

**Borough Council Workshop Meeting  
Minutes – June 12, 2024**

**Distributed  
6 – 1**

**Call to Order** – Miss Meyer called the meeting to order at 5:30pm.

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

**Citizens to be Heard** – Elaine Pierson, Riverside Drive in Athens Township addressed the Borough Council regarding her concerns with motorized bikes on Diahoga Trail. Ms. Pierson also expressed her concern with motorists who are failing to stop at stop signs. Ms. Pierson stated that there is increased traffic around town now that the schools are on summer break and she is concerned that someone will get hit by a car that doesn't stop at the intersection. Ms. Pierson explained that she is specifically concerned with the intersection of East Lockhart Street and North Thomas Avenue, South Elmer Avenue and Hayden Street, Desmond Street and West Packer Avenue. Assistant Chief Hoffman asked Ms. Pierson to call the Police Department anytime she sees a motorized bike on the trail and an officer will get there as soon as possible.

**Approval of Bills List** – A motion was made by Mrs. Belles and seconded by Mr. Daly to approve the bills list for May 12 thru June 12, 2024. **Under the question:** The correct dates for the bills list are May 22 thru June 12, 2024. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Wayman, and Miss Meyer; YES.**

**Elected & Appointed Officials** – The following items were discussed;

- Mayor Farley commented on the improvements to the exterior of the Buck Building (former Reagan Building).
- Mrs. Belles asked if there is any progress with a representative from the Pennsylvania Historic and Museum Commission coming to the Borough and Mayor Farley stated that Representative Pickett is assisting with coordinating the visit from PHMC.

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

**Traffic Study** - Mr. Jarrett stated that he will be preparing the scope of work for the traffic study request for proposal. Mrs. Belles stated that the study needs to be comprehensive and Mayor Farley suggested that the Borough obtain the traffic data that recently collected by PennDOT at various locations around the Borough.

**Aqua PA Rate Increase** – Mr. Jarrett explained that Aqua PA is seeking a rate increase to recover the investment that the company recently made in this service area. A letter will be sent to the PA Public Utility Commission opposing the increase.

**Bimbo Bakery Parking Lot** - Mr. Jarrett explained that the current ten (10) year lease will expire soon and the company would like to renew the lease for an additional ten (10) years. Mr. Jarrett stated that there is no benefit to Bimbo to buy the property from the Borough and there is no benefit to the Borough to sell the property since the company already takes care of all of the maintenance issues at no expense to the Borough.

**Police Department Building Addition** – Mr. Jarrett explained that the plan for the building addition will be ready next month to be advertised for bids. The project scope of work includes the construction of a one-story addition on the north side of the building that will be used for a sally port and storage. The Borough received a \$106,000.00 grant for the project and balance of the project cost will be provided by the Borough.

**Downtown Splash Street Closure** – Mr. Jarrett explained that South Elmer Avenue will be closed between West Lockhart Street and the Sayre Elks Club parking lot during the upcoming events in June, July, and August.

**Health Insurance Coverage** – Mr. Jarrett reviewed the insurance rates submitted by The Dunn Group and Gannon Associates Insurance to provide health insurance coverage for the six (6) non-bargaining unit employees. Mr. Jarrett explained that the NYS Teamsters Health & Hospital Fund has provided the Borough with guaranteed rates for 2025 and 2026 and that those rates are lower than the rates submitted by the two companies.

**Payroll Services** – Mr. Jarrett explained that the Borough received a proposal from Complete Payroll of Rochester, New York that was very affordable. Mr. Jarrett stated that the company provides payroll services for the Valley Joint Sewer Authority and that a virtual demonstration will be set-up to learn more about the company next week.

**Park Use Requests** – There were no questions or comments for the following requests;

- a. Guthrie – Howard Elmer Park June 19, 2024
- b. Sayre Area School District Redskin Club – Homecoming Parade – October 12, 2024
- c. 2025 Arts4All – Riverfront Park - May 2-4, 2025

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

- a. Fire Department – Chief Repasky reported that the cost to repair one of the compartment doors on Engine 2 will cost approximately \$1,286.00. There were no questions or comments.
- b. Police Department – Mrs. Belles stated that there was an uptick in the number of assists to other Departments and Assistant Chief Hoffman explained that the majority of the assist calls were provided to Athens Township Police Department.

- c. Borough Manager – Mr. Jarrett reported that the Howard Elmer Park Bandstand roof replacement project is ready to be re-advertised and that two (2) local contractors have expressed interest in the project. The Borough received a \$56,000.00 grant from Bradford County and \$10,000.00 grant from the Endless Mountains Heritage Region for the project. Mr. Jarrett also reported that he is preparing a grant application for the next phase of the downtown streetscape project and explained that a Resolution approved by the Borough Council is a required for the application.
- d. Code Enforcement – Mrs. Belles asked about the status of cleaning up the property just over the Milltown Bridge, and Mr. Jarrett stated that he would ask Mr. Kaiden to contact the property owner to address the issue. Mr. Jarrett asked to meet in executive session to discuss a real estate issue.
- e. Public Works Department – Mr. Lathrop reported that the annual paving project has started and is expected be completed next week. Mr. Lathrop also reported that outstanding issues on the PA 199 project are begin addressed by PennDOT's contractor.
- f. Borough Solicitor – Attorney Foster asked to meet in executive session to discuss a potential litigation issue.
- g. Emergency Management – There were no questions or comments.
- h. Planning Commission – Mr. Daly stated that the Planning Commission is scheduled to meet next week and will be discussing the section of the Borough Code that addresses Forestry Management and Home Base Occupations.

**Recess** – Miss Meyer recessed the meeting at 6:10pm.

**Executive Session** – The Borough Council went into executive session at 6:10pm to discuss a litigation issue and real estate issue. The session ended at 6:25pm.

**Zoning Amendment** – A motion was made by Mr. Wayman and seconded by Mr. Daly to authorize Attorney Foster to prepare an amendment to zoning ordinance to designate the Highway Commercial District for smoke shops, drug paraphernalia, and marijuana dispensaries. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Wayman, and Miss Meyer; AYE.**

**Adjourn** – A motion was made by Mr. Daly and seconded by Mrs. Belles to adjourn the meeting at 6:25pm. There were no objections.

Respectfully submitted,



David M Jarrett  
Borough Manager/Secretary

