

Borough Council Workshop Meeting Minutes – May 14, 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, Derrick Hall, Dan Wayman, Jessica Meyer, and Jessie Dekar. Also present; Henry Farley, Mayor; Jonathan Foster, Borough Solicitor; Bruce Hoffman, Assistant Police Chief; Taylor Landis, Borough Treasurer, 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.

Presentation – 2024 Audit Report – Richard Davis, CPA with the EFPR Group presented the 2024 Audit Report to the Borough Council. Mr. Davis thanked Miss Landis and Mr. Jarrett for the cooperation during the auditing process that was conducted in February and March and he provided an overview of the report and financial statements. Mr. Davis explained that one issue with the audit is that a Capital Asset Depreciation was not completed and therefore that issue must be noted in the audit. Mr. Jarrett explained that the Borough stopped preparing the capital asset depreciation report in 2023 after it was determined that the previous report contained incorrect data specifically the useful life of an asset and that the report could not be revised to reflect the correct data. Mr. Davis stated that preparing the report would only be necessary if requested by a lender, and that a company could be hired to prepare the report. Mr. Davis stated that the report would include a physical inventory of all Borough assets including infrastructure and then the report would be updated annually. Mr. Davis stated that the report is not practical for government because it is not a for-profit entity.

Mr. Davis further explained that a comparison of revenues and expenses in 2024 were compared to 2023 and that the Borough had over a million dollars more in revenue in 2024 compared to 2023.

Mrs. Dekar asked if there were any concerns discovered during the audit process and Mr. Davis referred to the Management letter that was issued by EFPR Group identifying a Material Weakness-Auditor Involvement with Financial Statements. Mr. Davis explained that the Borough can continue to utilize EFPR Group to prepare the financial statements but they are required to report this as material weakness each that their judgement remains the same. Mr. Davis stated that the material weakness would not have a negative impact on the Borough if not addressed.

Mr. Davis reviewed the auditor's comment regarding Information Technology (IT) Policies and Procedures specifically the lack of any formal policies and procedures for Borough staff.

Lastly, Mr. Davis reviewed the auditor's comment regarding Journal Entry Approval Procedures and the absence of a process to review and approval of non-standard monthly journal entries. Mr. Davis explained that an example of what you would be looking for in the review is cash adjustments and voided checks. Mrs. Dekar asked Miss Landis how often there are non-standard monthly journal entries and Miss Landis stated that they are not very frequent and that the new accounting system that will go on line in the summer would be helpful with addressing the issue. Mr. Davis stated that review could be completed by the Borough Manager and/or the Council President.

Approval of Bills List – April 25 – May 14, 2025 - A motion was made by Mr. Daly and seconded by Miss Meyer 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.**

Finance Report – April 30, 2025 – There were no questions or comments.

Department Reports – The following reports were presented;

- Fire Department – Mrs. Belles asked when an update would be provided on the impact that the Firefighter Incentive Plan has had on recruitment and retention on the Department, and Chief Crossett stated that an update will be provided in June.
- Police Department – Chief Reynolds stated that he needed to discuss personnel issues with the Borough Council in executive session. Mrs. Belles noted that there were specific types of incidents that increased in April and asked what the increase was associated with. Chief Reynolds stated that the increase in the number of incidents was related to warmer weather.
- Borough Manager – Mrs. Dekar asked about the status of the solar rebate, and Mr. Jarrett stated that he is continuing to work on the application. Mrs. Dekar also asked about the Bridge Lighting Agreement with PennDOT and Mr. Jarrett stated that he explained to PennDOT the lights on the Packer Avenue Bridge were upgraded to LED within the last six (6) years, but PennDOT will still upgrade the lights. Mr. Wayman asked how many years the agreement is for, and Mrs. Belles stated that the agreement is open ended from the date it is signed. Mr. Wayman also asked about the final cost of the bandstand project, and Mr. Jarrett explained that the cost of the roof was approximately \$122,000 and that the contract completed additional painting work on the eaves and the four facade sections on the bandstand for an additional \$5,000. Mr. Jarrett explained that approximately \$105,000 has been donated for the project and that fundraising efforts will continue throughout the summer.

Mr. Jarrett asked the Borough Council to consider making Cross Street one-way from North Elmer Avenue to North Lehigh Avenue. Mr. Jarrett explained that the drive-thru lanes for new Guthrie Community Credit Union will exit onto Cross Street and making the change would have very little impact on neighbors.

