

Sayre Borough Council

Minutes – January 27, 2016

Call to Order – Mr. Farley called the meeting to order at 6:00pm and announced that the Borough was officially incorporated 125 years ago on this date.

Pledge of Allegiance & Meeting Prayer – Mr. Flick 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, Timothy Shaw, Irene Slocum, Eugene Cerutti, and Henry Farley. **Also present;** Elizabeth Fice, Finance Coordinator; Jonathan Foster, Borough Solicitor; Blane Lathrop, DPW Foreman; Christopher Kaiden, Code Enforcement Director; Daniel Reynolds, Police Chief; William Wood, Fire Chief; Gil Crossett, 1st Assistant Fire Chief; Tracy Stroup, 2nd Assistant Fire Chief; and David M. Jarrett, Borough Manager.

Approval of Minutes – The minutes of the Borough Council’s regular meeting on December 17, 2015 and re-organization meeting on January 4, 2016 were approved as presented.

Citizens to be Heard - This is an opportunity for citizens to be heard for any items under consideration of the Borough Council. The following individuals addressed the Borough Council;

- Zack Smith, Sharon Avenue, Athens Township addressed the Borough Council regarding the proposed Sayre Gardens Project. Mr. Smith stated that he is not against the project but he is concerned that the project will have a negative impact on area landlords. Mr. Smith stated that there is currently high vacancy rate for rental properties and that the project being financed with government funding does not provide a level playing field for area rental property owners.
- Janice Gardner, 106 Park Place, Sayre asked Mr. Flick if permission is needed from the Pennsylvania Department of Environmental Protection to remove the deck at Island Pond. Mr. Flick stated that permission is not needed.

Approval of Bills List – A motion was made by Mr. Shaw and seconded by Mr. Daly to approve the bills. **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 List – There were no questions or comments.

Finance Report – There were no questions or comments.

Committee Minutes – January 2016

- Administration – Mr. Cerutti reviewed the issues discussed by the Committee at their meeting on January 12, 2016.
- Public Works – Mr. Flick reviewed the issues discussed by the Committee at their meeting on January 11, 2016.
- Public Safety – Mr. Daly reviewed the issues discussed by the Committee at their meeting on January 11, 2016. Mr. Daly explained that Gil Crossett will become the Fire Chief, Tracy Stroup will be the 1st Assistant Fire Chief, and William Wood will be the 2nd Assistant Fire Chief on February 1st.
- Code Enforcement Agency – Mr. Cerutti reviewed the issues discussed by the Agency Board at their meeting on January 11, 2016.
- Planning Commission – Mr. Daly reported that the Commission met on January 12, 2016 to review the request from Guthrie Federal Credit Union to tear down 105 Cross Street. Mr. Daly explained that the Commission voted 3-1 to recommend to the Borough Council that the request be approved.
- Library Board – Mr. Farley reported that the Library hosted a well attended event for children last weekend.

Elected & Appointed Official's Reports – The following reports were presented to the Borough Council;

- Police Chief – Chief Reynolds reviewed his end of year report.
- Borough Manager – Mr. Jarrett reviewed the issues included on his monthly report. Mr. Jarrett stated that the new schedule for the Fire Truck drivers will go into effect on February 4th and that 85% of the shifts are covered for February and that the remaining shifts will be covered once the newly hired drivers are trained.
- Code Enforcement – Mr. Kaiden stated that he will be contacting the property owners who are believed to be operating a home occupation specifically a day care without proper zoning approval. Mr. Kaiden explained that he does not believe that any of the property owners knowingly violated the Borough's zoning ordinance, but rather they are not aware of the requirements.
- Fire Chief – 1st Assistant Chief Crossett explained that he has reformatted the monthly fire chief's report to make it easier to read.
- Valley Joint Sewer Authority – Mr. Farley reported that the Authority Board is continuing to work on closing out the construction contracts on the project.

- Emergency Management – Mr. Daly reported that he will be attending a training course sponsored by the County EMA office for amateur radio operators.
- Borough Solicitor – Attorney Foster reported that an Administrator has been appointed for the Epstein properties.
- Council President – Mr. Farley reported that he recently met with representatives from the Pennsylvania Historic Preservation and Museum Commission (PHPMC) and discussed the Borough's Historic Boundary. Mr. Farley stated that when the PHPMC assisted with the creation of the historic boundary it was defined on what PHPMC believed they could defend as being historic. Mr. Farley stated that representatives from PHPMC will visit the Borough in the near future to help re-define the Borough's historic boundary.

