

## **Sayre Borough Council Minutes - August 25, 2016**

**Call to Order** – Mr. Farley called the meeting to order at 10:00am and Mr. Flick led the Pledge of Allegiance and offered the meeting prayer.

Before moving forward with the meeting agenda, Mr. Farley welcomed Amy Seeley, Canton Borough Secretary/Treasurer who was attending the meeting on behalf of the Pennsylvania State Association of Boroughs. Ms. Seeley presented a plaque from PSAB to the Borough Council in recognition of the Borough's 125 anniversary year. Mr. Farley also welcomed JoAnn Daly, Bradford County Emergency Management Assistant Director who was attending the meeting on behalf of the County and the Pennsylvania Emergency Management Agency to present a plaque to Councilman James Daly in recognition of his professional certification as an Emergency Management Coordinator. Mr. Farley congratulated Mr. Daly on completing the required training to become a certified Emergency Management Coordinator.

**Roll Call** – The following members of the Borough Council were present; James Daly, Robert Flick, Eugene Osmun, Timothy Shaw, Irene Slocum, Eugene Cerutti, and Henry Farley. Also present; Mayor Denny Thomas, Jonathan Foster, Borough Solicitor; Gil Crossett, Fire Chief; Elizabeth Fice, Finance Coordinator; Derrick Hall, GVEMS Chief; Blane Lathrop, DPW Foreman; Christopher Kaiden, Code Enforcement Director; Tracy Stroup, 1<sup>st</sup> Assistant Fire Chief; Daniel Reynolds, Police Chief; David Jarrett, Borough Manager.

**Approval of Minutes** – There were no additions, deletions, or corrections to the minutes of the July 28, 2016 Borough Council meeting. The minutes were approved as presented.

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

- John Strange, 311 Lincoln Street addressed the Borough Council regarding the sidewalk and curb at the Foster Law Office on South Keystone Avenue. Mr. Strange stated that the lack of curbing is a violation of the Borough Code. Mr. Strange also stated that he was opposed to the Local Services Tax.
- Jan Scott, 204 Hayden Street addressed the Borough Council regarding her concern with how the Borough is spending money on projects and questioned if a new firehouse is necessary.
- Stacy Burke, of New York addressed the Borough Council regarding her intentions to open a business in the Borough where she would offer Paint & Sip classes and also offer kids painting classes. Ms. Burke asked if the Borough Council had any concerns with this type of business in the Borough. There were no concerns with business, and Mr. Farley wished Ms. Burke luck on her new business.
- Barbara Ault, 332 West Lockhart Street addressed the Borough Council regarding the Local Services Tax Ordinance and stated that the tax will subject people to a double tax. Mrs. Ault also stated that the Borough's parking ordinance is still being enforced selectively.
- Tracy Stroup, 407 Mohawk Street addressed the Borough Council and explained that he is the 1<sup>st</sup> Assistant Fire Chief and member of the Borough's Firehouse Committee that was established by the Borough Council to evaluate the current and future needs of the



Fire Department. Mr. Stroup stated that the Committee's recommendation was submitted to the Borough Council for review and comment on March 31, 2016 and that constructing a new firehouse that will enable the consolidation of apparatus makes sense and would allow the Fire Department to have better flexibility with response to emergency calls.

**Approval of Bills List** – A motion was made by Mr. Shaw and seconded by Mr. Daly to approve the August bills list. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

**Correspondence Report** – There were no questions or comments on the report.

**Finance Report** – There were no questions or comments on the report.

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

Administration Committee – Mr. Cerutti reviewed the issues discussed by the Committee at their meeting on August 16<sup>th</sup> including the Island Pond Project, Per Diem DPW Staff, and the 2017 budget.

Public Works Committee – Mr. Flick reviewed the issues discussed by the Committee at their meeting on August 8<sup>th</sup> which included the Island Pond Project, Borough Hall Roof Project, and Milltown Pump Station Project. Mr. Flick also commended the DPW for their efforts to clean up storm damage and repainting of crosswalks and parking space lines.

Mr. Osmun asked if the flagpole from Howard Elmer Park can be repurposed in the Island Pond Project, and also asked if the material that will be used on the Borough Hall roof project will increase the weight on the roof. Mr. Kaiden stated the material that will be used is lighter than rubber roofing material.

Mr. Osmun also suggested that line painting be completed overnight or Sundays like the way it is done in Wellsboro Borough. Mr. Jarrett stated that completing line painting during the normal workday provides the DPW with flexibility if personnel has to be reassigned to a more important task and limits over-time expenses.

Public Safety Committee - Mr. Daly reviewed the issues discussed by Committee at their meeting on August 8<sup>th</sup> which included including Center Street in the Residential Parking program, and also expanding the Residential Parking area to include all streets between Mohawk Street, Keystone Avenue, Athens Borough Line and Lehigh Avenue as proposed by Mr. Shaw.

