

**Borough Council Workshop Meeting
Minutes – April 9, 2025**

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

Roll Call – The following members of the Borough Council were present; Cori Belles, James Daly, Derek Hall, Dan Wayman, Jessica Meyer, and Jessie Dekar. Also present; Henry Farley, Mayor; Jonathan Foster, Borough Solicitor; Bruce Hoffman, Assistant Police Chief; Nikki Hoffman, Patrol Officer; Blane Lathrop, DPW Foreman; Christopher Kaiden, Code Enforcement Director; Daniel Reynolds, Police Chief; and David Jarrett Borough Manager.

Citizens to be Heard – There were none.

Approval of Bills List – March 27 – April 9, 2025 - A motion was made by Miss Meyer and seconded by Mr. Daly to approve the bills list. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Hall Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.**

Elected & Appointed Officials – The following items were discussed;

- Mayor Farley presented Patrol Officer Steven Burlingame with a plaque recognizing his thirty (30) years of service to the Borough. Mayor Farley explained that Officer Burlingame officially retired on February 28, 2025 and had most recently served as the Department's School Resource Officer prior to and was also the Department's D.A.R.E instructor for several years. Mayor Farley also recognized eleven (11) employees who celebrated their employment anniversary during the first quarter of the year. The employees included; Dan Reynolds (37 Years), Steve Burlingame (30 Years), Derek Watkins (24 Years), Nick Shamot (24 Years), Bruce Hoffman (15 Years), Chris Kaiden (11 Years), Brandon Fauver (6 Years), Thomas Zebrowski (6 Years), Casey Shiposh (5 years), Dylan Haines (4 Years), and Taylor Landis (2 Years) who collectively have 164 years of service to the Borough.
- Mrs. Belles stated that she attended the Fire Department's annual banquet Saturday night and that she appreciated the Department's leadership for coordinating the event and for their efforts to recognize the volunteer's years of service.

Finance Report – March 31, 2025 – Mrs. Belles asked if there were any concerns, and Mr. Jarrett stated that the budget is on track as of the end of the first quarter of the year. Miss Meyer asked how the electricity savings from solar panel system is calculated, and Mr. Jarrett explained that a comparison of the electric bill for the meter that the solar panel system is connected to showed that the total bills for December 2024, January 2025, February 2025, and February 2025 decreased by more than bill decreased by more than \$610.00 compared to the same months in 2023 and 2024.

Correspondence Summary – There were no questions or comments.

Items for Discussion – The following items were discussed;

- Website Update – Mr. Jarrett explained that it is necessary to update the Borough’s website to be in compliance with ADA requirements for individuals who are visually impaired. As part of the website update, the format will transition from www. to http:// which was a recommendation from the cyber security assessment that was completed in 2024. Mr. Jarrett stated that the vendor for the website project is promoted by the Pennsylvania State Association of Boroughs and they are also used by Athens Borough.
- Playground Equipment – Mr. Lathrop reviewed the proposed locations in Riverfront Park for the new equipment and proposed installing the equipment in the area of the park adjacent to the DPW property. Mr. Lathrop explained that the reason he is suggesting the alternate location is that the proposed area is outside of the flooding inundation zone at 27 feet. Mr. Lathrop also stated that there are concerns with the soil near the basketball court area based on previous experiences he had with excavating the ground there. Mr. Wayman stated that he was in favor of the proposed locations because they are outside of the flood zone but he had concerns with the proximity to the road. Mrs. Belles stated that the alternate locations are away from the ballfields which would make it difficult for parents to keep an eye on their children if they are at the park for a baseball or softball game. Mrs. Dekar suggested that the councilmembers go down to the park to look at the proposed areas and alternate areas to determine which location would be the best choice for the new equipment. Mr. Lathrop also provided pricing options for safety surfaces and explained that one of the options has a twelve (12) year warranty.
- Updates to Borough Code – Mr. Daly provided an overview of what was discussed at the workshop meeting on April 2nd and that another workshop meeting would be scheduled on May 7th.

Department Reports – The following reports were presented;

- Fire Department – Mrs. Belles asked how the Department will be moving forward with their “do next” items specifically Hazmat and Water Responses. Chief Crossett explained that the members of the Department have been participating in Hazmat training courses but they have not proceeded with water response training. Mr. Hall asked if it would be necessary for the Department to complete the training, and Mr. Jarrett stated that Greater Valley EMS & Rescue provide the personnel for water rescues when that type of incident is dispatched as Box 600. Mr. Jarrett explained that members of Greater Valley EMS & Rescue water response team include members of the local fire departments. Mrs. Belles stated that item could be removed from the Department’s list if the service is not needed.

- Police Department – Chief Reynolds reported that the Department has completed several training courses and explained that each officer completed 20-25 hours of training during the first three months of the year. Chief Reynolds also reported that he secured funding from the North Central Task Force to provide SWAT training to local Police Departments. Chief Reynolds provided an update on the Department’s new incident reporting system and explained that Sayre will be the first law enforcement department to implement and utilize the criminal complaint formatting component of the new computer system. Chief Reynolds stated that the “go live” date for the new system will be June 8th.
- Borough Manager – There were no questions or comments.
- Code Enforcement – Mr. Kaiden reported that the Bradford County Redevelopment & Land Bank committee was recently formed and that he will be serving as the chairperson of the Committee. Mrs. Dekar asked if there was a list of properties in the Borough that would be transferred to the Land Bank and a list of properties that would continue to be handled by the Borough, and Mr. Kaiden explained that he will review his files and provide a list.
- Public Works Department – Mr. Lathrop reported that repairs are planned for a levee drainage structure and that grant funds will be sought for the project. Mrs. Belles commented on the Department’s efforts to increase recycling opportunities for residents by implementing an e-recycling program.
- Borough Solicitor – There were no questions. Attorney Foster asked for a brief executive session to discuss a litigation issue.
- Emergency Management – There were no questions or comments.
- Planning Commission – Mr. Daly reported that the Commission met on April 8th with owners of the Enterprise Center building to discuss revising the list of permitted uses in the Incubator Zoning District and proposed renovations to the building. Mr. Daly stated that the Commission will meet again on April 22nd to discuss the issue further and review a request for a new downtown mural.

Resolution 2025-03 – Meal Allowance Policy – A motion was made by Mr. Daly and seconded by Miss Meyer to adopt Resolution 2025-03. **Under the question:** Mr. Wayman asked how the amount was established, and Mr. Jarrett explained that the amount was based on the U.S. General Services Administration per diem schedule. Mr. Wayman asked if would be more practical for the Resolution to reference the GSA schedule rather than a specific amount so that it would not be necessary to keep updating the Resolution. Mr. Daly amended his motion and Miss Meyer amended her second to the motion to adopt the Resolution and stipulate that the per diem rate is based on the GSA schedule. Mrs. Belles stated that all employees are required to submit receipts for their expenses. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; AYE.**

Resolution 2025-04 – North Lehigh Avenue Pump Station Upgrade Project – A motion was made by Miss Meyer and seconded by Mr. Daly to adopt Resolution 2025-04. **Under the question:** Mr. Jarrett explained that the Resolution is a requirement for the grant application that will be submitted for the project. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; AYE.**

Recess – Mrs. Dekar recessed the meeting at 6:21pm.

Executive Session – The Borough Council went into executive session at 6:25pm to discuss 310 East Lockhart Street. The session ended at 6:55pm.

Adjourn – Mrs. Dekar adjourned the meeting at 6:55pm without objection.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Jarrett', with a long horizontal stroke extending to the right.

David M Jarrett
Borough Manager/Secretary