

**Borough Council Workshop Meeting
Minutes – August 9, 2023**

Call to Order – Mr. Gillette called the meeting to order at 5:35pm.

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

Citizens to be Heard – There were none.

Correspondence Summary – August Workshop – There were no questions or comments.

Bills List – A motion was made by Mrs. Dekar and seconded by Mrs. Slocum to approve the bills list for the period of July 27 thru August 9, 2023. Under the question: Mr. Gillette stated that the Council needs to approve the transfer of \$390.00 from the General Fund to capital reserve for the SWAT program. There were no questions or comments. **Roll Call: Mrs. Belles, Mrs. Dekar, Mr. Felt, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.**

Street Closure Request – A request was received from residents on Austin Street requesting the closure of the street on August 19, 2023 for a neighborhood event. A motion was made by Mrs. Slocum and seconded by Mr. Daly to approve the request to close the street. There were no objections.

Department & Committee Reports – The following reports were presented;

- a. Borough Manager – Mr. Jarrett reviewed the following items from his report;
 - Paving Project – Mr. Jarrett explained that the bids submitted for the project exceed the amount of funding that is available and Glenn O. Hawbaker was asked if they would hold their unit pricing if the Borough reduced the scope of work to reflect the amount of funding the Borough has available and the company stated that they would.
 - Parking Lot Improvements – Mr. Jarrett reported that the B&S Paving completed the repair and sealing project on Lot B and that the project turned out very nice. He stated that he would like to continue with the parking lot improvements and complete Lot C for which B&S Paving submitted a proposal of \$4,952.00.

- Oliver Lane Pump Station Camera System – Mr. Jarrett reported the current camera system is failing and that the new system will also provide views of the Diahoga Trail System near the station. Teledair Communications provided a proposal in the amount \$9,395.00 to complete the project.
- Aerial Truck Auction – Mr. Jarrett reported that a second auction was posted and that the highest bid received during the second auction was \$9,600.00 which was \$3,200.00 more than the first auction. Mr. Jarrett stated the Borough Council could reject the proposal but at this point it may not be the most practical options.
- Peer Consultant Program – Mr. Jarrett reported that the Peer Consultant assigned to evaluate the feasibility of merging the Borough’s Public Works Department with the Athens Township Public Works Department has completed interviews with the employees of both departments and that his interview will be at the end of the week. Mr. Jarrett stated that the report could be completed as soon as next month.
- 2024 Budget Development – Mr. Jarrett reported that the development of the 2024 budget has begun and that the Department heads have submitted their requests. Mr. Jarrett explained that the budget format will be different than previous years and that meeting funding expectations for projects may be difficult.
- Solar Power Project – Mr. Jarrett stated that he would confirm with the vendor that the Borough is eligible to receive the \$24,000.00 tax credit for the project.

Vote to award the 2023 paving bid to Glenn O. Hawbaker Inc. of State College, PA for the project cost not to exceed \$306,180.00. A motion was made by Mrs. Belles and seconded by Mrs. Dekar to award the paving project.
Roll Call: Mrs. Belles, Mrs. Dekar, Mr. Felt, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.

Vote to approve the proposal submitted by B&S Paving in the amount of \$4,952.00 to repair and seal Parking Lot C. A motion was made by Mrs. Dekar and seconded by Mr. Daly to approve the proposal from B&S Paving.
Roll Call: Mrs. Belles, Mrs. Dekar, Mr. Felt, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.

Vote to approve the proposal submitted by Teledair Communication in the amount of \$9,395.00 to install a new camera system at the Oliver Lane Pump Station. A motion was made by Mrs. Slocum and seconded by Mr. Daly to approve the proposal for the new camera system. **Roll Call: Mrs. Belles, Mrs. Dekar, Mr. Felt, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.**

- b. Borough Solicitor – There were no questions or comments.

- c. Code Enforcement – Mr. Kaiden reported that he preparing a list of blighted properties to address next now that the Perkins Street property has been resolved. Mr. Kaiden also reported that the Desmond Street portion of the Downtown Streetscape project has started.
 - d. Emergency Management – There were no questions or comments.
 - e. Fire Department – Assistant Chief Crossett asked if the Borough Council will be acting on the incentive program proposed by the Fire Department, and Mr. Gillette stated that the proposal is still under review.
 - f. Planning Commission – Mr. Daly reported that the Planning Commission recently met to review the proposed zoning ordinance amendment that would change the zoning designation of the parcels located bordering the Sayre Area School District property on the east side of South Hopkins Street, north side of Hayden Street, and west side of Brock Street from Single Family Residential to Education & Public Use.
 - g. Police Department – Chief Reynolds reported that he attended an active shooter presentation that would provide alert technology for intruders that have a weapon. Chief Reynolds also reported that he will be meeting with the County Commissioners regarding funding assistance for the new report management system used by the police departments in the County and the Sheriff's Department. Officer Nikki Hoffman completed the School Resource Officer certification and will be periodically assigned with Officer Burlingame to familiarize herself with the school district's buildings and staff.
 - h. Public Works Department – Mrs. Dekar asked if there were any concerns with the condition of the streets that were removed from this year's paving list, and Mr. Lathrop stated that he is concerned with future costs and has requested additional funding in 2024 for paving from the Borough's Impact Fund account. Mr. Lathrop also reported that the Borough has to complete a structure closing training on the Lockhart Street Bridge as part of the Borough's levee maintenance program.
- Mrs. Belles asked if the Borough coordinates sewer improvement projects with road projects to help reduce costs, and Mr. Lathrop stated that there is coordination but it is expensive. Mr. Jarrett stated that streets have been completely repaved in conjunction with recent sewer projects, however the cost of repaving the entire street should not be absorbed by the sewer fund.

Elected Officials Questions & Comments - The following items were discussed;
 Mr. Gillette announced the Council's Green Space Committee will meet on August 16th at 5:30pm to review the Park Survey.

Mrs. Dekar asked how much funding is included in the budget for park improvements and the status of the Certificate of Deposit purchase, and Mr. Jarrett stated that he will get updated rates from the local banks prior to the Council meeting date on August 23rd.

Recess – Mr. Gillette recessed the meeting at 6:19pm.

Executive Session – The Borough Council went into executive session at 6:21pm to discuss a personnel issue. The session ended at 7:02pm.

Adjourn – A motion was made by Mrs. Dekar and seconded by Mrs. Slocum to adjourn the meeting at 7:02pm.