Code Enforcement Agency – Mr. Cerutti reported that the Epstein property on South Keystone Avenue has been demolished after many years and reviewed the other issues discussed by the Agency board at their meeting on August 16<sup>th</sup> including the Dunkin Donuts project, Quality of Life Ordinance, and the Agnew Property. Mayor Thomas asked if something could be done with repetitive violations, and Mr. Kaiden stated that enforcement of repetitive violations is the purpose of the Quality of Life Ordinance. Mr. Osmun stated that the railroad property has many areas of high weeds.

Planning Commission – Mr. Daly reported that Commission met on August 23<sup>rd</sup> and discussed revisions to the sign ordinance to address LED signs.

Library Board – Mrs. Slocum reported that the holiday sale went very well and fundraising letters were sent.



**Elected & Appointed Official's Reports** – The following reports were presented to the Borough Council;

Police Chief – Chief Reynolds reported that three (3) officers recently attended a Crimes Against Children training course in Dallas, Texas. Chief Reynolds explained that the cost of the training course, travel, and hotel accommodations were covered by grant funds secured by Officer Nikki Hoffman. Chief Reynolds also reported that a demonstration of Use of Force Training Simulator was conducted on August 24<sup>th</sup>. Chief Reynolds explained that the simulator provides officers with real life scenarios on the proper use of force. Mr. Cerutti stated that the demonstration was very informative, and Mr. Flick stated that it was a great demonstration.

Borough Manager – Mr. Jarrett reviewed the items outlined in his report and thanked the individuals who are volunteering at this year's End of Summer Celebration and Fireworks Display on August 27<sup>th</sup>.

Code Enforcement – There were no questions or comments.

Fire Chief – There were no questions or comments.

Sewer Authority – Mr. Farley reported that the plant is operating efficiently and that a meeting will be scheduled to discuss the construction of a levee at the Authority property.

Emergency Management – Mr. Daly reported that he is continuing to work on the Borough's Emergency Action Plan, the Emergency Action Plan for the Levee, and Incident Action Plan for the fireworks event.

Borough Solicitor – Attorney Foster stated that he will prepare the ordinance amendment for the proposed changes to the residential parking program and parking meters when the Public Safety Committee completes their recommendation to the Borough Council. Attorney Foster also reported that he and Mr. Jarrett attended the Pennsylvania Public Utility Commission Public Hearing at East Stroudsburg University on August 18<sup>th</sup> and that Mr. Jarrett testified on behalf of the Borough to object to the proposed rate increase requested by Penelec.

Mayor – Mayor Thomas asked if something could be done to cut down the overgrowth along the Wilbur Avenue side of Island Pond and also stated that the smokers who sit along the curb line by Howard Elmer Park looks bad and creates a dangerous situation.

Council President – Mr. Farley announced that the September Council meeting will be on the 22<sup>nd</sup> and the October Council meeting will be on 26<sup>th</sup>. Mr. Farley also stated that he does not normally make comment during the meeting but he felt it was necessary to state that Borough's sewer fund was broke when he was first elected to the Borough in 1998 and now has a million dollar balance. Mr. Farley also stated that the Borough is now financially solvent and has come a long way during the last 19 years because of the hard work of the Borough Council and Administration staff.

Mrs. Slocum stated that she agrees with Mr. Farley and that the services provided by the Borough are outstanding compared to other communities and that she is happy with what she has seen during her first year on the Borough Council.



**Vote to adopt Ordinance #921 - Local Services Tax Ordinance as recommended by the Administration Committee.** A motion was made by Mr. Flick and seconded by Mr. Daly to adopt Ordinance #921. **Under the question:** Mayor Thomas stated that he has been an elected official for 23 years and asked Mr. Jarrett if grant funds are available for the project. Mr. Jarrett stated that grant funds are difficult to secure in comparison to the past, but the Committee's report included a recommendation to utilize grant funds that the individual fire companies can apply for items that will be used in the new firehouse. Mr. Osmun stated that grant funds are available through a program sponsored by the State, and Chief Crossett clarified the grant guidelines that limit the grant award to \$15,000 and cannot be used for construction. 1<sup>st</sup> Assistant Chief Stroup stated that Howard Elmer Hose Company has already used grant funds to purchase tables and chairs for the new building. Mayor Thomas stated that he supports the Fire Department but the new building is not needed because of an emergency situation and the Borough should have their ducks in a row before a decision is made on the new building. Mayor Thomas stated that he cannot vote on ordinance but he could veto the ordinance if he chooses to. Mayor Thomas asked the Borough Council for their position on the tax.

