

**Sayre Borough Council Workshop Meeting  
Minutes – March 20, 2024**

**Call to Order** – Mrs. Dekar called the meeting to order at 5:30pm.

**Roll Call** – The following members of the Borough Council were present; Cori Belles, James Daly, Derrick Hall, Dan Wayman, Jessica Meyer, and Jessie Dekar. Also present; Henry Farley, Mayor; Gil Crossett, Assistant Fire Chief; Jonathan Foster, Jr., Solicitor; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; Robert Repasky, Fire Chief; and David Jarrett, Borough Manager.

**Citizens to be Heard** – There were none.

**Correspondence Summary** – Mr. Wayman asked if the bid submitted by Paradise Energy Solutions for the solar project included the federal tax credit funds, and Mr. Jarrett stated that the amount did not include the federal tax credit funds.

**Approval of Bills List & Supplemental Bills List – February 21 – March 15, 2024** – A motion was made by Mr. Daly and seconded by Miss Meyer to approve the bills list and supplemental bills list. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Felt, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.**

**Elected and Appointed Officials** – Mrs. Dekar stated that there will be a meeting with representatives from Athens Township to review the DPW Peer Report in April. Mrs. Dekar asked that the list of Public Works resources be updated prior to the meeting.

**Finance Report** – There were no questions or comments.

**Correspondence Summary** – There were no questions or comments.

**Park Use Requests** – Mrs. Dekar stated that the list of requests include several events that are held annually. Mr. Jarrett explained that Item F is first time event requested by Pat MacDonald to host a youth and high school age wrestling event on Desmond Street on June 8<sup>th</sup>. Mr. Jarrett stated that the event will require the closure of Desmond Street between 4:00pm and 10:00pm so that wrestling mats could be placed on the roadway for the event. Mrs. Belles asked if the event will be subject to fees, and Mr. Jarrett stated only if the Borough incurs any expense related to the event. The Borough DPW will place roadway barricades along the side of the road on during their normal workday hours the day before the event and pick them up on the next scheduled workday so the event would not be subject to any additional fees.

**Floodplain Ordinance** – Mr. Kaiden explained that draft floodplain ordinance was prepared for municipalities to ensure that there is uniformity with the ordinance. Mr. Kaiden stated that the proposed ordinance changed the height requirements for freeboard however the new requirement cannot be met because of the existing elevation of the levee. Mr. Kaiden also stated that the new ordinance would not likely be revised again for at least ten (10) years.

**Bimbo Bakery Lease Agreement** – Mr. Jarrett explained that the Borough received grant funding more than three decades ago to construct a parking area on North Elmer Avenue for bakery employees. Mr. Jarrett stated that the bakery maintains the parking area throughout the year at no cost to the Borough. Mrs. Dekar asked if it is possible for the bakery to purchase the parking lot, and Mr. Jarrett stated that he would review the original grant paperwork.

**Health Insurance Coverage** – Mr. Jarrett explained that a Request for Proposals will be solicited for health insurance coverage for the Borough's six (6) non-bargaining unit employees.

**Earth Day Clean-Up Project** – Mr. Jarrett explained that a program has been developed for a Borough wide clean-up program on Saturday, April 20<sup>th</sup>. Areas included in the clean-up program include the area along the railroad tracks, neighborhood parks, and the downtown area. Futurescapes will be conducting their annual Diahoga Trail Clean-Up on April 13<sup>th</sup>.

**Per Diem Fire Truck Drivers** – Chief Crossett reported that he has received three (3) per diem fire truck driver applications. Chief Crossett explained that the applicants have fire department experience. The applicants will be interviewed on Monday, March 25<sup>th</sup>.

**Traffic Signal Maintenance Agreement** – Mr. Jarrett explained that this is an annual agreement for the maintenance of the traffic signals on Keystone Avenue at the intersection with Lincoln Street, West Lockhart Street, and Tuscarora Street.

**2024 Paving Project** – Mr. Jarrett reviewed the streets included in this year's paving project and explained that PennDot will prepare the contract documents for the paving project. Mr. Wayman asked why only a portion of the roadway is being repaved and the not the entire roadway, and Mr. Jarrett explained that funding is limited.

**Conference Attendance Requests** – Mr. Jarrett explained that the attendance request is for Ms. Ferguson to attend the annual Pennsylvania State Boroughs Association conference in June.

