

DISTRIBUTION

9 – 1B

Borough Council Workshop Meeting

Minutes – September 13, 2021

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

Roll Call – The following members of the Borough Council were present; Cori Belles, Jessie Dekar, Patrick Gillette, Jessica Meyer, Jason Serfas, Irene Slocum, and James Daly. Also present; Henry Farley, Mayor; Gil Crossett, Assistant Fire Chief; Elizabeth Fice, Borough Treasurer; Jonathan Foster Jr., Borough Solicitor; Blane Lathrop, DPW Foreman; Robert Repasky, Fire Chief; and David Jarrett, Borough Manager.

Citizens to be Heard – The following individuals addressed the Borough Council;

- John Collins 106 Hayden Street addressed the Borough Council regarding the following issues;

Train Whistle Blowing – Mr. Collins explained employees of Union Tank Car are blowing the whistle on the train locomotives when it is not necessary to do so and disturbing him. Mr. Collins stated that this happens often after 6:00pm, and that he has spoke with Mayor Farley and Mrs. Slocum about the issues and it stops for a couple weeks but then starts back up again.

Intersection of Hayden & Elmer – Mr. Collins explained that multiple vehicles are not coming to complete stop and running through the stop sign at the intersection creating dangerous conditions. Mr. Collins stated that one recent event almost led to an accident with a Guthrie shuttle bus.

Motorized Bicycles – Mr. Collins stated that the number of motorized bicycles in the Borough has decreased lately but he is concerned that someone might get hurt.

New Firehouse – Mr. Collins stated that the Borough should construct the new firehouse at the corner on North Lehigh Avenue at the corner of Allison Street. Mr. Collins explained that the location is large enough and it is a good location.

Packer Avenue Bridge – Mr. Collins stated that he is concerned with the wear and tear caused by the number of Guthrie shuttle buses that utilize the bridge multiple times each day.

- Jesse Dekar on behalf of her daughter Addison Dekar of 110 Iroquois Street addressed the Borough Council regarding the condition of 411 Mohawk Street. Mr. Jarrett explained that it is his understanding that the property owner is in the process of cleaning out the home and intends to improve it or sell it, but he will confirm the status with Mr. Kaiden when he returns to work next week.

Sayre Revitalization Initiative (SRI) – Chris Brown of the Central Bradford Progress Authority and the Sayre Revitalization Initiative addressed the Borough Council regarding the possibility of providing \$7,500.00 to help cover the cost of a marketing master plan. Mr. Brown explained that the total cost of the master plan is \$22,500.00 and Bradford County and Guthrie will each commit a third of the funding. Mr. Brown stated that the master plan will be helpful to attract investors for the revitalization program and inform the public about the program. Mr. Gillette asked about the marketing methods, and Mr. Brown stated that the master plan includes the development of website, social media platforms, marketing consultant services, development of a brand, and promotion of local businesses. Mrs. Dekar asked if the funds were to just develop the plan or will it also include the implementation of the plan. Mr. Brown explained that the cost will cover the marketing activities for the next three (3) years and that he will not come back to the Borough for additional funds. Mrs. Belles asked why the marketing plan was not included in the original master plan, and Mr. Brown stated that it was an oversight. Mr. Brown further stated that the SRI brand would be separate than the Borough's branding but it will compliment it. Mr. Gillette asked if request for proposals would be solicited for website development and would local companies be given priority, and Mr. Brown stated that would occur. A motion was made by Mr. Gillette and seconded by Mrs. Dekar to recommend to the Borough Council that they contribute \$7,500.00 for the cost of the marketing master plan contingent upon reviewing the RFP and marketing plan. Under the question: Mr. Gillette and Mrs. Belles questioned the \$22,500.00 budget for the project and expressed concern that it may not be enough money to put together a good plan. Mr. Serfas stated that if the final plan is not a quality product, then the Borough should be refunded its money.

Park Use Request – Memorial Service - Howard Elmer Park – Mr. Jarrett explained that the memorial service was held on September 10 in memory of local nurse who passed way. Mr. Jarrett stated that the request was submitted after the August workshop and that he approved it due to the timing of the event and this meeting.

Park Use Request – Friday Farmer's Market - Howard Elmer Park – Mr. Jarrett explained that the Greater Valley Chamber of Commerce is requesting permission to extend the Farmer's Market through October 15th. Mr. Jarrett stated that he discussed the request with the Chamber's Executive Director and that the market could continue for an additional month as long as it continued to feature farmers and food vendors and not only crafts. A motion was made by Mrs. Belles and seconded by Mrs. Dekar to recommend approval of the request.

Park Use Request – Farm, Food, & Family 2022 - Howard Elmer Park – Mr. Jarrett explained that the event has been held on the first Saturday in August for several years. A motion was made by Mrs. Belles and seconded by Mrs. Dekar to recommend approval of the request.

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

Administration – Mr. Jarrett explained that the 2022 budget process will begin next week and the first draft of the budget will be presented to the Borough Council on November 1st. Mr. Jarrett asked that November 1st and November 15th be set aside for workshop meetings. Mr. Jarrett also asked that a workshop meeting be held on October 18th for the annual pension review meeting with Univest.

Code Enforcement – There were no questions or comments.

Emergency Management – Mr. Daly stated that Bradford County hired a new Emergency Management Director.

Fire Department – Chief Repasky reported that the Department received a grant to purchase new air packs through a joint application with the Chemung Fire Department.

Police Department – There were no questions or comments.

Public Works – Mr. Lathrop reported that progress on the PA 199 project continues to move forward and the contractor is currently working on Mohawk Street between Hopkins and Keystone. Mr. Lathrop explained that he and the Borough's Engineer will be meeting with representatives from PennDOT to discuss sewer line replacement on North Keystone Avenue near Layton Street. Mr. Lathrop explained that PennDOT failed to show the correct location of the Borough's sanitary sewer line on their plans and the line had to be relocated. PennDOT had originally indicated that they would pay the cost of the work, however they have since recanted that they were going to do so. Mr. Lathrop also stated that he is continuing to work with PennDOT and the project contractor to address the repair of the flashing signals on North Elmer Avenue at the intersection with Mohawk Street, damaged curbing on North Wilbur Avenue, and how the contractor will tie the new pavement into the side streets off of Mohawk Street. Mayor Farley stated that he is concerned with runoff from Keystone Avenue onto Layton Street and he thanked Mr. Lathrop for his efforts on the project.

Elected & Appointed Officials – Miss Meyer stated that she was surprised by the number of vaping incidents at the High School that were listed in the School Resource Officer's monthly report.

Recess – Mr. Daly recessed the meeting at 6:53pm prior to going into executive session to discuss personnel issues.

Executive Session - The Borough Council went into executive session at 6:53pm and the session ended at 7:10pm. No action was taken.

Adjourn – A motion was made by Mr. Gillette and seconded by Miss Meyer to adjourn the meeting at 7:10pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'DJM', written in a cursive style.

David M Jarrett
Borough Manager/Secretary