

## Borough Council Workshop Meeting

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Minutes – March 8, 2021

Call to Order – Mr. Daly called the meeting to order at 5:30pm.

Roll Call – The following members of the Borough Council were present; Cori Belles (via Zoom – 5:40pm), Jessie Dekar (via zoom), Patrick Gillette, Jessica Meyer (via Zoom), Jason Serfas (via Zoom), Irene Slocum, and James Daly. Also present; Henry Farley, Mayor; Gil Crossett, Assistant Fire Chief (via Zoom); Elizabeth Fice, Borough Treasurer (via Zoom); Jonathan Foster Jr., Borough Solicitor (via Zoom); Blane Lathrop, DPW Foreman; Christopher Kaiden, Code Enforcement Director (via Zoom); Robert Repasky, Fire Chief (via Zoom)and David Jarrett, Borough Manager.

Citizens to be Heard – There were none.

Public Hearing – Community Development Block Grant Budget Modification – Mr. Daly called the Public Hearing to order at 5:30pm and Megan Johnson, Bradford County Planning & Grants Office explained that the Borough previously allocated CDBG funds from FY2018 and FY 2019 for the Holly/Higgins/Tioga Infrastructure Improvement Project but the project was not started. Ms. Johnson explained that by modifying the budget, \$86,059.00 from FY2018 and \$43,560.00 from FY2019 can be utilized for the Borough Hall Elevator Project. Ms. Johnson also stated that the Borough earmarked \$89,292.00 in CDBG funds from FY2020 increasing the total amount of CDBG funds for the elevator project to \$218,911.00. A motion was made by Mr. Gillette and seconded by Mrs. Slocum to approve the budget modification as presented by Ms. Johnson. Under the question: There were none. Roll Call: Mrs. Dekar, Mr. Gillette, Miss Meyer, Mr. Serfas, Mrs. Slocum, and Mr. Daly; YES. Mrs. Belles; Excused. Mr. Daly closed the Public Hearing at 5:35pm without objection and the Borough Council continued with their workshop meeting.

Cost of Living Increase (COLA) – Mr. Jarrett explained that additional research was completed on the issue and that the Police Pension Ordinance requires the Borough Council to provide COLA increases if the fund can support the increase. A motion was made by Mrs. Dekar and seconded by Mrs. Slocum to recommend approval of the COLA increase for police pension recipients.

Aerial Truck Purchase – Mr. Jarrett reported that the Borough Council's sub-committee and representatives of the fire truck committee met on February 15, 2021 to discuss the purchase of the new aerial truck. Mr. Jarrett explained that the fire truck committee met with a sales representative from Glick Fire Equipment to review the truck specifications the company submitted on behalf of Pierce Fire Apparatus and an updated quote was provided by Glick on March 5<sup>th</sup> listing the cost of the new aerial truck at \$1,285,700.00 and that price

reflects an additional \$5,000.00 discount provided by Pierce. The Pierce proposal also offers two (2) pre-pay discounts that total \$21,392.00 reducing the total cost of the truck to \$1,264,308.00. The proposal also includes a list of items added on to the truck after the February 15<sup>th</sup> meeting with the Borough Council's sub-committee. Included in the \$1,264,308.00 cost is \$3,240.00 for additional graphics and lettering, \$3,450.00 for a performance bond, and \$10,288.00 for body components required to meet 11'9" OAH (Overall All Height). Chief Repasky stated that he will contact Glick for clarification of these items. Mr. Gillette asked how long it will take to resolve these issues, and Chief Repasky and Mr. Jarrett stated that they will be resolved before the Borough Council meeting on March 24<sup>th</sup>. Attorney Foster asked Mr. Jarrett to provide him with a copy of the specifications to review to ensure that there are no other issues. Mr. Jarrett asked Attorney Foster about the performance bond requirement, and Attorney Foster stated that the bidder should be required to provide the performance bond not the Borough.

Handicap Parking Space Request – Mr. Jarrett reported that he was contacted by a representative of Guthrie regarding the possibility of establishing a handicap parking space on Hospital Place for an employee who works in the School of Nursing building who utilizes a wheelchair vehicle to get to and from work. Mr. Jarrett asked the Borough Council to consider approving the request for an initial ninety (90) day trial period based on the fact that the parking space will not create a hardship for the remaining residential properties on the street and to prevent the individual from having to cross South Wilbur Avenue to get from one of Guthrie's parking facilities. Mr. Jarrett stated that he believed that a handicap parking space could be assigned to a specific vehicle but would confirm that with Chief Reynolds and that it would only be used by the individual during work hours. Mrs. Dekar stated that the Borough needs to be careful not to show preference and Mayor Farley reminded the Borough Council about an individual who parked in a handicap space on South Elmer Avenue all day while they were at work. Mr. Jarrett stated that he would provide additional information to the Borough Council at the regular meeting.