Vote to approve the Sayre Gardens PILOT Agreement as recommended by the Administration Committee. A motion was made by Mr. Shaw and seconded by Mr. Daly to approve the PILOT 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 award a \$25,000 grant from the Borough's Impact Fee Account to the Sayre Gardens Project as recommended by the Administration Committee. A motion was made by Mr. Daly and seconded by Mrs. Slocum to award a \$25,000 grant to the Sayre Gardens Project. **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 recommendation of the Planning Commission to approve the request for the demolition of 105 Cross Street. A motion was made by Mr. Shaw and seconded by Mr. Daly to approve the request for the demolition of 105 Cross Street. **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 establish a Committee for the proposed Consolidated Fire House project as recommended by the Administration Committee. A motion was made by Mr. Daly and seconded by Mr. Flick to establish a Committee for the proposed Consolidated Fire House project. **Under the question:** Mr. Shaw asked why the committee does not include any citizens at large. Mr. Farley explained that the Committee will be responsible for completing a preliminary report for the Council and that Council could consider adding citizens at large after that report is submitted to the Council for review. Mr. Cerutti stated that he would like to see the Police Chief be appointed to the Committee to offer input on traffic issues as part of the site selection process. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.** *Mr. Farley announced that he is appointing Councilman Flick and Councilman Daly as the Borough Council's representative on the Committee.*

Vote to re-appoint Rosanne McClary to the Planning Commission as recommended by the Administration Committee. A motion was made by Mr. Shaw and seconded by Mrs. Slocum to re-appoint Rosanne McClary to the Planning Commission. **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 appoint Irene Slocum to the Shade Tree Commission as recommended by the Administration Committee. A motion was made by Mr. Shaw and seconded by Mr. Daly to appoint Irene Slocum to the Shade Tree Commission. **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 ten (10) year agreement with Penelec to install LED Streetlights as recommended by the Public Works Committee. A motion was made by Mr. Osmun and seconded by Mr. Daly to approve the ten (10) year agreement with Penelec to install LED Streetlights. **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 authorize the removal of the dock at Island Pond and close off the peninsula until further notice as recommended by the Public Works Committee. A motion was made by Mr. Shaw and seconded by Mr. Daly to remove the dock at Island Pond and close off the peninsula until further notice. **Under the question:** Mr. Osmun asked how long it will take to complete the removal of the dock and why is it being done now. Mr. Jarrett explained that the DPW staff has time now because of the lack of snow and that it is too cold to do other projects. Mr. Jarrett stated that the DPW will be very busy when warmer weather arrives. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to discontinue the collection of electronic devices at the Borough's South Thomas Avenue Recycling Center effective January 31, 2016 as recommended by the Public Works Committee. A motion was made by Mr. Daly and seconded by Mrs. Slocum to discontinue the collection of electronic devices at the Borough's South Thomas Avenue Recycling Center effective January 31, 2016. **Under the question:** Mr. Osmun asked how residents will be able to properly dispose of electronic devices in the future, and Mr. Jarrett explained that the Borough will pick-up the items during the spring and fall clean-ups. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve the purchase of a 2016 John Deere Gator through the Commonwealth of Pennsylvania Cooperative Purchasing Program for the Public Works Department in the amount of \$14,840 as recommended by the Public Works Committee. A motion was made by Mr. Daly and seconded by Mrs. Slocum to approve the purchase of a 2016 John Deere Gator. **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 annual Island Pond maintenance agreement with Aquatic Environment Consultants, Inc. A motion was made by Mr. Shaw and seconded by Mr. Daly to approve the annual Island Pond maintenance agreement with Aquatic Environment Consultants, Inc. **Under the question:** Mr. Osmun stated that he is opposed to placing herbicides into the pond because he has seen firsthand the effects it can have on someone. **Roll Call: Mr. Daly, Mr. Flick, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES. Mr. Osmun; NO.**

