

**Borough Council Workshop Meeting  
Minutes - January 14, 2026**

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

**Roll Call** – The following members of the Borough Council were present; James Bentley, James Daly, Derrick Hall, Jessica Meyer, and Jessie Dekar. **Excused:** Cori Belles and Dan Wayman. **Also present;** Henry Farley, Mayor; Gil Crossett, Fire Chief; Jonathan Foster, Jr., Borough Solicitor; Christopher Kaiden, Code Enforcement Director, Taylor Landis, Borough Treasurer, Blane Lathrop, DPW Foreman; Robert Repasky, Assistant Fire Chief; Daniel Reynolds, Police Chief; and David Jarrett, Borough Manager.

**Citizens to be Heard** – There were none.

**Approval of Bills List & Supplemental Bills List** – A motion was made by Mr. Daly and seconded by Mr. Hall to approve the Bills List & Supplemental Bills List. **Under the question:** There were none. **Roll Call: Mr. Bentley, Mr. Daly, Mr. Hall, Miss Meyer, and Mrs. Dekar; YES.**

**Workshop Correspondence Summary** – Mr. Jarrett explained that a Park Use Request was submitted by the United Way of Bradford County for the use of Howard Elmer Park on June 20, 2026. Mrs. Dekar asked if there were any conflicts with other events on that date and Mr. Jarrett stated that there were not any conflict.

**Elected & Appointed Officials** – There were no questions or comments.

**Department Reports** – The following reports were presented to the Borough Council;

- Fire Department – There were no questions or comments regarding the report. Mrs. Dekar asked Mr. Jarrett to set up a meeting with the Fire Department to discuss the request by the Department to purchase of a new fire engine.
- Police Department – There were no questions or comments regarding the report. Mrs. Dekar asked about the implementation of the Department’s new computer system. Chief Reynolds explained that the implementation of the new computer system has been subject to various delays including but not limited to uploading legacy data that is essential before the new system could go live. Mrs. Dekar asked if there have been additional costs that will be incurred, and Chief Reynolds stated that the cost of the new system is being paid by Bradford County and that the funds have been set aside by the County.
- Borough Manager – Mr. Jarrett reviewed items listed on his report and he advised that the bids for the third phase of the Downtown Streetscape Project were opened earlier this afternoon. Mr. Jarrett explained that four (4) bids were received for the project and the apparent lowest responsible bid was submitted by Vacri Construction of Binghamton, New York in the amount of

\$819,000.00. Mr. Jarrett stated that the bids are under review by the project engineer and that bid documents provide the Borough with the opportunity to reduce the project scope of work if necessary. Mr. Jarrett stated that a recommendation to award the bid will be presented for approval at the January Borough Council meeting.

- Code Enforcement – There were no questions or comments on the report submitted by Mr. Kaiden. Mr. Kaiden asked Attorney Foster if there was an update on the purchase of 310 East Lockhart Street, and Attorney Foster stated that there was nothing new to report. Mr. Kaiden provided an update on the Bradford County Landbank program and explained that a draft Ordinance is being developed for municipalities interested in participating in the program. Mr. Kaiden asked about moving forward with the hiring process for a new Code Enforcement employee. Mr. Kaiden explained that he is planning to retire in two years (February 2028) and that it would be beneficial to bring the new employee on board this year so that the employee could begin getting the necessary certifications.
- Borough Solicitor – There were no questions or comments on the report submitted by Attorney Foster. Attorney Foster updated the Borough Council on the revisions to the Borough Code that he is working with Mr. Daly to complete.
- Emergency Management – There were no questions or comments.
- Planning Commission – Mr. Daly explained that the Planning Commission reviewed the proposed amendment to the Business Incubator Zoning District ordinance that would reclassify the district as Mixed Use Zoning District. Attorney Foster stated that he would prepare the legal advertisement for Council's approval to advertise at the January Borough Council meeting. Mr. Daly reported that he has submitted ordinance amendments to Mr. Jarrett for review and that the amendments could be advertised for adoption at the February Borough Council meeting.

**Adjourn** – A motion was made by Mr. Daly and seconded by Miss Meyer to adjourn the meeting at 5:55pm. There were no objections.

Respectfully Submitted,



David M. Jarrett  
Borough Manager/Secretary