Park Use Requests – Mr. Jarrett explained that three (3) park use requests were distributed prior to the meeting and a fourth request was received after meeting packets were sent out. The three requests that were distributed are annual events that have been held for many years, and the fourth request submitted by the Greater Valley Chamber of Commerce's Taste of the Valley is a new event and includes the closure of South Elmer Avenue between West Packer Avenue and Park Place. A motion was made by Mrs. Slocum and seconded by Mrs. Belles to recommend approval of the four requests. There were no objections.

Fire Truck Raffle – Mr. Jarrett explained that the Borough has a 1993 fire engine that is no longer of use and efforts to sell the truck in the past have failed. Mr. Jarrett stated that the truck was offered for free to a fire department in Lackawanna County after their building and fire truck were damaged by a fire but the fire company was not interested. Mr. Jarrett stated that fire companies in other communities have come up with an interesting way to

sell their used apparatus through a raffle selling up to 200 tickets for \$100.00 each and have been successful. Mr. Jarrett suggested that the Borough Council consider doing a raffle and donating the proceeds of the raffle equally to the Sayre Public Library and Sayre Historical Society Museum. Mrs. Slocum stated that it couldn't hurt to try the raffle and Mrs. Belles stated it was a good idea. A motion was made by Mr. Gillette and seconded by Mrs. Slocum to recommend conducting raffle to sell the truck and allocate 50% of the raffle proceeds to the Sayre Public Library and Sayre Historical Society Museum. There were no objections.

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

Administration – Mr. Jarrett reported that the sewer delinquency collection process is underway and that water service at eighteen properties are scheduled to be terminated by the end of the month if the owners do not pay their bill. Mr. Jarrett also reported that the 2020 audit started on February 22<sup>nd</sup> and that the auditors were on site for four days. Mrs. Dekar asked if the sewer fund to general fund transfer for refuse fees was discussed with the auditors, and Mr. Jarrett explained that it was and that procedures have been implemented. Ms. Fice stated that a report will now be generated in the sewer accounting system to record the actual amount of refuse fees collected and that amount will be transferred. Mrs. Belles asked what the auditor's scope of work includes, and Ms. Fice explained that the auditors review all of the Borough's funds including but not limited to general fund, sewer fund, parking lot, liquid fuels, and pensions, and that these funds are also audited by the state funding agency.

Mr. Jarrett asked if the Borough Council wanted to host an Independence Day Weekend fireworks display on July 3<sup>rd</sup>. Mr. Jarrett explained that the fireworks display would be coordinated the same way as last year being shot off from Guthrie's employee parking area on North Thomas Avenue. Mrs. Belles asked if it is possible to use another location to improve the view throughout the community and Mr. Jarrett stated that other locations were considered including Round Top Park and private property on Sayre Hill that was offered by the owner but the Guthrie location is the most suitable because it is fenced in and requires a minimal amount of volunteers.

Code Report – There were no questions or comments.

Emergency Management – Mr. Daly stated he had nothing new to report.

Fire Department – Chief Repasky reported that the Fire Department will be participating in a drive-by ceremony later in the evening for an injured firefighter from the Watertown, New York area who is currently in the hospital. Assistant Chief Crossett stated that additional per diem drivers are needed to cover shifts and applicants will be presented to the Borough Council for approval. A motion was made by Mrs. Slocum and seconded by Mr. Gillette to recommend accepting applications for per diem drivers.

Public Works – Mr. Lathrop provided an update on the PA 199 project and explained that the Borough will need to pay \$17,000 to repair a sagging sewer line at the intersection of Lehigh Avenue and Spring Street before the roadway is repaved. The work will be completed by Kriger Construction who was selected by PennDOT for the PA 199 project.

Elected Officials – Questions and Comments - Mayor Farley reported that the Sayre, Athens, and Waverly Business Associations are all working together to coordinate a Triathlon on July 4<sup>th</sup> in the Valley.

Recess – Mr. Daly recessed the meeting at 6:23pm before going into executive session to discuss personnel issues.

Executive Session – The Borough Council went into executive session at 6:25pm to discuss personnel issues. The session ended at 7:10pm.

Aerial Truck Proposals – A motion was made by Mrs. Slocum and seconded by Mr. Gillette to direct the Borough Manager to meet with the sales representatives for Pierce and Marion to review the proposals that they submitted for the new aerial truck. Under the question: There were none. Mrs. Belles, Mrs. Dekar, Mr. Gillette, Miss Meyer, Mr. Serfas, Mrs. Slocum, and Mr. Daly; AYE.

Adjourn – A motion was made by Mr. Gillette and seconded by Mrs. Dekar to adjourn the meeting at 7:14pm.

Respectfully submitted,



David M Jarrett  
Borough Manager/Secretary