

South Waverly Borough February 24, 2025

Meeting was called to order by President Roxanne Testen at 6:00 p.m. Members also present were Robert Myers, Chris Wood, Dr. Burdett Porter, Cindy Parrish. Craig Lohmann and Secretary Julie Lewis were also in attendance and Atty. Jonathon Foster, Sr. was available by phone. The pledge of allegiance was recited. Ken Bentley from the Planning Commission was in attendance as well.

Citizens – None

Minutes – President Testen asked for a motion to approve the minutes of January 27, 2025 as written. Cindy Parrish made a motion to accept the minutes with a second from Robert Myers. The vote was unanimous.

Financial – President Testen asked for a motion to approve the bills for February 2025 in the amount of \$46,126.28. Chris Wood stated there were a few corrections to accounts that bills were paid out of that needed to be corrected. Julie stated that they were corrected and a copy was sent to them by email. A motion was made by Robert Myers and seconded by Cindy Parrish to approve the payment of the following presented bills. Motion was unanimous.

February 2025 Bills to be approved	
General Fund	
ADOBE Systems Inc.	\$ 21.19
Amazon.com	\$ 86.90
Amazon Capital Services	\$ 105.77
Apex Cleaning Pros	\$ 540.00
Aqua PA	\$ 1,007.21
Borough of Sayre	\$ 7,779.94
Casella Waste Systems, Inc.	\$ 148.89
Chamber Choice of N.E. PA	\$ 3,679.46
Dandy Mini Marts, Inc.	\$ 90.00
Eastern Managed Print	\$ (1,421.30)
EFPR Groups CPA's, PLLC	\$ 2,800.00
Empire Access	\$ 109.98
Fidelity Bank	\$ 8,437.03
Foster Law Office	\$ 4,800.00
Jeff Paul Plumbing Heating & Electric	\$ 99.00
Notaries.com	\$ 42.00
Penelec	\$ 475.36
Pitney Bowes Purchase Power	\$ 35.34

Sayre Morning Times	\$ 31.76
Selective Insurance Co of America	\$ 802.00
SunCoastLearning.com	\$ 225.00
Teledair Communications	\$ 39.95
Valley Energy	\$ 915.79
W B Mason	\$ 97.98
W.B. Mason	\$ 20.13
General Fund Total	\$ 30,969.38
Liquid Fuels	
American Rock Salt Company	\$ 1,868.48
Dandy Mini Marts, Inc.	\$ 258.80
Penelec	\$ 1,344.72
Liquid Fuels Total	\$ 3,472.00
Sewer	
Aqua Pennsylvania	\$ 76.04
Dependable Disposal of Southern Tier, LLC	\$ 10,279.96
EFPR Group CPA's, PLLC	\$ 700.00
Penelec	\$ 221.56
Pitney Bowes Purchase Power	\$ 284.28
Valley Energy	\$ 25.08
W.B. Mason	\$ 97.98
Sewer Total	\$ 11,684.90
Total General, Liquid Fuels and Sewer	\$ 46,126.28

Committee Reports:

Police – Mayor Hickey gave the police report, there were 45 total incidents with 6 Traffic Warn/Charges, 4 Motor Vehicle Accidents, 4 Domestic Disturbance, 2 Fraud and 4 Suspicious Persons/Vehicle/Circumstance and 3 Public/911 Service Calls among some other small infractions.

Fire Department – Mayor Hickey stated they are making improvements and cleaning up the office, bathroom, kitchen and meeting room areas. They received a grant in the amount of \$12,000 that will be used for turn out gear.

Planning Commission – Ken Bentley stated that the committee decided to keep the noise ordinance as it is written. Other towns have the same time as well. Cindy Parrish stated that in Athens Township it is 10:00 and feels that 12:00 is a little late. Roxanne stated that there are 2 people from the planning commission that are running for council and she would like to talk about taking the commission from 7 members to 5 members. Atty. Foster stated that would have to be changed by ordinance. Ken Bentley stated that the planning commission by laws are from 2018 and stated that he would like to see them

updated and enhanced. Mayor Hickey stated that we have a good group of people that serve on the planning commission. In light of the resignation of Ralph Meyers at the last meeting, there was a letter of interest from Erin Wayman for the vacancy on the planning commission. There was a motion by Dr. Burdett Porter Seconded by Cindy Parrish to appoint Erin Wayman to the planning commission. The vote was unanimous. Dr. Burdett Porter also made a motion to appoint Dorothy Stevens to be an alternate to the Zoning Hearing Board seconded by Robert Myers. Roxanne Testen abstained due to conflict. The vote was carried.

