

**Borough Council Workshop Meeting
Minute – July 9, 2025**

Community Development Block Grant (CDBG) Public Hearing #1 – Mrs. Dekar opened the Public Hearing at 5:30pm. Elizabeth Burgess, Bradford County Grants Coordinator explained that the Borough is expected to receive \$108,000.00 in CDBG funding for the next year. Mr. Jarrett explained that Bradford County administers the Borough’s CDBG funding and that they receive eighteen (18%) percent of the Borough’s annual allocation. Mr. Jarrett explained that the Borough received a request from Penn York Opportunities (PYO) for \$60,000.00 to be used for two (2) projects. Mr. Jarrett provided an overview of PYO’s requests and explained that a portion of the CDBG funds would be used to offset the costs associated with construction of a café within the Enterprise Center building on South Elmer Avenue that would be operated by PYO and the balance would be used to construct an ADA restroom. Mr. Jarrett stated that he and a consultant for PYO had discussed the proposed projects with Miss Burgess and that PA-DCED would likely approve the allocation of funds for the projects.

Mrs. Dekar stated that she like the idea of the projects and she asked what the balance of the CDBG funds would be used for. Mr. Jarrett explained that the funds would be earmarked for the ongoing ADA crosswalk improvement project in the Borough.

Mrs. Dekar asked if there were any additional questions or comments regarding the proposed use of the CDBG funds, and there were none. Mrs. Dekar closed the Public Hearing at 5:40pm.

Call to Order – Mrs. Dekar called the Borough Council workshop meeting to order at 5:40pm.

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

Citizens to be Heard – There were none.

Approval of Bills List & Supplemental Bills List – June 24 – July 11, 2025 – A motion was made by Mr. Daly and seconded by Mrs. Belles to approve the bills list and supplemental bills list. **Under the question:** There were none. **Roll Call:** Mrs. Belles, Mr. Daly, Mr. Hall, Mr. Wayman, and Mrs. Dekar; YES.

Finance Report – June 30, 2025 – There were no questions.

Correspondence Summary – There were no questions.

Department & Committee Reports – The following reports were presented;

Fire Department – Chief Crossett reported that he had received an application for the Per Diem Driver position and he explained that he, Assistant Chief Repasky, and Mr. Jarrett interviewed Jason Troxel earlier today. Chief Crossett explained that Mr. Troxel recently moved back to the area and accepted a full-time position with Greater Valley EMS. Chief Crossett explained that Mr. Troxel has extensive training in the fire service and he asked the Borough Council to consider hiring him at the next meeting.

Police Chief – Chief Reynolds reported that the new per diem patrol officer has started and he is picking up several open shifts during the next four (4) weeks. Chief Reynolds also reported that the Physical Agility Test and Written Examination will be held on July 12th and the interview portion of the testing process is scheduled for July 18th.

Borough Manager – Mr. Jarrett reviewed the items listed in his report and provided an update on fundraising efforts for the bandstand project and the annual events program. Mrs. Dekar asked if it would be possible to get a high level view of the revisions to the 5 year plan and Mr. Jarrett stated that he would provide that information as soon as possible. Mr. Jarrett also provided an update on the upgrade to the playground at the First Citizens Community Bank property and he explained that he will be working with Futurescapes to prepare a PA-DCED Local Share Account grant application to be submitted before November 30, 2025.

Code Enforcement – Mr. Kaiden reported that he has asked Stiffler-McGraw to begin preparing the bid documents for the third phase of the downtown streetscape project. Mr. Kaiden explained that it would be beneficial to advertise the project for bids this Fall before the contractor's schedules begin filling up for 2026 work.

Solicitor's Report – There were no questions or comments.

Public Works – Mr. Lathrop reported that repairs are needed to the street sweeper and one of the garbage trucks. Mr. Lathrop explained that the repair to the propeller on the sweeper is expected to cost \$8,000.00 and it will be the first major expense for that piece of equipment since it was purchased in 2016. Mr. Lathrop explained that the repairs to the garbage truck include removal of rust on the cab & chassis and the refuse body and those repairs are expected to be \$4,000.00. Mrs. Dekar asked if there are funds available in the budget for these expenses and Mr. Lathrop stated that there is funding available in the budget.

Mr. Lathrop also reported that seven (7) trees will need to be removed in Rest Cemetery and that Mattison's Tree Service will be completing the work at a cost of \$550.00 per tree.

Emergency Management – There were no questions or comments.

Planning Commission – Mr. Daly explained that the proposed ordinance amendment to the Business Incubator Zoning District has been revised and it can now be advertised.

Items For Discussion – The following items were discussed;

- Mayor Farley reported that last week's Farmers Market was very successful in spite of it being held on a holiday, and he also reported that the Historical Society Museum has hosted over 400 visitors from seventeen (17) states including two from visitors from Spain.
- Mrs. Dekar stated that she would like to create Council committees to focus on specific issues like upcoming contract negotiations.
- Mrs. Belles stated that she was concerned with the length of time that has passed to install the new playground equipment. Mrs. Dekar explained that the purchase of a new swing set and seesaw were approved last month and that those pieces would be installed near the pavilion but the location for the large piece of playground equipment was still unresolved. Mr. Lathrop stated that it would be necessary to install the large piece of equipment near the softball field.

Adjourn – Mrs. Dekar adjourned the meeting at 6:20pm without objection.

Respectfully submitted,



David M Jarrett
Borough Manager/Secretary