- Code Enforcement – Mr. Kaiden provided an update on the recently formed Bradford County Redevelopment & Land Bank committee and explained that municipalities will be asked to sign a Memorandum of Understanding to provide tax incentives for properties that are rehabilitated through the program.

Mr. Kaiden also reported that residents have been very cooperative with mowing lawns so far this year which is an improvement from previous years.

- Public Works Department – There were no questions or comments.
- 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 prepared a draft ordinance amendment for Council’s consideration for the Borough’s Business Incubator Zoning District. Mr. Daly explained that the proposed ordinance amendment was developed following the Commission’s meeting with the owner of the Enterprise Center which is the only property in the Borough zoned as Business Incubator. Mr. Daly asked that the ordinance amendment be included on May Borough Council meeting for advertisement.

Executive Session – Mrs. Dekar recessed the meeting at 6:05pm and the Borough Council went into executive session to discuss a personnel issues in the Police Department. Mr. Wayman was asked to leave executive session. The executive session ended at 7:05pm. Mr. Hall was excused from the meeting following the executive session.

Vote to hire the law office of Gabriel Fera – A motion was made by Mrs. Belles and seconded by Miss Meyer to hire the law office of Gabriel Fera as the Borough’s legal counsel for personnel issues. Under the question: Mr. Jarrett reviewed the fee schedule for the law firm. Mrs. Dekar recommended that a cap of \$5,000 be placed for services provided at which point the Borough Council will review the status of the case. Mrs. Belles amended her motion and Miss Meyer amended her second to the motion to reflect Mrs. Dekar recommendation. **Roll Call: Mrs. Belles, Mr. Daly, Miss Meyer, and Mrs. Dekar; YES. Mr. Hall, Excused. Mr. Wayman, Abstain.**

Vote to place Patrol Officer Casey Shiposh on paid Administrative Leave effective immediately. A motion was made by Mrs. Belles and seconded by Mr. Daly to place Patrol Officer Casey Shiposh on paid Administrative Leave effective immediately. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mr. Daly, Miss Meyer, and Mrs. Dekar; YES. Mr. Hall, Excused. Mr. Wayman, Abstain.**

Elected & Appointed Officials – Mrs. Belles commented on the success of this year’s Arts4All in spite of the weather and she thanked the Borough staff who assisted with the event earlier this month.

Workshop Correspondence Summary – There were no questions or comments.

Items for Discussion – The following items were discussed;

- a. Playground Equipment Purchase – This issue will be discussed further at the Council meeting on May 21st.
- b. Park Use Request – Howard Elmer Park – August 10, 2025 – Mt. Zion Church – Mr. Jarrett explained that the request is for an annual event hosted by Mt. Zion Church.
- c. Park Use Request – Howard Elmer Park – Various Dates – Sayre Public Library – Mr. Jarrett explained that the Library will be hosting a summer reading program in the park.
- d. Park Use Request – Riverfront Park – Valley Arts4All – May 2-3, 2026 – Mr. Jarrett explained that the event organizers are very appreciative of the support that they receive from the Borough especially for this year's event.
- e. Road Closure Request – W Lockhart St. & S Hopkins St. – SASD Graduation – Mr. Jarrett suggested that the Borough evaluate traffic flow during the graduation ceremony and determine if there is a need to close the street for next year's graduation ceremony.
- f. PennDot Bridge Lighting Agreement – West Packer Avenue Bridge – This issue was discussed earlier during the meeting.
- g. 2025 Paving Bid Alternates – This issue will be discussed further at the Council meeting on May 21st.
- h. Downtown Camera System Improvements – Mr. Jarrett explained that the improvements will eliminate the need to have camera cables crossing overhead at intersections, and reduce the amount of camera cable that is needed to connect the cameras to the hard drive. Mr. Jarrett stated that there is funding available in the budget and the other camera system improvements planned this year will be funded by the Parking Lot budget.
- i. ADA Crosswalk Repairs – Intersection of Hospital Place and West Lockhart Street – Mr. Jarrett explained that the sidewalks were originally damaged during the December 2020 snowstorm and deteriorated further since then.
- j. Public Works Equipment Purchases – Refuse & Recycling Vehicles – This item was removed from the list of items to be discussed.

Adjourn – Mrs. Dekar adjourned the meeting at 7:18pm without objection.

Respectfully submitted,



David M Jarrett
Borough Manager/Secretary