

**Borough Council Meeting
Minutes – September 26, 2023**

Call to Order - Mr. Gillette called the Borough Council meeting to order at 5:35pm and Mrs. Dekar offered the meeting prayer and led the Pledge of Allegiance.

Roll Call – The following members of the Borough Council were present; Cori Belles, Jessie Dekar, Jessica Meyer, Irene Slocum, James Daly, and Patrick Gillette. Excused: Gabriel Felt. **Also present;** Henry Farley, Mayor; Jonathan Foster, Jr., Borough Solicitor; Robert Repasky, Fire Chief; Gil Crossett, Assistant Fire Chief; Chris 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 Minutes – A motion was made by Miss Meyer and seconded by Mrs. Dekar to approve the minutes of the Borough Council Regular Meeting held on August 25, 2023 and Borough Council Workshop Meeting held on September 13, 2023. Mr. Gillette stated that the minutes will be filed for the record.

Approval of Bills List – A motion was made by Mrs. Dekar and seconded by Mrs. Slocum to approve the bills list and supplemental bills list. **Under the question:** Mr. Jarrett explained that the items listed on the supplemental bills include the pay requests for the streetscape project and Hayden Street Pump Station project, fire prevention program supplies, and DPW uniform laundry services. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.**

Correspondence Summary – September 2023 – There were no questions or comments.

Finance Report – August 31, 2023 – There were no questions or comments.

Elected & Appointed Officials – Mr. Gillette - The Borough received a sub-division request for Parcel No. 33-020.22-300 located at 314 South Elmer Avenue and the sub-division request has been forwarded to the Bradford County Planning Commission for review and approval.

Consent Agenda – Mr. Gillette 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. There will be no separate discussion of these items. If discussion is desired by a Council Member, that item is to be identified and removed from the Consent Agenda, and will be considered separately at the appropriate place on the Agenda.

- a. Approval the purchase of Certificate of Deposits as recommended by the Borough Manager.
- b. Revised 2024 Minimum Municipal Obligation (MMO) Calculations for the Borough's Uniformed Employee and Non-Uniformed Employee Defined Benefit and Defined Contribution Plans
- c. Vote to reclassification Spencer Short from Operator Class B Probationary to Operator Class B – Class IV as recommended by the Public Works Foreman
- d. Vote to approve Change Order #1 in the amount of a \$84,265.00 deduction in the cost of the Hayden Street Pump Station improvement project as recommended by the Project Engineer
- e. Vote to approve Pay Application #1 in the amount of \$212,760.00 submitted by Vacri Construction Corporation for the Hayden Street Pump Station Project as recommended by the Project Engineer.

A motion was made by Mr. Daly and seconded by Miss Meyer to approve the items listed on the Consent Agenda. **Under the question:** Mrs. Dekar asked which financial institution will be used for the purchase of the certificates of deposit and Mr. Jarrett stated that the best interest rates were offered by PLGIT (Pennsylvania Local Government Investment Trust). **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.**

Recess – Mr. Gillette recessed the meeting at 5:43pm to begin the CDBG Public Hearing.

CDBG Public Hearing – 2023 Entitlement Application – The start of the Public Hearing was delayed due to a technical issue. Megan Johnson, Bradford County Planning & Grants Administrator explained that she is finalizing the application for the 2023 entitlement funds and that the Borough will receive \$110,820.00. Ms. Johnson explained that \$19,948.00 (18%) of the funds will be earmarked for administration services provided by the County. Ms. Johnson stated that she discussed the Borough's previous request to allocate a portion of the 2023 funds for park improvements with DCED and that there were concerns with that type of project meeting the program requirements. Mr. Jarrett recommended that the Borough allocate \$20,000.00 for housing rehabilitation and the balance of the funds \$70,872.00 be allocated for slum and blight projects. Ms. Johnson also stated that a request was submitted by the Sayre Redskin Club to conduct an electronics recycling program. Mrs. Dekar stated that she would not support providing funds for the electronics recycling program because it is not an appropriate use of CDBG funds. Mr. Gillette asked if funding can be moved to another project if needed, and Mr. Jarrett explained that Ms. Johnson would need to do a budget revision and submit for approval from DCED. **A motion was made by Mrs. Belles and seconded by Mrs. Dekar to approve the allocation of the 2023 CDBG funds to the following programs;**

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| - Program Administration | \$ 19,948.00 |
| - Housing Rehabilitation | \$ 20,000.00 |
| - Slum & Blight | \$ 70,872.00 |

Under the question: There were no questions or comments. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.** Mr. Gillette recessed the Public Hearing at 5:56pm.

Executive Session - The Borough Council went into Executive Session at 5:58pm at the request of Robert Repasky, Fire Chief to discuss the Department's Recruitment and Retention Program. The executive session ended at 6:37pm.

Fire Department Recruitment and Retention Program – A motion was made by Mrs. Dekar and seconded by Mr. Daly to suspend the Fire Department Recruitment and Retention Program pending further discussion at the request of Fire Repasky. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.**

Adjourn – Mr. Gillette adjourned the meeting at 6:38pm without objection.

Respectfully submitted,



David M Jarrett
Borough Manager/Secretary