- Mr. Flick stated that he spearheaded the creation of the tax as a new revenue stream. Mr. Flick stated that the money spent by the Borough on projects has benefitted citizens and that the additional revenue is needed to prevent a 3 mill tax increase.
- Mr. Daly stated that he has been a supporter of the tax since it was originally known as the EMS tax. Mr. Daly stated that there are a large number of people who work in the Borough but pay no taxes. Mr. Daly stated that the apparatus stationed in Howard Elmer Hose Company's building is customized and that the company's next truck will have to be custom designed to fit in the current station.
- Mr. Shaw stated that the funding is needed but he is concerned with the impact on residents who will be hit twice if both spouses are employed in the Borough.
- Mrs. Slocum stated that she agrees with the comments already made and that the tax is less than a tax increase.
- Mr. Osmun stated that he is worried how the people at the low end of the income scale will be impacted by the tax and suggested passing the ordinance with a lower amount. Mr. Osmun stated that he supports the Fire Department.
- Mr. Cerutti stated that he supports the new tax and that he originally expressed concern with the \$12,000 threshold and would like to see the income level be indexed based on the economy. Mr. Cerutti stated that the Borough should move forward with the firehouse project and future apparatus purchases are necessary to maintain the safety of residents and property owners.
- Mr. Farley stated that the Local Services Tax is better than a property tax increase.
- Mayor Thomas thanked the Borough Council for their honesty and that there appears to be enough votes to override his veto if that is what he chose to do. Mayor Thomas stated that he will not veto the ordinance if it is passed.

**Roll Call: Mr. Daly, Mr. Flick, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES. Mr. Osmun and Mr. Shaw; NO**



**Vote to award the bid of \$273,000.00 submitted by the Vacri Construction Corporation for the Milltown Pump Station Project pending review by the Project Engineer.** A motion was made by Mr. Daly and seconded by Mr. Flick to award the bid of \$273,000.00 submitted by the Vacri Construction Corporation for the Milltown Pump Station Project.

**Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

**Vote to award the bid of \$23,094.00 submitted by the G. Webster Inc. for the Borough Hall Roof Project.** A motion was made by Mrs. Slocum and seconded by Mr. Daly to award the bid of \$23,094.00 submitted by the G. Webster Inc. for the Borough Hall Roof Project.

**Under the question:** Mr. Jarrett stated that the contractor will begin the project after Labor Day. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

**Vote to award the Island Pond Handicap Accessible Project to JD Ward & Son in the amount of \$185,000 as recommended by the Public Works Committee and Administration Committee.** A motion was made by Mr. Shaw and seconded by Mr. Flick to award the Island Pond Handicap Accessible Project to JD Ward & Son in the amount of \$185,000. **Under the question:** Mr. Osmun asked if the flagpole in Howard Elmer Park can be repurposed at Island Pond to save money. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

**Vote to approve Change Order #1 in the amount of \$83,485.00 submitted by JD Ward & Son for the Island Pond Handicap Improvement Project as recommended by the Project Engineer.** A motion was made by Mr. Shaw and seconded by Mr. Daly to approve Change Order #1 in the amount of \$83,485.00 submitted by JD Ward & Son for the Island Pond Handicap Improvement Project. **Under the question:** Mr. Jarrett explained that the change order was a reduction in the cost of the project. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

**Vote to hire Craig McCutcheon of Sayre, PA as a Per Diem Department of Public Works Employee.** A motion was made by Mr. Shaw and seconded by Mr. Daly to hire Craig McCutcheon as a Per Diem Department of Public Works Employee. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

**Vote to hire Brandon Fauver of Athens Township as a Per Diem Department of Public Works Employee.** A motion was made by Mr. Shaw and seconded by Mrs. Slocum to hire Brandon Fauver as a Per Diem Department of Public Works Employee. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

**Recess** – Mr. Farley recessed the meeting at 11:18am prior to the Borough Council going into executive session.

**Executive Session** – The Borough Council went into executive session at 11:25am to discuss a real estate issue. The session concluded at 12:06pm.

**Authorization to Bid** – A motion was made by Mr. Shaw and seconded by Mr. Osmun to authorize the Code Enforcement Officer to submit the minimum bid amount on behalf of the



Borough at the upcoming Bradford County Tax Sale for 234 South Higgins Avenue. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Flick, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES.**

**Authorization to Bid** – A motion was made by Mr. Shaw and seconded by Mr. Osmun to authorize the Code Enforcement Officer to submit the minimum bid amount on behalf of the Borough at the upcoming Bradford County Tax Sale for 304 North Thomas Avenue. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Osmun, Mr. Shaw, Mrs. Slocum, Mr. Cerutti, and Mr. Farley; YES. Mr. Flick; NO.**

**Adjourn** – A motion was made by Mr. Shaw and seconded by Mr. Daly to adjourn the meeting at 12:07pm. There were no objections.

Respectfully submitted,

David M Jarrett  
Borough Manager/Secretary

