

Borough Council Workshop Minutes - March 8, 2023

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

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

Citizens to be Heard – There were none.

Park Use Requests – The Council discussed the following park use requests;

- Guthrie Gallop – Howard Elmer Park – May 13
- Church of the Redeemer Street Fair – Howard Elmer Park – June
- Sayre Elks Club Flag Day Ceremony – Howard Elmer Park – June 14
- Catholic Community of Epiphany Church – Howard Elmer Park – June 11
- Pound the Ground for Ultrasound – Riverfront Park / Diahoga Trail – May 27
- 1st Annual Martha Greer Memorial Walk– South Elmer Avenue – June 17
- Sayre Public Library – Howard Elmer Park – April 22
- Guthrie ICU Easter Egg Hunt – Howard Elmer Park – April
- Bradford County Treatment Court – Riverfront Park – April 30

The requests will be added to the regular meeting agenda for approval.

Bradford County EMS Study – Derrick Hall, Greater Valley EMS Chief provided an overview of the study to the Borough Council and explained that four (4) options were considered in the study. Chief Hall explained that those options include;

Option 0 - maintaining the status quo which would have a low fiscal impact and would re-evaluate the need to dispatch EMS to certain types of calls like downed wires, and integrating GPS units in each EMS vehicle with the County's 911 system.

Option I – Implementing a county-wide training initiative similar to the County's fire training facility in North Towanda which would benefit all EMS services in the County. This option would also include procurement policies to help reduce costs of supplies for the County's EMS providers.

Option II – Creation of an EMS Authority on a local, regional, or county-wide platform which may allow for the consolidation of staff and reduction in overhead.

Option III – Creation of a single EMS provider for the entire County.

Chief Hall invited the Borough Council to a joint meeting at GVEMS' facility to further discuss the study and meet his staff and review the organization's operation. Mrs. Dekar asked Chief Hall if he had a preference of options, and Chief Hall stated that Option I would be beneficial for the consolidation of training efforts. Mrs. Belles asked if the options could be blended, and Chief Hall state that Option II establishes an authority similar to the Valley Joint Sewer Authority and imposes fees for the service to be provided. Chief Hall stated that he and the County Commissioners will be meeting with County Commissioners from Pike County to discuss what that County did to address EMS issues there. Mayor Farley stated that GVEMS does a wonderful job serving the residents of the Borough and the surrounding communities.

Fireworks Ordinance Amendment – Mr. Gillette questioned the ability of the Police Department to enforce the ordinance as it currently written due to the fact that the fireworks have stopped by the time the patrol officers arrive on scene. Chief Reynolds stated that in most instances, the reporting party is a neighbor who will not file an official report which makes it difficult to prosecute a person(s) who violates the ordinance. Attorney Foster stated that South Waverly Borough has tabled the ordinance amendment and that the municipality is not formally requesting that the Sayre Borough take any action at this time. Mr. Gillette stated that no action will be taken by the Borough Council at this time.

Animal Ordinance Amendment – Mr. Kaiden explained that chickens are allowed in the Borough's Milltown neighborhood but not anywhere else in the Borough. Mr. Kaiden stated that this issue was last discussed in October 2022 and that the consensus was to allow anyone who currently has chickens in other areas of the Borough be allowed to keep them for a period of two (2) years but cannot have more than a total of six (6) chickens but no roosters. Mr. Kaiden and Attorney Foster will finalize a draft ordinance for Council's review and approval for advertisement at the March meeting.

Planning Commission Recommendation – Mr. Daly reviewed the recommendation of the Planning Commission to change the zoning designation of the properties on the eastside of South Hopkins Street and the northside of Hayden Street between South Hopkins Street and Brock Street to Public Use Education. Mr. Daly explained that there are two (2) zoning designations for the area between West Lockhart Street, Brock Street, Hayden Street, and South Hopkins Street and that the proposed change would not have an impact on existing property owners and that the proposed change would be an appropriate designation for the area in light of the fact that the school district property is the largest property in the area. Mrs. Dekar stated that she is hesitant to make a change at this time, and Miss Meyer stated that she would like to wait to see what the area looks like once the PA 199 project is completed. Mr. Gillette stated that no action will be taken by the Borough Council at this time.

Resolution 2023-05 – Mr. Daly explained that the proposed Resolution would recognize the bi-annual update of the Bradford County Emergency Action Plan. A motion was made by Mrs. Dekar and seconded by Mr. Daly to recommend adoption of the Resolution.

Conference Attendance Request – Mr. Jarrett submitted a request to attend an Community Development Block Grant training on May 1 and May 2. Mr. Jarrett explained that Bradford County Planning & Grants Office administers the Borough's CDBG program however it is important for the Borough to remain up to date on program rules and regulations. A motion was made by Miss Meyer and seconded by Mrs. Belles to recommend approval of the request.

Share Services Committee – Mrs. Belles explained that the committee met recently with the Police Department and Fire Department to review the strengths, weaknesses, opportunities, and threats for each department. Mrs. Belles stated that the meetings were very productive and a follow-up meeting will be scheduled. The committee will meet with the Public Works Department next.

Department Reports – The following issues were discussed.

