



Borough Council Meeting

Minutes - December 20, 2017

Call to Order – Mr. Farley called the meeting to order at 6:00pm and announced that the Borough Council met in executive session prior to the meeting to discuss personnel issues. Mr. Osmun led the Pledge of Allegiance and offered the meeting prayer.

Roll Call – The following members of the Borough Council were present; James Daly, Robert Flick, Eugene Osmun, Irene Slocum, Eugene Cerutti, and Henry Farley. **Also present;** Denny Thomas, Mayor; Gil Crossett, 2nd Assistant Fire Chief; Elizabeth Fice, Borough Treasurer; Christopher Kaiden, Code Enforcement Director; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; Tracy Stroup, Fire Chief; and David Jarrett, Borough Manager.

Approval of Minutes – The minutes of the Borough Council meeting on November 21, 2017 were approved as presented.

Citizens to be Heard – There were none.

Correspondence Report – There were no questions or comments regarding the December report.

Committee Minutes – There were no questions or comments.

Elected/Appointed Official's Reports – There were no questions or comments.

Special Presentation – Mr. Farley announced there will be a special presentation before moving forward with the agenda items to recognize Mr. Jarrett's twenty (20) years as Borough Manager.

Consent Agenda Items – Mr. Farley explained that items of business and matters listed under the Consent Agenda are considered to be routine and non-controversial and will be enacted by one motion and one roll call vote. Mr. Farley stated that there will be no separate discussion of these items and if discussion is desired by a Council Member, that item(s) is to be identified and removed from the Consent Agenda, and will be considered separately at the appropriate place on the Agenda.

- a. Approval of Bills List – November 2017
- b. Vote to adopt Resolution 2017-10 – Mini Casino Legislation
- c. Vote to adopt Resolution 2017-11 – Firehouse Project
- d. Vote to adopt Resolution 2017-12 – 2018 Equipment & Personnel Fees
- e. Vote to adopt Resolution 2017-13 – 2018 Part-Time & Per Diem Employee Hourly Rates
- f. Vote to adopt Resolution 2017-14 - Waiver of 5% Police Officer Contribution for 2018
- g. Vote to approve the 2018 Cost of Living Adjustment (COLA) for retired employees as recommended by the Pension Fund Managers
- h. Vote to authorize the Council President to sign a letter of support for the Sayre Gardens Project as recommended by the Administration Committee.
- i. Vote to set a deadline of Wednesday, December 27, 2017 at 5:00pm for letters of interest for the pending vacancy on the Borough Council as recommended by the Administration Committee.
- j. Vote to authorize the re-advertisement for bids for the sale of 407 North Lehigh Avenue and 114 South East Street as recommended by the Administration Committee.

- k. Vote to authorize the Borough Council President and Borough Council Vice President to sign checks until the end of the year.
- l. Vote to authorize the advertisement for Request for Proposals for Engineering Services for the Higgins/Holly/Tioga Infrastructure Improvement Project as recommended by the Public Works Committee.
- m. Vote to authorize the submission of a bid for the purchase of 2007 Chevrolet Dump Truck from Washington Township (York County), Pennsylvania as recommended by the Public Works Committee.
- n. Vote to accept the resignation of Jason Bean from the Public Works Department with regret effective December 29, 2017 as recommended by the Public Works Committee.
- o. Vote to accept the resignation of Henry Farley from the Borough Council effective at 12:00pm on Tuesday, January 2, 2018.

A motion was made by Mr. Daly and seconded by Mr. Osmun to approve the items listed on the consent agenda. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to adopt Ordinance #945 designating Brock Street between West Lockhart Street and Hayden Street as One-Way as recommended by the Administration Committee. A motion was made by Mr. Daly and seconded by Mr. Cerutti to adopt Ordinance #945. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve Change Order #1 submitted by Vacri Construction in the amount of \$39,633.14 for work additional work completed on Milltown Pump Station Project. A motion was made by Mr. Flick and seconded by Mrs. Slocum to approve Change Order #1 in the amount of \$39,633.14 for work additional work completed on Milltown Pump Station Project. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve Pay Application #5 submitted by Vacri Construction in the amount of \$53,283.14 for work completed on the Milltown Pump Station Project. A motion was made by Mr. Flick and seconded by Mr. Daly to approve Pay Application #5 Construction in the amount of \$53,283.14 for work completed on the Milltown Pump Station Project. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to Pay Application #1 submitted by Vacri Construction in the amount \$593,375.79 for work completed on the Chemung/Wilbur Infrastructure Improvement Project. A motion was made by Mr. Daly and seconded by Mr. Flick to approve Pay Application #1 in the amount \$593,375.79 for work completed on the Chemung/Wilbur Infrastructure Improvement Project. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to approve Change Order #1 submitted by Glenn O. Hawbaker in the amount of \$93,540.00 for the installation of the new sanitary sewer force main pipe under Cayuta Creek. A motion was made by Mrs. Slocum and seconded by Mr. Osmun to approve Change Order #1 in the amount of \$93,540.00 for the installation of the new sanitary sewer force main pipe under Cayuta Creek. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Vote to extend an offer of employment to Ronald Cole, 609 North Elmer Avenue, Sayre, PA for the full-time position of Assistant Administration Office Coordinator and to provide him with a three (3) year employment agreement as recommended by the Administration Committee. A motion was made by Mr. Cerutti and seconded by Mr. Osmun to extend an offer of employment to Ronald Cole for the full-time position of Assistant Administration Office Coordinator and to provide him with a three (3) year employment agreement. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Employee Handbook – A motion was made by Mr. Cerutti and seconded by Mrs. Slocum to adopt the employee handbook pending final review by the union. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

Prior to adjourning the meeting, Mr. Farley presented Certificates of Appreciation to Mr. Osmun and Mayor Thomas for their service to the Borough. Mr. Cerutti presented a Certificate of Appreciation to Mr. Farley for his service on the Borough Council and the fourteen years he served as Council President.

Adjourn – A motion was made by Mr. Daly to adjourn the meeting at 6:15pm.