South Waverly Borough

June 29, 2026

Meeting was called to order by President Chris Wood at 6:00PM. Members also present were Mayor Tim Hickey, Roxanne Testen, Kenneth Bentley, Joel Hunt, and Cindy Parrish. Craig Lohmann and Atty. Jonathan Foster, Sr. were also in attendance. Secretary, Julie Lewis was unable to attend due to a previous commitment, and the minutes were taken by Cindy Parrish. The pledge of allegiance was recited.

Citizens—Matt Freeze from the Morning Times was in attendance along with Tim O'Connor from Douglas Ave. O'Connor noted that he found an old front booster plate for the South Waverly Fire Company at the Sutherland estate sale over the weekend. He asked if anyone knew the history. Discussion was had.

Minutes—President Wood asked for a motion to approve the minutes of June 1, 2026, as written. Motion was made by Roxanne Testen and seconded by Kenneth Bentley. The vote was unanimous.

Financial—President Wood asked for a motion to approve the bills for June 2026 in the amount of $67, 971.43. A motion was made by Cindy Parrish and seconded by Roxanne Testen. The vote was unanimous.

May 2026 Bills to be approved	
General Fund	
Aqua PA, Inc.	$ 1,115.07
Borough of Sayre	$ 8,025.00
Bradco Supply Co.	$ 31.72
Casella Waste Systems, Inc.	$ 168.46
Chamber Choice of N.E. PA	$ 4,072.33
Destiny Breon	$ 100.00
Empire Access	$ 111.70
Foote's Tire & Auto Service	$ 279.93
Foster Law Office	$ 5,625.00
Penelec	$ 574.08
Pitney Bowes - Purchase Power	$ 28.12
Sayre Morning Times	$ 275.00
Teledair Communications	$ 2,183.95
Valley Energy	$ 122.69
Vanessa L. Hutchings	$ 80.00
W.B. Mason	$ 213.71
General Fund Total	$ 23,006.76

Liquid Fuels	
Best Line Equipment	$ 34.63
Borough of Sayre	$ 2,271.00
Dandy Mini Marts, Inc.	$ 319.83
Liquid Fuels Total	$ 2,625.46
Sewer	
Aqua Pennsylvania	$ 77.32
Dependable Disposal	$ 11,081.30
Penelec	$ 160.33
Pitney Bowes - Purchase Power	$ 51.80
Valley Energy	$ 26.58
Valley Joint Sewer Authority	$ 30,941.88
Sewer Total	$ 42,339.21
Total General Fund, Liquid Fuels, Sewer	$ 67,971.43

Committee Reports:

Police—Mayor Hickey gave the police report for May. There were 62 reportable incidents with 12 – Traffic Warning/Charges, 9 – Suspicious Person/Vehicles/Circumstances, 4 – Public/911 calls. He noted that there were 4 Harassment Complaints and 3 Mental/Health incidents among other minor infractions. President Wood noted that the report was for May and not June as mistakenly written on the agenda. With thanks to Chief Daniel J. Reynolds.

Fire Department—No financial reports were presented. Mayor Hickey said that Deb Northrup wants to meet with Atty. Foster, Sr. about the proposed agreement. Discussion was had about the proposed agreement. Mayor Hickey will check with Deb about availability.

Planning Commission—

a. President Wood asked for a motion to advertise for a new Planning Commission member to fill the vacancy from Laura Kelsall's resignation. A motion was made by Kenneth Bentley and seconded by Joel Hunt. The vote was unanimous.

b. Kenneth Bentley discussed updating the Parks and Recreation Ordinance to allow leashed dogs, in some way, in the park. He stated that all other local municipalities allow dogs in some fashion and that South Waverly is the only one that doesn't allow dogs in the park area

in any form. He would like to allow leashed dogs on the walking trail and wanted the Council's opinion. At least one sign would need to be changed if his proposal moves forward. President Wood stated that Julie Lewis would like to have the ordinance remain as written so that a pet can be removed from the area if an issue arises with that animal. She is also concerned about the possibility of people not removing animal waste. Craig Lohmann stated that he thinks some people come to the park because we don't allow dogs. President Wood stated that enforcement is the issue and that only the playground existed on the property when the ordinance was written. Discussion was had. President Wood tabled the discussion until the July meeting to allow for additional research. Kenneth Bentley will reach out to Athens Borough to ask about any issues they've had in their park.