Borough Manager – Mr. Jarrett explained that the Borough received a response to the issues that were raised at the meeting with PennDOT in January. Mr. Jarrett stated that he specifically discussed the need for a sidewalk in front and side of Original Italian Pizza restaurant and that PennDOT's response was that the existing parking along South Keystone Avenue presents a danger to motorists and pedestrians. Mr. Jarrett was directed to prepare a response and discuss the issue further with Representative Pickett and Senator Yaw.

Code Enforcement – Mr. Kaiden explained that the Borough was named the conservator of 112 Perkins Street and stated that the next step is to solicit bids for renovating or demolishing the structure. Mr. Kaiden stated that Guthrie intends to demolish a structure on Hayden Street and that the process to approve demolitions of structure within the Borough's historic boundary has not been updated. Mr. Kaiden recommended that the Borough Council pass a Resolution suspending the portion of the ordinance which requires the property owner to submit a request to the Planning Commission before getting permission from the Borough Council to demolish a structure and only require them to get permission from the Borough Council. A motion was made by Mr. Daly and seconded by Mrs. Dekar to recommend that the Borough direct Attorney Foster to prepare a Resolution to suspend the requirement of submitting a request to the Planning Commission to demolish a structure located within the Borough's historic boundary.

Emergency Management – There were no questions or comments.

Fire Department – Chief Repasky submitted a proposal to the Borough Council to provide incentives to volunteer firefighters. Mrs. Dekar asked what the cost to the Borough would be annually and Chief Repasky stated that it would be approximately \$7,400.00 based on the previous year.

Police Department – Chief Reynolds announced that the Department will be receiving a grant from the Pennsylvania Commission on Crime & Delinquency however the amount of the grant award is not known at this time. Chief Reynolds stated that he recently met with the County Commissioners to discuss funding opportunities for the SWAT team and asked for an annual allocation similar to the fire departments received. Chief Reynolds also stated that an active shooter training session was recently hosted by the Department and that thirty (30) law enforcement officers participated in the day long training program. Mr. Gillette stated that he continues to hear positive comments about the School Resource Officer and asked if there is an update on the update to the Department's software program. Chief Reynolds stated that a meeting is planned with the other Police Chiefs, Sheriff's office, and three potential vendors.

Public Works Department – Mrs. Dekar asked if there have been any recent meetings with PennDOT and the PA 199 contractor to coordinate progress and construction calendar for the next phase of the project, and Mr. Lathrop stated the project is expected to resume in June.

Elected & Appointed Officials - Mr. Gillette announced that the Borough received a sub-division request for the Murtland property located on West Lockhart Street. Mr. Gillette reported that he and Mr. Jarrett met with representatives of the Sayre Revitalization Initiative program to discuss the group's goals and objectives for 2023. Mr. Gillette stated that Chris Brown will be attending the Council workshop meeting each quarter beginning in April.

Mayor Farley reported that the America250PA organization will make a presentation at Snyder Elementary regarding the upcoming celebration of the 250th anniversary of the founding of the United States, and that the organization would like to plant one (1) Liberty Tree in each County in Pennsylvania and that he would like to have the tree planted in Howard Elmer Park. Mayor Farley thanked Johnny Williams of the Morning Times for the recent article he published about the PA 199 project.

Recess – Mr. Gillette recessed the meeting at 6:55pm prior to going into executive session to discuss personnel issues.

Executive Session – The Borough Council went to into executive session at 6:58pm to discuss personnel issues. The session ended at 7:22pm.

Borough Treasurer Position – Mr. Jarrett explained that the Borough received sixteen (16) resumes for the position and that the interview committee recommends that Taylor Landis be hired for the position effective March 1, 2023. **A motion was made by Mrs. Belles and seconded by Mrs. Dekar to hire Taylor Landis for the position of Borough Treasurer/Assistant Borough Secretary effective March 1, 2023 at an hourly rate of \$26.50.** Under the question: There were none. **Roll Call: Mrs. Belles, Mrs. Dekar, Mr. Felt, Miss Meyer, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.**

Employee Reclassification – Mr. Jarrett explained that Ms. Ferguson must now be re-classified from Interim Borough Treasurer/Assistant Borough Secretary to her original employment classification of Administration Services Coordinator. Mr. Jarrett stated that Ms. Ferguson did an outstanding job during the past four months to ensure that the 2023 budget was adopted, bills were paid, and the audit process was kicked-off as smooth as possible in addition to her normal responsibilities. Mr. Jarrett asked the Borough Council to consider increasing Ms. Ferguson's hourly rate from \$25.00/hour to \$26.00/hour for the remainder of 2023 effective April 1, 2023. **A motion was made by Mrs. Dekar and seconded by Mrs. Belles to approve the re-classification of Ms. Ferguson and the increase in her hourly rate to \$26.00/hour effective April 1, 2023.** Under the question: There were none. **Roll Call: Mrs. Belles, Mrs. Dekar, Mr. Felt, Miss Meyer, Mrs. Slocum, Mr. Daly, and Mr. Gillette; YES.**

Respectfully Submitted;



David M. Jarrett
Borough Secretary