the Borough Council in March. Mr. Farley asked Mr. Daly and Mr. Osmun if they would rescind their motion and second and they agreed. The matter was tabled.

Recess – Mr. Farley recessed the meeting 6:47pm before going into Executive Session.

Executive Session – The Borough Council went into Executive Session at 6:55pm to discuss personnel issues involving the Police Department and Fire Department. The executive session ended at 7:50pm.

Vote to approve the retirement letter submitted by Evelyn Richards – A motion was made by Mr. Flick and seconded by Mr. Daly to approve Mrs. Richards' retirement letter with regret. **Under the question:** Mr. Jarrett explained that Mrs. Richards' has been employed as the Police Clerk / Dispatcher since August 1997. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to create the position of Police Department Administrative Service Coordinator & Records/Evidence Officer and post the position in-house in accordance with the Non-Uniform Collective Bargaining Agreement. A motion was made by Mr. Daly and seconded by Mrs. Slocum to create the position of Police Department Administrative Service Coordinator & Records / Evidence Officer and post the position in-house in accordance with the Non-Uniform Collective Bargaining Agreement. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to extend an offer of employment to Fran Webb of Sayre as a Per Diem Fire Truck Driver. A motion was made by Mr. Daly and seconded by Mr. Flick to extend an offer of employment to Fran Webb as a Per Diem Fire Truck Driver. **Under the question:** Mr. Jarrett explained that Mr. Webb has been a member of the Sayre Fire Department for 10 years. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to purchase a mobile stage from Doylestown Township for \$10,000. A motion was made by Mr. Daly and seconded by Mr. Flick to purchase a mobile stage from Doylestown Township for \$10,000. **Under the question:** Mr. Jarrett explained that he will seek donations to reimburse the Borough for the cost of the mobile stage. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Adjourn – A motion was made by Mr. Daly and seconded by Mr. Flick to adjourn the meeting at 8:06pm.

Respectfully submitted,

**David M. Jarrett
Borough Manager/Secretary**