

## **Borough Council Workshop Meeting Minutes – May 10, 2023**

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

**Roll Call** – The following members of the Borough Council were present; Cori Belles, Jessie Dekar, Gabriel Felt, Irene Slocum, Jessica Meyer, James Daly and Patrick Gillette. Also present; Henry Farley, Mayor; Gil Crossett, Assistant Fire Chief; Attorney Jonathan Foster, Jr., Borough Solicitor, Cristopher Kaiden, Code Enforcement Director; Blane Lathrop, DPW Foreman; Robert Repasky, Fire Chief, and David Jarrett Borough Manager.

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

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

**Approval of Bills List** – A motion was made by Miss Meyer and seconded by Mrs. Dekar to approve the bills list. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mrs. Dekar, Mr. Felt, Miss Meyer, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.**

**Humane Society Donation** – Mr. Jarrett explained that the Borough received a request from the Bradford County Humane Society for a donation in support of their renovation project. Mr. Jarrett stated that the organization did not ask for their annual contribution from the Borough due to the project however they are continuing to accept dogs when one is turned into the Police Department. A motion was made by Miss Meyer and seconded by Mrs. Belles to recommend the approval of a \$1,640.00 contribution to the organization.

**Conference Attendance Request** – Mr. Jarrett explained that the request is for him, Ms. Ferguson and Miss Landis to attend this year's Pennsylvania Association of Municipal Administrators Conference in State College. A motion was made by Miss Meyer and seconded by Mrs. Dekar to recommend approval of the request.

**Electricity Provider Contract Renewal** – Mr. Jarrett provided an overview of the Borough's electricity usage with a comparison of kilowatt hour costs. He explained that APPI who the Borough had worked with on the current contract is recommending that the Borough renew its contract with Constellation Energy for an additional 55 months. Mr. Jarrett stated that the Borough is currently in the final year of five year agreement with Constellation and annual average cost of electricity decreased from an annual average of \$86,166.00 in 2016 thru 2018 to \$69,139.00 in 2019 thru 2022. Mrs. Belles asked how the Borough will absorb the projected increase of electricity costs, and Mr. Jarrett stated that sensors can be installed in buildings that turn off lights when there is no activity in the portion of the building.

Mrs. Dekar asked for an updated proposal from Paradise Energy Solutions who previously submitted a proposal to the Borough to see if it is feasible to utilize solar power to reduce energy costs. The renewal of the contract between the Borough and Constellation Energy will be added to the Council meeting agenda for approval.

**Park Use Requests** – A motion was made by Miss Meyer and seconded by Mrs. Belles to recommend approval of the request from the Sayre American Legion to use Howard Elmer Park on Monday, May 29, 2023 for the annual Memorial Day Ceremony and the request from Foundations Early Learning Center to use Howard Elmer Park on Thursday, June 1, 2023 for the Center’s Graduation Ceremony. Mr. Jarrett stated that he is anticipating a request from the Sayre School District to close West Lockhart Street and South Hopkins during this year’s graduation ceremony scheduled on June 2<sup>nd</sup>. There were no objections.

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

Borough Manager – Mr. Jarrett reported that the new curbing and sidewalks in the West Lockhart Street phase of the Downtown Streetscape Project have been completed and five new trees will be planted soon. Mr. Jarrett also reported that the Sayre Little League has not yet signed and returned the lease agreement with the Borough and that he is working with local banks evaluating investment options of Borough funds. Mr. Jarrett stated that he submitted a grant application for funding to replace the roof on the Howard Elmer Park Bandstand.

Code Enforcement – Mr. Kaiden reported that a request to demolish 112 Perkins Street has been submitted to Bradford County Court of Common Pleas and that a ruling is expected soon. Mr. Kaiden also reported that he is working with the owner of 107 Tioga Street to acquire the property and explained that he is researching to see if there are any liens or delinquent taxes owed on the property.

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

Fire Department – Chief Repasky presented a revised proposal prepared by the Fire Board. Mr. Jarrett suggested that the officer’s stipend be increased due to the fact that it has not been increased for over 20 years and that the current officers are doing more because there are only two fire chiefs and two captains now when there were previously three of each rank. The proposal will be discussed further in June.

Police Department – Chief Reynolds is participating in the National Police Unity bicycle ride to Washington D.C. and was excused from the meeting.

Public Works Department – Mr. Lathrop reported that the Thomas Avenue Access Bridge project is scheduled to begin later this summer and that the project will result in traffic issues in the Borough.

**Elected Officials Questions & Comments – The following issues were discussed;**

Mrs. Belles stated that the SWOT meetings have been completed and she commended each Department for their time and participation. Mrs. Belles explained that two meetings were held with representatives from each Borough Department. The Departments reviewed their respective strengths, weaknesses, opportunities, and threats during the first meeting, and focused on how improvements can be made during the second meeting. Mrs. Belles stated that the final list will be presented to the Borough Council for review and consideration before the next step in the process can begin.

Mrs. Dekar stated that one main point made by each Department is that there is not enough time in a day to complete some tasks and that internal and external disruptions are the most common reason.

Mayor Farley reported that the Sayre Business Association's Friday Farmers Market begins on May 12 and 46 vendors have registered to be part of the market.

Mr. Gillette recognized the efforts of Valley Arts4All committee on another successful event.

**Adjourn** – A motion was made by Miss Meyer and seconded by Mrs. Dekar and to adjourn the meeting at 6:00pm.

Respectfully submitted,



David M Jarrett  
Borough Manager/Secretary