Sewer – The council was given a list of the delinquent accounts. Julie stated that since the report was sent to the council, 5 people had paid. She will be starting the 30-day process for a few. Cindy Parrish stated that a lot of the people on the delinquent list have missed the January deadline. Chris would like that the 60 day past due not be included on the list because in all actuality they would probably be paying in the next month anyway. The council discussed a late fee for the garbage collection. Dr. Burdett Porter made a motion for a \$5.00 late fee for non-payment of the garbage collection fee seconded by Robert Myers, the vote was unanimous. Atty. Foster will write up the resolution for the delinquent garbage collection fee. Atty. Foster also stated that the council is also able to include the garbage collection on the liens if a resident does not pay their bills. Craig Lohmann stated that the control panel at the Pennsylvania Ave pump station will probably need to be upgraded. The one on Elmira St was upgraded and they are the same age. Chris Wood asked Craig to get some quotes for the control panel. Craig Lohmann stated that he got his contact hours to keep his license for 3 more years.

EMC – Chris Wood stated that Bryan Farr was hired to take over for Jeff Rosenheck at Bradford County Emergency Management.

Code – Craig Lohmann stated that he had court last week. He won 2 and lost 2. He Cancelled 2 because of the new way the Judge is handling things and will refile soon. Craig said that the porch on Pitney street is falling in. He's worried because it is so close to the sidewalk. Atty. Foster said that he is following up regarding the judicial sale on that property. Craig asked for a procedure to handle junk cars in the borough because he has been told different things over the years. Can he go on the property to inspect the vehicle? Can he have it towed after 30 days of a citation? Atty. Foster said that Atty. Jonathan Foster, Jr. will get with Craig regarding junk vehicles and review ordinance.

Building and Grounds – The boiler inspection was done, we were notified of some items that need to be fixed. Van Patton is coming Thursday to fix, it is going to cost approximately \$600.00, we will need to purchase 2 of the neutralizers because they tend to clog and you'll want to have the 2nd one on hand to replace it.

Streets – Chris Wood stated that there is approximately \$113,000 left for roads from the grant and would like to do a road & drywell project. He has a meeting with Steve Kehoe on February 28th to go over the rest of the roads and would like to advertise a road

bid. Chris stated they would like to look at the corner of William St. & Pitney St., 2 areas on Murray St among others. He asked how do we address issues when it is on private properties? Roxanne said that we have talked about 2 properties regarding dry wells and would like to get them taken care of. Chris stated he is going to have a line item bid so that if it exceeds what we have left from the grant, we will be able to decide what to prioritize. There was a motion by Cindy Parrish seconded by Chris Wood to advertise the road bid. The vote was unanimous. Roxanne asked Chris what the cost would be for new street signs. Chris stated approximately \$2,500 and would like to put the sign replacement on a progressive rotation to replace every year. There was a motion by Dr. Burdett Porter seconded by Robert Myers. The vote was unanimous.

Dry Brook Creek – Grant has been completed and closed.

Legal – Report submitted and was discussed in executive session.

Other Business –The PennDot lease was presented for signature as the terms were already approved in a previous meeting. Roxanne Testen signed the agreement and it will be submitted to PennDot for their signature. There was a motion by Cindy Parrish Seconded by Robert Myers to approve the part time secretary to be able to have access to Banking for deposit access. Payroll will be processed on Thursday for direct deposit on Friday. There was a motion by Cindy Parrish to adopt the semi-revised manual seconded by Robert Myers. The vote was unanimous.

Council went into executive session for legal and personnel issues at 7:37 p.m. At that time, Secretary, Julie Lewis and Craig Lohmann left. Roxanne Testen then resumed the minutes for the remainder of the meeting. Her notes are as follows:

Executive session began at 8:10 pm

Exit of executive session ended at 8:15

We resumed regular meeting and proceeded with the following actions.

Discussion was held regarding the work of Craig Lowman

It was decided due to his longevity of service, his outstanding work ethic, his initiative of going above and beyond his job description, that the Council wishes to reward his service with a one-time bonus of \$3,000 to be paid immediately.

Motion was made by Dr. Burdett Porter

Seconded by Mr. Robert Myer

All in favor – unanimous

Next item of discussion was the hourly salary of Attorney Jonathan Foster. After discussion it was decided to increase his hourly rate to \$150 per hour.

Motion was made by Dr. Burdett Porter

Seconded by Mr. Robert Myer

All in favor – unanimous

The updated 2025 Employee Manual and Job Descriptions were reviewed, and a motion was made to approve them as our guidelines for employment

Stimulation that Budget Breakdown will be altered within the next weeks for the following meeting.

Motion was made by Cynthia Parrish

Seconded by Chris Wood

All in favor – unanimous

Signed

Roxanne Testen Feb 25, 2025

The next meeting is March 24, 2025

Respectfully submitted,
Julie Lewis
Secretary/Treasurer