

## **Sayre Borough Council Meeting Minutes – November 29, 2023**

**Call to Order** – Mr. Gillette called the meeting to order at 5:30pm 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. **Also present;** Henry Farley, Mayor; Gil Crossett, Assistant Fire Chief; Jonathan Foster, Jr., Borough Solicitor; Chris Kaiden, Code Enforcement Director; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; Bruce Hoffman, Patrol Sergeant; and David Jarrett, Borough Manager. **Excused:** Gabriel Felt, Borough Councilmember and Robert Repasky, Fire Chief.

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

- John Strange, 311 Lincoln Street addressed the Borough Council regarding his concerns with code violations occurring at 401, 404, 406, and 606 Lincoln Street. Mr. Strange stated that violations include parking in the front yard, parking across the sidewalk, and the installation of fence. Mr. Gillette stated that Mr. Kaiden is working on resolving these issues and is required to follow the established process.
- Rob Warzniak, 512 South Lehigh Avenue also addressed the Borough Council regarding vehicles parking across the sidewalk resulting in pedestrians having to walk in the roadway. Mr. Warzniak stated that he is concerned that a pedestrian could be hit by a passing vehicle if they are forced to walk in the roadway.

**Approval of Minutes** – The minutes of the Borough Council Regular Meeting held on October 25, 2023 and Borough Council Workshop Meeting held on November 15, 2023 were approved as presented.

**Approval of Bills List and Supplemental Bills List** - November 15 – November 29, 2023 – A motion was made by Mr. Daly and seconded by Mrs. Dekar to approve the bills list and supplemental bills list. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Correspondence Summary** – There were no questions or comments.

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

**Elected & Appointed Officials** – Mr. Gillette announced that the Borough received a subdivision application for the property located at 236 Spring Street (Dandy Mini Mart), and the application was 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. Vote To Adopt Resolution 2023-09      2024 Property Tax Millage Rate
- b. Vote To Adopt Ordinance 974      Regulating The Supply of Potable Water
- c. Vote To Adopt Ordinance 975      Non-Uniform Pension Ordinance Amendment
- d. Vote To Advertise Request for Proposals      Solar Panel Project
- e. Vote To Approve The Fire Department Recruitment & Retention Program
- f. Vote To Approve The Fire Department Mutual Aid Agreement w/ Waverly-Barton FD

A motion was made by Mr. Daly and seconded by Miss Meyer to approve the Consent Agenda. **Under the question:** Mrs. Belles asked that the Fire Department provide a list of current members. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Vote To Adopt The 2024 Budget** – A motion was made by Mrs. Dekar and seconded by Mr. Daly to approve the 2024 Budget. **Under the question:** Mr. Gillette stated that there will be no increase in taxes or fees in 2024. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Vote To Approve The Appointment of Assistant Police Chief** – A motion was made by Mr. Daly and seconded by Mrs. Dekar to promote Bruce Hoffman from Patrol Sergeant to Assistant Police Chief effective December 1, 2023 and the hourly rate for the position in 2024 will be \$36.64 per hour. **Under the question:** Mrs. Belles asked about the selection process, and Mayor Farley explained that Sgt. Hoffman was the only candidate to submit a letter of interest and that he was interviewed by the selection committee prior to the Council meeting. Mrs. Dekar asked if the position of Patrol Sergeant would be filled as a result of the promotion, and Mayor Farley stated that Sgt. Hoffman would continue with patrol responsibilities and that the Sergeant's position would be filled in the future prior to Chief Reynold's anticipated retirement. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Vote To Advertise Ordinance Amendment – Borough Zoning Map** – A motion was made by Mr. Daly and seconded by Mrs. Slocum to advertise the amendment to the Zoning Map Ordinance. **Under the question:** Mr. Gillette explained that the proposed zoning map ordinance would affect the properties on the east side of South Hopkins Street between West Lockhart Street and Hayden Street, and the properties the north side of Hayden Street between Brock Street and South Hopkins Street. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, and Mr. Gillette; NAY. Mrs. Slocum and Mr. Daly; AYE.**

**Vote To Approve Change Order #1 - Diahoga Trail Project - \$19,359.80 Increase As Recommended By The Project Engineer** (This change order is a reconciliation of final quantities as installed by contractor #2018-1). A motion was made by Mrs. Dekar and seconded by Mrs. Belles to approve Change Order #1 - Diahoga Trail Project in the amount of \$19,359.80 increase as recommended by the Project Engineer. **Under the question:** Mr. Jarrett explained that the expense will be reimbursed with grant funds. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Vote To Approve Change Order #1 - Hayden Street Pump Station Project - \$84,265.00 Reduction As Recommended By The Project Engineer.** A motion was made by Miss Meyer and seconded by Mrs. Dekar to approve Change Order #1 - Hayden Street Pump Station Project in the amount of a \$84,265.00 reduction as recommended by the Project Engineer. **Under the question:** Mr. Jarrett explained that the project is funded by a \$150,000.00 grant and American Rescue Funds. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Vote To Approve Pay Application #3 - \$52,187.06 Hayden Street Pump Station Project As Recommended By The Project Engineer.** A motion was made by Mrs. Dekar and seconded by Mrs. Belles to approve Pay Application #3 - \$52,187.06 for the Hayden Street Pump Station Project as recommended by the Project Engineer. **Under the question:** Mr. Jarrett stated again that the project is funded by a grant and American Rescue Funds. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Vote To Approve Change Order #1 - \$77,007.81 Desmond Street Streetscape Project As Recommended By The Project Engineer.** A motion was made by Mr. Daly and seconded by Miss Meyer to approve Change Order #1 in the amount of \$77,007.81 for the Desmond Street Streetscape Project as recommended by the Project Engineer. **Under the question:** Mr. Jarrett explained that the project is funded by a grant and local matching funds. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Vote To Approve Pay Application #2 - \$159,444.51 Desmond Street Streetscape Project As Recommended By The Project Engineer.** A motion was made by Mr. Daly and seconded by Mrs. Slocum to approve Pay Application #2 in the amount of \$159,444.51 for the Desmond Street Streetscape Project as recommended by the Project Engineer. **Under the question:** Mr. Jarrett explained again that the project is funded by a grant and local matching funds. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Recess** – Mr. Gillette recessed the meeting at 5:55pm before going into executive session.

**Executive Session** – The Borough Council went into executive session at 5:58pm to discuss a personnel issue involving the Police Department. The session ended at 7:03pm.

**Vote Approve Paid Administrative Leave** – A motion was made by Mrs. Slocum and seconded by Mr. Daly to place Patrol Officer Nathan Ross on paid administrative leave effective immediately pending the outcome of a Loudermill Hearing. Under the question: There were none. **Roll Call: Mrs. Belles, Mrs. Dekar, Miss Meyer, Mrs. Slocum, Mr. Daly and Mr. Gillette; YES.**

**Adjourn** – A motion was made by Mrs. Dekar and seconded by Mrs. Belles to adjourn the meeting at 7:05pm.

Respectfully Submitted



David M. Jarrett  
Borough Secretary

