

**Borough Council Meeting
Minutes – July 24, 2024**

Call to Order – Miss Meyer called the meeting to order at 5:30pm and Mr. Hall offered the meeting prayer and led the Pledge of Allegiance.

Roll Call – The following members of the Borough Council were present; Cori Belles, James Daly, Gabriel Felt, Derrick Hall, Dan Wayman, and Jessica Meyer. **Excused:** Jessie Dekar. **Also present;** Henry Farley, Mayor; Gil Crossett, Assistant Fire Chief; Christopher Kaiden, Code Enforcement; Blane Lathrop, DPW Foreman; Daniel Reynolds, Robert Repasky, Fire Chief; Daniel Reynolds, Police Chief; and David Jarrett, Borough Manager.

Citizens to be Heard – There were none.

Approval of Minutes – A motion was made by Mr. Daly and seconded by Mr. Felt to approve the minutes of the June Borough Council meeting held on June 26, 2024 and July Borough Council Workshop meeting held on July 10, 2024 as presented. There were no objections.

Correspondence Summary – July 2024 – There were no questions or comments.

Finance Report – June 30, 2024 – There were no questions or comments.

Elected & Appointed Officials – The following items were discussed;

- Mayor Farley reported that he along with Mr. Kaiden and Mr. Jarrett met with a representative from the Pennsylvania Historic and Museum Commission to discuss the Borough's interest in establishing a historic district. Mayor Farley explained that the Borough now has a better understanding of the process and a clear path to move forward. Mayor Farley stated that a draft ordinance will be developed within the next two months and public hearings will be held to get feedback and the PHMC will take up to five (5) months to review the Borough's paperwork.
- Mrs. Belles recognized Mr. Lathrop and Mr. Jarrett for their effort to assist Guthrie with a recent event held in Riverfront Park.
- Mr. Wayman asked what the next step will be to implement the recommendations outlined in the Cyber Security Assessment report prepared by BLAST IU 17. Mr. Jarrett stated that the report is currently being reviewed by the Borough's IT consultant.

Announcement – Miss Meyer announced that the Borough received a sub-division request from the owner of Parcel No. 36-020.23-061-000-000 located at 527 W. Lockhart Street, and Parcel No. 35-007.106-000-000 518 Harris St | 318 Harris St. | 214 Frank Street. Mr. Kaiden explained that sub-division request for Parcel No. 35-007.106-000-000 will enable the property owner to separate into a separate parcel for each of the addresses. Miss Meyer explained that the requests were forwarded to the Bradford County Planning Commission for review and comment.

Approval of Bills List – July 11 to July 24, 2024 – A motion was made by Mr. Daly and seconded by Mr. Wayman to approve the bills list. **Under the question:** There were none.

Roll Call: Mrs. Belles, Daly, Mr. Felt, Mr. Hall, Mr. Wayman, and Miss Meyer; YES.

Consent Agenda – Miss Meyer 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. Mr. Jarrett asked that second **Item G** – Approve Termination of Civil Service List and **Item H** – Request Civil Services Commission To Prepare An Eligibility List For The Position of Patrol Officer-Probationary be removed from the Consent Agenda for further review.

- a. Approve Proposal from Complete Payroll Services of Rochester, New York
- b. Approve Advertisement of Request for Proposals for Traffic Study
- c. Approve Park Use Request – Church of the Redeemer – H.E. Park – June 7, 2025
- d. Approve Request – Street Closures – Downtown Sayre Summer Splash Events
- e. Approve Conference Attendance Request – PAMA Conference – August 11-14, 2024
- f. Approve 90 Day Parking Regulations – Mohawk St. Ext. | Hemlock Road | Larch Road
- g. Approve 90 Day Parking Regulations – Blackman Street
- g. Approve Termination of Civil Service List
- h. Request Civil Service Commission To Prepare An Eligibility List For Patrol Officer-Probationary
- i. Approve Emergency Action Plan – Levee Protection System

A motion was made by Mrs. Belles and seconded by Mr. Daly to approve Items A, B C, D, E, F, G, and I listed on the Consent Agenda as presented. **Under the question:** Mr. Jarrett explained that parking on the streets near the Snyder Elementary School make it difficult for traffic to get by during arrival and dismissal. Mr. Jarrett explained that Patrol Officer Nikki Hoffman evaluated the situation and suggested the proposed restrictions. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Felt, Mr. Hall, Mr. Wayman, and Miss Meyer; YES.**

Vote to approve the proposal submitted by B&S Construction in the amount of \$14,650.00 to repair and seal the Lehigh Avenue Parking Lot [Corner of N Lehigh & W Lockhart]. A motion was made by Mr. Daly and seconded by Mr. Felt to approve the proposal. **Under the question:** Mr. Wayman asked how the project will be funded, and Mr. Jarrett explained that the parking lot budget includes funding for the project.

Roll Call: Mrs. Belles, Mr. Daly, Mr. Felt, Mr. Hall, Mr. Wayman, and Miss Meyer; YES.

Recess – Miss Meyer recessed the meeting at 5:42pm.

Executive Session – The Borough Council went into executive session at 5:45pm to discuss a real estate issue regarding 310 East Lockhart Street. The session ended at 5:52pm.

Adjourn – A motion was made by Mrs. Belles and seconded by Mr. Daly to adjourn the meeting at 5:52pm. There were no objections.

Respectfully submitted,



David M Jarrett
Borough Manager/Secretary