

**Borough Council Workshop Meeting  
Minutes – March 11, 2026**

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

**Roll Call** – The following members of the Borough Council were present; Cori Belles, James Bentley, James Daly, Jessie Dekar, Derrick Hall, Jessica Meyer, and Dan Wayman. Also present; Henry Farley, Mayor; Jonathan Foster, Solicitor; Bruce Hoffman, Assistant Police Chief; 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 & Supplemental Bills List** – A motion was made by Mr. Daly and seconded by Miss Meyer to approve the bills list and supplemental bills list. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mr. Bentley, Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.**

**Workshop Correspondence Summary** – There were no question.

**Elected & Appointed Officials Questions & Comments** - The following items were discussed;

Mrs. Dekar referenced the letters of commendation that were issued to Patrol Officer Jason Bailey, Patrol Officer George Nichols, and Patrol Officer Tyler Young (Athens Township Police Department) by Assistant Chief Hoffman.

Mayor Farley announced that the County's America 250 Committee will be presenting a video commemorating Sullivan's March at the Bradford County Emergency Management Building. Mayor Farley explained that the video will be shown at various locations throughout the County. Mayor Farley also announced that Pennsylvania's America 250 mobile unit will be this year's Arts 4 All on May 3<sup>rd</sup>.

Mrs. Belles asked if there was an update on the fire truck discussion. Mr. Jarrett stated that the Borough Council and Mayor Farley were invited by Chief Repasky to tour Howard Elmer Hose Company's building and an overview of the current fire truck on Wednesday, March 18<sup>th</sup> at 5:30pm.

Mrs. Belles also asked for an interview of the Local Service Tax and Mr. Jarrett explained that the \$1.00 per week tax is paid by everyone that works in the Borough and earns over \$12,000 per year. Mr. Jarrett stated that the LST generates approximately \$250,000.00 annually.

Mr. Jarrett explained that a bi-partisan memo was introduced in May 2025 by a State Representative from Lycoming County and from Lancaster County to increase the LST to \$3.00 per week for all individuals earning \$15,600.00 annually.

Mr. Jarrett stated that a Resolution asking all members of the Pennsylvania House of Representatives and Senate support the proposed change to allow all municipalities to increase the LST.

Mrs. Dekar stated that increasing the LST or property taxes, as well as fundraising by the Fire Department could be necessary to afford the new fire truck. Mrs. Dekar asked Mr. Jarrett to include the impact of a future tax increase(s) in the updated 5 year plan.

Mrs. Belles asked that a potential increase(s) in the sewer fee have a meaningful impact and that consideration be given to changing the billing cycle to monthly to help property owners manage their payments.

**Items for Discussion** – The following items were discussed;

Resolution 2026-03 Local Service Tax – Mr. Jarrett explained that only distressed communities are currently allowed to increase the LST to \$3.00 per week and that the Borough would generate approximately \$500,000.00 in new revenue annually if the LST can be increased. The Borough Council discussed the potential impact the increase would have to generate new revenue to offset the cost of a new fire engine and increasing costs associated with fire and police protection as well as road maintenance costs. The negative impact of a property tax increase was also discussed.

Code Enforcement Employment Opportunity – Mr. Jarrett explained that one letter of interest was submitted. An interview will be scheduled within the next week.

Public Works Employment Opportunity – Mr. Jarrett explained that there are applications already on file and that four (4) new applications have been received. Interviews will be scheduled within the next week.

Police Vehicle Purchase – Mr. Jarrett explained that consideration had been given to all of model types and that the Chevrolet Tahoe is the best option for the Department. The base cost of the Tahoe is approximately \$60,000.0. Mrs. Dekar asked about the anticipated cost of up-fitting the new vehicle and Chief Reynolds explained that he is soliciting three (3) quotes for the up-fitting equipment.

Traffic Signal Maintenance Agreement – Mr. Jarrett explained that the agreement covers the traffic signals on Keystone Avenue.

Trap|Neuter|Release Program – Mr. Jarrett explained that arrangements have been made with Kali's Mission to host a TNP program in April.

Park Use Requests – Mr. Jarrett explained that a request was submitted for Riverfront Park and the Diahoga Trail in June. Mr. Jarrett stated that another request is pending from Guthrie for the organization's annual employee appreciation picnic in Howard Elmer Park in May.

**Department & Committee Reports** – The following reports were presented for discussion;

Fire Department – There were no questions or comments.

Police Department – There were no questions or comments on the report. Mrs. Dekar asked if there was an update on the computer system upgrade and Chief Reynolds explained that the upgrade process continues to move forward and that vendor is working to resolve a variety of issues.

Borough Manager – Mr. Jarrett reported that the delinquent sewer collection process is underway and more than \$78,000 has been collected so far. Mr. Jarrett stated that Ms. Ferguson has coordinated that collection of delinquent sewer fees for over decade with more than \$1.9 million dollars collected. Mr. Jarret also reported that an E-Recycling event will be held in May and October.

Code Enforcement – There were no questions or comments. Mr. Kaiden provided an update on the County's Landbank program. Mrs. Dekar asked if there are regulations in place that address trees in backyards, and Mr. Kaiden explained that the current regulations only address trees in the right-a-way. Mr. Kaiden stated that implementing and enforcing regulations on backyards would be difficult because there are many properties in the Borough that have backyards that are wooded areas.

Solicitor – There were no questions or comments.

Public Works Department – Miss Meyer asked when the new playground area will be open to the public. Mr. Jarrett explained that the DPW needs to make improvements to the access point of the playground area and that he expects that to be completed soon. Mrs. Belles stated that she was concerned with the condition of drainage structure on Cayuta Street, and Mr. Jarrett said that the issue will be corrected as soon as possible.

Emergency Management – Mr. Daly reported that the County's Hazard Mitigation Plan has been revised and that the plan is utilized by the Borough. Mr. Daly asked that a Resolution be passed to adopt the revised plan.

Planning Commission – There were no questions or comments.

**Adjourn** – Prior to adjournment, Mr. Jarrett reminded the Borough Council that the March Borough Council meeting will be on Monday, March 23<sup>rd</sup> at 5:30pm. A motion was made by Mr. Daly and seconded by Miss Meyer to adjourn the meeting at 6:25pm. There were no objections.

Respectfully Submitted,



David M. Jarrett  
Borough Manager/Secretary