Vote to approve the Visual Alert Computer System Memorandum of Understanding as recommended by the Public Safety Committee. A motion was made by Mr. Cerutti and seconded by Mr. Daly to approve the Visual Alert Computer System Memorandum of Understanding. **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 purchase of 2016 Dodge Charger All Wheel Drive Patrol Vehicle from Hondru Fleet through the Pennsylvania Cooperative Purchasing Program in the amount of \$26,985.00 plus the cost of accessories as recommended by the Public Safety Committee. A motion was made by Mr. Daly and seconded by Mrs. Slocum to purchase a 2016 Dodge Charger All Wheel Drive Patrol Vehicle from Hondru Fleet. **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 the following individuals; Eric Benjamin, Bryan Farr, Michael Polzella for the position of Per Diem Fire Truck Driver as recommended by the Public Safety Committee. A motion was made by Mr. Shaw and seconded by Mr. Osmun to extend an offer of employment to Eric Benjamin, Bryan Farr, and Michael Polzella for the position of Per Diem Fire Truck Driver. **Under the question:** Mr. Osmun asked if the applicants were reviewed by the Fire Chiefs. Mr. Jarrett stated that the fire chiefs recommended the hiring and that each of the individuals is currently trained on their respective department's aerial trucks and that Mr. Polzella is the Athens Borough Fire Chief. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve Change Order #4 in the amount of \$7,869.89 submitted by Vacri Construction for additional work completed in conjunction with the Oliver Lane Pump Station Project. A motion was made by Mr. Daly and seconded by Mr. Cerutti to approve Change Order #4 in the amount of \$7,869.89. **Under the question:** Mr. Osmun asked for a breakdown of the cost. Mr. Jarrett explained that the change order covers additional fencing, grout for the micro piles, and backfill material at the base of the levee. Mr. Jarrett also stated that the total value of change orders issued under the original contract with Vacri was \$10,329.89 or 1.5% of the contract amount. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve Pay Request #6 in the amount of \$22,644.89 submitted by Vacri Construction for work completed in conjunction with the Oliver Lane Pump Station Project. A motion was made by Mr. Shaw and seconded by Mr. Daly to approve Pay Request #6 in the amount of \$22,644.89. **Under the question:** Mr. Jarrett explained that there will be one final pay request in the spring in the amount of \$4,500 which is the amount being retained until all site restoration is complete. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve Change Order #3 in the amount of \$500.00 submitted by RG Electric LLC for additional work completed in conjunction with the Oliver Lane Pump Station Project. A motion was made by Mr. Shaw and seconded by Mr. Daly to approve Change Order #3 in the amount of \$500.00. **Under the question:** Mr. Jarrett explained that total value of the change orders issued on this contract was \$1,371.00 which is approximately 2% of the original contract amount awarded to RG Electric. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve Pay Request #6 in the amount of \$4,870.60 submitted by RG Electric LLC for work completed in conjunction with the Oliver Lane Pump Station Project. A motion was made by Mr. Shaw and seconded by Mr. Daly to approve Pay Request #6. **Under the question:** Mr. Jarrett explained that this is the final payment to the contract and the contract is completed. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to adopt Resolution 2016-03 – Plan Review Request for the Milltown Pump Station Upgrade Project. A motion was made by Mr. Shaw and seconded by Mr. Daly to adopt Resolution 2016-03. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to adopt Resolution 2016-04 – Bradford County Earned Income Tax Commission Alternate Appointments. A motion was made by Mr. Daly and seconded by Mrs. Slocum to adopt Resolution 2016-04. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to adopt Resolution 2016-05 – 2016 Rates for Services & Equipment. A motion was made by Mr. Flick and seconded by Mr. Daly to adopt Resolution 2016-05. **Under the question:** Mr. Jarrett explained that the Resolution approved by the Borough Council in December did not have the correct fee on for the rodder truck from the Valley Joint Sewer Authority. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to adopt Resolution 2016-06 Support of Sayre Gardens Project. A motion was made by Mr. Cerutti and seconded by Mr. Daly to adopt Resolution 2016-06. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to solicit Request for Proposals to complete an analysis of several Borough intersections as recommended by the Public Safety Committee. A motion was made by Mr. Osmun and seconded by Mr. Daly to solicit for Request for Proposals. Under the question: Mr. Osmun stated that the School District and Guthrie should be included in the study. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to approve the Fire Department Officers list for 2016. A motion was made by Mr. Daly and seconded by Mr. Osmun to approve the 2016 Fire Department Officer's List. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Vote to approve the request from Beth Herbst for the 2016 Turkey Trot on November 24, 2016. A motion was made by Shaw and seconded by Mr. Daly to approve the request for the 2016 Turkey Trot. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; AYE.**

Adjourn - A motion was made by Mr. Shaw and seconded by Mr. Daly to adjourn the meeting at 6:50pm without objection.

Respectfully Submitted,

David M. Jarrett
Borough Secretary