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

- Fire Department - There were no questions or comments.
- Police Department – Chief Reynolds reported that implementation of the new incident report management system continues to move forward and explained that the County will house the system’s server and that County agreed to provide additional funding for the implementation process.

Chief Reynolds also reported that the testing process for the Patrol Officer Probationary positions continues to move forward. Chief Reynolds explained that Physical Agility Test and Written Examination were completed on March 16<sup>th</sup> and all nine (9) applicants passed. The next step in the process is the oral interviews and they are scheduled on March 21 and March 22. The Civil Service Commission will likely present a certified list of eligible candidates to the Borough Council on or before March 27<sup>th</sup>.

Chief Reynolds discussed the appointment of Auxiliary Police Officers to serve as medics for the Department’s SWAT team. Chief Reynolds explained that the Department has two (2) Memorandum of Understanding with Greater Valley EMS to provide tactical emergency services to the SWAT team. The medics from GVEMS participate in SWAT training he would believes it would be valuable to appoint the medics as Auxiliary Police Officers because the medics are armed. Chief Reynold stated that the Auxiliary Police Officers are volunteers and not employees of the Borough, however they would be sworn in by the Mayor.

Mrs. Belles asked about the status of the technology safety upgrades at the High School and Chief Reynolds explained that the project vendor has moved on to other projects until funding is secured for the project.

Borough Manager – Mr. Jarrett reported that Borough’s audit has completed the DCED report and they will submit the report to DCED prior to the end of this month. Mr. Jarrett explained that he and Miss Landis spoke with the auditor earlier in the day and they reported that the audit process had gone relatively smooth and that the complete audit report should be provided to the Borough Council in June.

Mr. Jarrett also reported that the Bradford County Commissioners awarded \$56,500.00 in grant funding for the Howard Elmer Park Bandstand Roof Replacement Project. Mr. Jarrett stated that the Endless Mountains Heritage Region had previously awarded the Borough a \$10,000.00 for the project and that those funds are being used for engineering services. The project is currently out to bid and bids will be presented for approval at the regular meeting next week.

Mrs. Dekar asked for an update on the Solar Project and Mr. Jarrett stated that a final recommendation will be provided at the regular meeting next week.

Mrs. Belles asked for an update on the Request for Proposals for payroll services and Mr. Jarrett stated that the RFP will be finalized soon.

- Code Enforcement - Mr. Kaiden reported that he had contacted the New York Department of Transportation to discuss cleaning up the grass area along Exit 61 of I-86 / Route 17. Mr. Kaiden explained that NYDOT does not have sufficient staff to maintain the area on a regular basis but they may be able to do some routine maintenance work. Mr. Kaiden provided cost estimates submitted by three local contractors, Nick's Landscaping, Robinson's Landscaping brush hogging, cleaning, mowing, and trimming the grass areas on each side of the exit ramp including the six (6) acre area between the exit ramp and the highway and Mattison's Tree Service for the removal of thirteen (13) trees. Mrs. Dekar asked Mr. Kaiden to contact Richter Logging to get an additional estimate for removal of the trees. Mrs. Dekar suggested that funding allocated in the parks budget could be utilized to pay for the project. Mr. Kaiden stated that he would contact NYDOT to see if they could allocate some time to clean up the larger area first before the Borough brings in a contractor. He also suggested that it could be possible for the Borough's DPW to use its large tractor with 18' mowing deck to maintain the area after it is cleaned-up and mowed the first time. Mr. Kaiden stated that he would talk with Mr. Lathrop about this option.
- Public Works Department – There were no questions or comments.
- Solicitor – Mrs. Belles asked about the status of the chicken ordinance and Attorney Foster stated that he will be meeting with Mr. Kaiden to finalize the proposed ordinance amendment.
- Emergency Management – Mr. Daly reported that he will be attending a quarterly Emergency Management Agency meeting hosted by Bradford County on April 4<sup>th</sup> and a tabletop emergency preparedness exercise on April 9<sup>th</sup>.
- Planning Commission – Mr. Daly stated that he had nothing to report.

**Letters of Interest** - Mr. Jarrett stated that the Borough needs to request letters of interest to fill the remainder of Cy Morris' term on the Zoning Hearing Board, and letters of interest to fill the Emergency Management Assistant Coordinator position that became vacant following the passing of Cy Morris earlier this year.

**Adjourn** – A motion was made by Miss Meyer and seconded by Mr. Daly to adjourn the meeting at 6:45pm.

Respectfully submitted,



David M Jarrett  
Borough Manager/Secretary