

**Borough Council Workshop
Minutes – July 10, 2024**

Call to Order – Mrs. Dekar called the meeting to order at 5:45pm and explained that the meeting start time was delayed due to the weather.

Roll Call – The following members of the Borough Council were present; Cori Belles, James Daly, Dan Wayman, Derrick Hall, Council President Pro-Tem; Jessica Meyer, Council Vice-President; and Jessie Dekar, Council President. Also present; Henry Farley, Mayor; Gil Crossett, 1st Assistant Fire Chief; Jonathan Foster, Solicitor; Christopher Kaiden, Code Enforcement Director; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; and David Jarrett, Borough Manager.

Citizens to be Heard – There were none.

Approval of Bills List and Supplemental Bills List – June 27 thru July 10, 2024 – A motion was made by Mr. Daly and seconded by Mr. Wayman to approve the bills list and supplemental bills list. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.**

Elected & Appointed Officials – The following items were discussed;

- Mayor Farley announced that the America 250 Program will be planting a Liberty Tree in Howard Elmer Park in conjunction with the statewide celebration of the 250 birthday of the United States.
- Mayor Farley also announced that Heather Manchester from the Sayre Public Library is leading an effort to secure grant funding for records preservation and document scanning for the Library, Borough, and Sayre Historical Society.

Correspondence Summary – There were no questions or comments.

Request for Proposals – Payroll Services – Mr. Jarrett explained that the Borough received a proposal from Complete Payroll Services of Rochester, New York to provide payroll services to the Borough. Mr. Jarrett stated that the company provided an overview of their services and a demonstration of the payroll submission process. Complete Payroll Services would migrate all of the 2024 payroll data to ease the transition from the current vendor and provide dedicated customer service to the Borough. There were no questions or comments, and the item will be added to the July Council meeting agenda for approval.

Request for Proposals - Traffic Study - Mr. Jarrett reviewed the proposed RFP for the traffic study and explained that the format is similar to the study completed in 2018 but includes several additional streets and intersections. Mrs. Belles stated that it is important for the traffic study to be comprehensive so that the study is not pieced together. Mr. Jarrett stated that the RFP includes thirty-one (31) intersections/streets. The item will be added to the July Council meeting agenda for approval for advertisement.

Civil Service List – Chief Reynolds asked the Borough Council to consider terminating the current list of qualified candidates for the position of Patrol Officer-Probationary due to the lack of qualified candidates. Chief Reynolds explained that the two officers were recently hired from the current list, however the individuals who took the exam but did not have their Act 120 certification yet have not enrolled in an Act 120 program since the examination and they will not be eligible for the next open position. Mr. Wayman asked what the likelihood would be of getting new candidates, and Chief Reynolds stated that he believes that it may be possible to get more candidates since an Act 120 program is currently underway at Mansfield University. Chief Reynolds stated that Assistant Chief Hoffman and Patrol Officer Hoffman recently visited with Act 120 Cadets at Mansfield to provide information to cadets about the Borough's Police Department. The Borough Council will vote at the July regular meeting to terminate the current civil service list and to ask the Civil Service Commission to prepare a new list of qualified candidates for the future Patrol Officer-Probationary position that will open when Patrol Officer Steve Burlingame retires later this year.

Property Use Requests – Mr. Jarrett reviewed the street closures for the July and August Downtown Summer Splash events and the request for the Church of the Redeemer's 2025 Parish Parke Faire in Howard Elmer Park. There were no questions or comments, and the item will be added to the July Council meeting agenda for approval.

Conference Attendance Request – PA Municipal Administrators Association – Mr. Jarrett explained that this is the annual conference that he and Ms. Ferguson attend. Mr. Jarrett stated that he is a past President of the organization and Ms. Ferguson will be the organization's 2024-2025 President. Mrs. Belles commented on Ms. Ferguson's achievement of becoming President of a state-wide organization.

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

- Fire Department – Chief Repasky reported that the Department's incentive plan has resulted in an uptick in responses by volunteers.
- Police Department – Chief Reynolds provided an update on the new county-wide computer program and that the integration process is currently underway. Mrs. Belles asked if there was an update on the school security system that was being proposed for the Sayre School District, and Chief Reynolds stated that the County is working on securing federal grant funds for the project. Chief Reynolds also stated that the County Commissioners are discussing the possibility of funding a School Resource Officer in each school district.
- Borough Manager – Mr. Jarrett announced that the Endless Mountains Heritage Region will be hosting the Eastern PA Greenways and Trail Summit in Sayre in September and that the Diahoga Trail System will be a featured project at the summit. Mrs. Dekar asked about the status of the solar project and Mr. Jarrett explained that the project is scheduled to begin in September.

- Code Enforcement – Mr. Kaiden reported that the owners of 310 East Lockhart Street have advised him that they would be willing to sell the property to the Borough for \$25,000.00. Mr. Kaiden explained that the property was appraised for \$22,000.00 and asked the Borough Council to consider paying \$25,000.00 because the additional costs associated with acquiring the property through the conservatorship process could likely cost more than \$3,000.00. Mr. Kaiden explained that the structure on the property would be demolished and that he has requested bids from local contractors. Mr. Jarrett stated that the Borough allocated funding in its 2023-2024 CDBG budget for acquisition and demolition of blighted properties and that he will discuss the proposed project with PA-DCED to confirm that the funds can be used in that manner. Mr. Kaiden stated that he asked Attorney Foster to do a lien search to make sure that there are not any tax liens or medical liens on the property.
- Public Works Department – Mr. Lathrop asked the Borough Council to consider implementing parking restriction on Blackman Street between Bensley Street and the dead end and 200' east on Blackman Street between Bensley Street and Elk Street. Mr. Lathrop explained that the parking regulation is needed to ensure that refuse and recycling trucks as well as emergency vehicles can get down the street.
Mr. Lathrop also asked the Borough Council to consider authorizing the purchase of new cutters for the grinder unit in the Hayden Street Pump Station. Mr. Lathrop explained the purpose of the cutters and stated that they were not included in the recent upgrade of the pump station because he could install the new cutters. Mr. Lathrop stated that the cost of the new cutters is \$12,443.00. The item will be added to the agenda for the regular meeting for approval.
- Borough Solicitor – Attorney Foster reported that the two (2) ordinances that the Council authorized for advertisement have been sent to the Bradford County Planning Commission for their review and comment. Attorney Foster stated that the County Planning Commission does not request any revisions to the ordinances, they could be adopted at the August 14th Council meeting.
- Emergency Management – There were no questions or comments.
- Planning Commission – Mr. Daly stated that the Commission's next meeting is on July 16th.

Adjourn – A motion was made Miss Meyer and seconded by Mrs. Belles to adjourn the meeting at 6:50pm. There were no objections.

Respectfully submitted,



David M Jarrett
Borough Manager/Secretary