EMC—Nothing to report

Code—President Wood stated these items would be discussed in Executive Session.

Building and Grounds—President Wood said the new rock and glide handicap playground equipment should arrive on July 7th. Craig Lohmann said that it will be stored at Horn's until installed.

Streets—

a. President Wood and Craig Lohmann recommended rejecting the paving bid for the parking lot due to the cost being almost double the estimated cost. President Wood asked for a motion to reject the bid from Bishop Brothers for the parking lot paving project. A motion was made by Joel Hunt and seconded by Kenneth Bentley. The vote was unanimous.

b. President Wood tabled the discussion on the removal of dangerous trees until the July meeting so that Atty. Foster, Sr. can review the issues. Currently, there are 7 trees on 5 properties that need to be addressed.

C President Wood stated that South Waverly is responsible for 50% of the maintenance costs for the traffic light at the intersection of Pitney/Keystone. The costs for the installation of a new video detection card is $5,510. South Waverly's portion would be $2,755. Joel Hunt asked if there were bids and President Wood stated that there are no bids because there is a service contract in place and the repair falls below the $11,000 threshold for multiple quotes. A motion was made by Cindy Parrish to approve the repair and cost. Roxanne Testen seconded the motion. The vote was unanimous.

Sewer—The delinquent list was reviewed. The total of delinquent accounts is now at $13,872.75. President Wood asked Atty. Foster, Sr. if there was anything else we could do about the LLC accounts.

Other Business—

a. The Bradford County Proposed EMS Sustainability Funding Process information was reviewed. South Waverly (and all municipalities) would be required to make a .5 mil contribution, and the county would match that contribution in order to fund the $1.1 million funding gap. A .5 mil contribution from South Waverly would be $11,673. The county would contribute $573,645 in total. President Wood tabled the discussion in order to get additional information.

b. Residents have asked the Council to choose a date in August for the 2nd Annual Borough Celebration. Discussion was had. Council is proposing Saturday, August 15th, 2026.

c. Planning Commission has reviewed Ordinances 395-3 and 395-4 (Hall and Pavilion Rentals) and asked Council to review the clarifications and send them to Atty. Foster, Sr. for legal review and advertising. These changes would provide clarity as to what "public gatherings" are allowed and set definitive rules for such events. Discussion was had. Cindy Parrish stated that these changes should be addressed at the same time as the Parks and Recreation rules, in order to avoid additional expenses, since some language and references overlap. President Wood asked if we want to have Atty. Foster, Sr. review adding a request for certificates of insurance for public gatherings. Discussion was had.

Old Business—

a. The Fire Department Agreement was discussed earlier in the meeting

b. The Red Cross Use Agreement was tabled as we are waiting on the Pet Addendum.

Legal—The council went into executive session to discuss legal pending matters at 7:05PM and came out of executive session at 7:39PM.

Craig Lohmann said that he and the fire chief went to check trouble spots with the fire truck. He is concerned about a ladder truck being able to navigate the Cherry St. area. Discussion about "no parking" signs was held.

President Wood asked for a motion to adopt Resolution No. 06-29-2026: A resolution of the Borough of South Waverly condemning the structure located at 44 Court Street and authorizing and empowering the borough Code Officer to order and require the occupants to vacate the premises and take whatever actions are necessary to secure the structure including the hiring of contractors and the provide notice to the owners and occupants. A motion was made by Roxanne Testen and seconded by Joel Hunt. The vote was unanimous.

Code—

a. Only one bid was received for the demolition of the structures at 44 Court Street. Crain Construction sent a bid for $17,500. Bishop Brothers Construction and Austin's Excavating did not respond to the request for quotes. President Wood asked for a motion to accept the bid from Crain's for $17,500 to demolish the structures at 44 Court Street pending the 30 day right to appeal with the Court of Common Pleas. A motion was made by Roxanne Testen and seconded by Joel Hunt. The vote was unanimous.

A motion was made to adjourn at 7:50PM by Roxanne Testen. Joel Hunt seconded. The vote was unanimous, and the meeting adjourned.

The next meeting is July 27, 2026 at 6:00PM.

Respectfully submitted,

Cynthia Parrish