

**Sayre Borough Council Workshop Meeting**  
**Minutes – February 21, 2024**

Call to Order – Mrs. Dekar called the meeting to order at 5:30pm.

Roll Call – The following members of the Borough Council were present; Cori Belles, James Daly, Gabriel Felt, Derrick Hall, Dan Wayman, Jessica Meyer, and Jessie Dekar. Also present; Henry Farley, Mayor; Gil Crossett, Fire Chief; Jonathan Foster, Jr., Solicitor; ; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; and David Jarrett, Borough Manager.

Citizens to be Heard – There were none.

Correspondence Summary – Mr. Wayman asked if the bid submitted by Paradise Energy Solutions for the solar project included the federal tax credit funds, and Mr. Jarrett stated that the amount did not include the federal tax credit funds.

Approval of Bills List & Supplemental Bills List – February 1 - 21, 2024 – A motion was made by Miss Meyer and seconded by Mr. Daly to approve the bills list and supplemental bills list. Under the question: There were none. Roll Call: Mrs. Belles, Mr. Daly, Mr. Felt, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.

Elected and Appointed Officials – The following items were discussed;

- Mr. Wayman stated that he had an issue with the proposed Civil Service ordinance amendment and lowering the standards of the patrol officer testing requirements specifically the weighted value of the written test and oral interview. Chief Reynolds stated that a higher value is placed on the oral interview score because the standardized written test only ensures that a candidate has a general understanding of the law but it does not necessarily mean that a candidate would be a good police officer. Chief Reynolds further stated that the oral interview provides a better opportunity to evaluate a candidate's communication skills which is important for a police officer. Mrs. Belles stated that there should be a higher value on a candidate's interpersonal skills. Mr. Wayman stated that weighing the oral interview more opens up the hiring process to politics. Miss Meyer asked if all candidates are asked the same questions, and Chief Reynolds stated that they are asked the same basic list of questions, however additional questions are sometimes asked based on the candidate's responses to the basic list of questions. Mr. Hall asked if the questions asked in the oral interview are situational questions, and Chief Reynolds stated that the questions are directly related to job functions.
- Mrs. Dekar stated that the Administration/Fire and Police/Public Works Committees met and minutes of those meetings were included in the workshop meeting distribution. Mrs. Dekar also asked the Councilmembers to review the Public Works report prepared by DCED and let her know if they have any questions. Mrs. Dekar stated that some of the recommendations listed in the report could be implemented by the Borough immediately.

**Conference Attendance Requests** - Chief Reynolds explained that he is sending Patrol Officer Dalton Spencer to a Basic School Resource Officer Training course in June in preparation of SRO Burlingame's upcoming retirement. Chief Reynolds explained that the Sayre Area School District will provide \$1,000.00 for the Basic School Resource Officer training course and the Borough will be responsible for the balance of the course expense, meals, and lodging.

Chief Reynolds explained that he is sending three (3) Patrol Officers to an upcoming Armed Vehicle training course presented by the Northcentral Task Force in May. The Northcentral Task Force will provide funding to cover the cost for the training course and the Borough will be responsible for lodging and meal.

A motion was made by Miss Meyer and seconded by Mr. Daly to approve the conference attendance requests. Under the question: There were none. Roll Call: Mrs. Belles, Mr. Daly, Mr. Felt, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.

**Park Use/Street Closure Requests** – The Borough received the following park use / street closure requests from the Sayre Business Association, Animal Care Sanctuary, and the Valley Walk Against Suicide.

A motion was made by Miss Meyer and seconded by Mr. Daly to approve the requests. Under the question: There were none. AYES – 7 / NAYS – 0

- a. Sayre Business Association Touch A Truck-Howard Elmer Park – April 27, 2024
- b. Sayre Business Association Street Fair – Desmond Street – June 1, 2024
- c. Animal Care Sanctuary Fundraiser – Howard Elmer Park – June 22, 2024
- d. Valley Walk Against Suicide Walk – Riverfront Park – September 7, 2024

**Vote to Adopt Ordinance 976 – Amending Chapter A181 Civil Service Rules & Regulations** - A motion was made by Mr. Daly and seconded by Mr. Felt to adopt Ordinance 976. Under the question: There were none. Roll Call: Mrs. Belles, Mr. Daly, Mr. Felt, Mr. Hall, Miss Meyer, and Mrs. Dekar; YES. Mr. Wayman; NO.

**Department & Committee Reports** – The following reports were presented;

- Fire Department - There were no questions or comments.
- Police Department – Chief Reynolds reported that one of the new per diem patrol officers worked their first shift last week and the other will work their first shift this week. Mrs. Dekar asked if the Department's budget will be impacted by the current staff shortage, and Chief Reynolds stated that it is hard to say where the over-time budget will be at the end of the year, but he is certain that the Department's overall budget will be on track.
- Borough Manager – Mr. Jarrett reported that 2023 audit process is underway and that the auditors were on site last week. Mr. Jarrett also reported that a final recommendation on the solar panel project will be presented in March and the summer events schedule is almost finalized.

- Code Enforcement - Mr. Kaiden reported that he is working with the New York Department of Transportation to discuss maintenance of the grass area along Exit 61 off of I-86 / Route 17.
- Public Works Department – There were no questions or comments.
- Solicitor – There were no questions or comments.
- Emergency Management – Mr. Daly reported that he recently attended a training program offered by Bradford County Emergency Management and was informed that local EMA officials will need to complete a re-certification program in 2027. Mr. Daly explained that the re-certification program includes more stringent requirements and qualifications for EMA officials and that he is not interested in serving as the Borough's EMA Director after 2027. Mrs. Belles asked how other municipalities are handling the issue, and Mr. Daly explained that it may be difficult for the position to be held by volunteers and that it may require the position to be a paid employee. Mr. Daly also reported that there is an upcoming training session for local officials on the operation of an Emergency Operations Center and he will send information about the training session via email. Chief Crossett explained that the County Emergency Management Office provides assistance such as coordination of resources and logistics to local communities and emergency services during an emergency or weather event.
- Planning Commission – Mr. Daly reported that the Planning Commission recently held their annual re-organization meeting and that he will continue to serve as Chairperson and Barbara Ault will serve as Vice Chairperson. Mr. Daly explained that the Commission is still one member short and that an advertisement will be sent out looking for interested volunteers. Mr. Daly also reported he is continuing to work on reviewing the Borough's various codes that have conflicts with other codes and that he anticipates completing this task by the end of next month. Mr. Daly also stated that the Commission will begin to work on freshening up the Borough's Comprehensive Plan which is a requirement every ten years.

Adjourn – A motion was made by Miss Meyer and seconded by Mr. Daly to adjourn the meeting at 6:25pm.

Respectfully submitted,



David M Jarrett  
Borough Manager/Secretary

