

**Borough Council Workshop Meeting
May 6, 2026**

DISTRIBUTED
5-1

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 (5:34pm), James Bentley, James Daly, Derrick Hall, Dan Wayman, and Jessie Dekar. **Also present**, Henry Farley, Mayor; Gil Crossett, Fire Chief; Christopher Kaiden, Code Enforcement Director; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; and David Jarrett, Borough Manager.

Citizens to be Heard – There were none.

Approval of Bills List and Supplemental Bills List – April 23 – May 6, 2026 – A motion was made by Mr. Daly and seconded by Mr. Wayman to approve the bills list and supplemental bills list. **Under the question:** There were none. **Roll Call: Mr. Bentley, Mr. Daly, Mr. Hall, Mr. Wayman, Mrs. Dekar; YES.**

Workshop Correspondence Summary – The following items were discussed;

- Island Pond Building Improvement Project – Mr. Jarrett explained that the Borough has made a substantial investment at Island Pond over the years and that he would like the Borough Council to consider replacing the concrete block building at Island Pond with a larger pre-fabricated building. The building is used to store tools and supplies used at the pond as well as the security camera system for the property. Mr. Jarrett stated that the project which includes removing the existing building and concrete pad, installation of a new larger concrete pad, and the building is estimated to cost \$12,000 and funding is included in the 2026 budget.
- Howard Elmer Park Lighting Improvements – Mr. Jarrett explained the at the project scope of work is to install four (4) new lights in the park that will be placed on each corner. The light posts currently in the park are more than thirty (30) years old and will be repainted in the future.
- Resolution 2026-06 – Mr. Jarrett explained that the Resolution is part of the grant application for the Levee System improvement project that will be submitted prior to the end of the month. Mr. Jarrett stated that a grant application was previously submitted for the project in 2025 however it was not awarded. The project is estimated to cost \$355,000.00 and \$300,000.00 is being requested.
- Repeal Ordinance 605 – Mr. Jarrett explained that the Ordinance was adopted in the 1980s and established regulations for peddling and soliciting in Howard Elmer Park (Ch. 117-7). Mr. Jarrett stated that the regulations are outdated and difficult for a vendor to comply with, which is why he is proposing that that Chapter of 117 be repealed.

- Municipality Proposal – Mr. Jarrett explained that proposal would reduce fees paid by residents who choose to pay their sewer bill online. Mr. Jarrett stated that the vendor is compatible with billing system that the Borough uses and it will reduce fees paid by the Borough.
- School Resource Officer Agreement – Mr. Jarrett explained that Item 13 in the agreement has been amended to include the SRO in the District’s Threat Assessment process. Chief Reynolds stated that SRO Dalton Spencer proposed the change.
- Park Use Request – Howard Elmer Park – Mr. Jarrett stated that the request from Foundations Early Child Care Center is annual request to use Howard Elmer Park for the Center’s graduation ceremony. This year’s event will be on June 4th.
- Memorial Day Parade – Parking Restrictions – Mr. Jarrett explained that the Borough is hosting the Valley Memorial Day Parade on May 25th and that route has been adjusted due to the streetscape project. Mr. Wayman suggested that the line-up area for the parade be changed to another location so that access to the medical campus is not impeded. The Borough Council discussed options that would keep Brock Street open to traffic to access the campus, and Mayor Farley suggested that any changes to the line-up and staging of participants be implemented for the next time the parade is held in Sayre. Chief Reynolds stated that consideration needs to be given to maintaining a safety area around the parade route in light of a recent event where a vehicle drove through an intersection within the Guthrie Gallop route at high rate of speed. Mr. Jarrett stated that he and Mr. Hall had recently developed a plan to secure the route for the Christmas Parade.
- Traffic Signal Maintenance Agreement – Mr. Jarrett presented a proposal from Kuharchik Construction to furnish and install a battery back-up at the traffic signal at the intersection of North Keystone Avenue/Tuscarora/Pitney in the amount of \$4,525.00. Mr. Jarrett stated that the maintenance cost for the traffic signal is shared with South Waverly Borough who would be responsible for 50% of the cost.

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

- Mrs. Belles stated that she attended the 9th annual Arts4All event that was held on May 2 and 3 in Riverfront Park and that it is a great event for our community. Mrs. Belles commented on the number and variety of vendors at the event and how many families took advantage of the new playground equipment.
- Mayor Farley stated that he attended the 100th anniversary event hosted by Engine Company #1 along with Mr. Wayman and Mr. Daly and commended the members of the fire company for the amount of effort they put into coordinating the event.

Code Enforcement – continued - Mr. Kaiden reported that the upgrade of the electrical system in Howard Elmer Park continues to move forward and should be completed later this month. The new electrical system will accommodate the four (4) new lights planned for the park, designate existing electrical outlets to specific circuits, and provide more conveniently located electrical outlets. Mr. Kaiden also reported that the handrail at Island Pond had been vandalized and that it will be repaired later this week and he is waiting for the appraisal to be completed for 117 North East Street.

Public Works – Mr. Lathrop reported that he will be attending a training session on May 20 and 21 hosted by Bradford County Emergency Management on implementing event safety protocols. Mr. Lathrop also reported that Department will be completing repairs to the basketball court at the Milltown Playground and drainage structures on Cayuta Street. The drainage repairs will be completed prior the Milltown Bridge reopening. Mr. Lathrop explained that the Fire Department is interested in constructing a 12 x 20 building at the Borough's equipment storage property on East Hayden Street that will be used for training opportunities and that the Borough's Fireman's Relief Association will be paying for the building.

Borough Solicitor – Attorney Foster reported that he and Mr. Daly are finalizing twenty-six (26) ordinance amendments for advertisement in May or June as part of the code review process that they have been working on.

Planning Commission – There were no questions or comments.

Emergency Management – There were no questions or comments.

Recess – Mrs. Dekar recessed the meeting at 6:20pm.

Executive Session – The Borough Council went into executive session at 6:25pm to discuss a personnel issue regarding the Police Department. The session ended at 6:45pm.

Adjourn – A motion was made by Mrs. Belles and seconded by Mr. Daly to adjourn the meeting at 6:45pm. There were no objections.

Respectfully Submitted,



David M. Jarrett
Borough Manager/Secretary

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

Fire Department – There were no questions or comments regarding the report.

Police Department – There were no questions or comments regarding the report. Chief Reynolds noted that there was an uptick in overtime in April related to the utilization of the SWAT team to provide additional security at the Bradford County Courthouse during the recent murder trial. Chief Reynolds stated that the Borough would be reimbursed for the cost of the overtime by the County. Mrs. Dekar commented that SWAT team is respected. Mrs. Belles asked if the Borough is always reimbursed for overtime related to SWAT, and Chief Reynolds stated that reimbursement is not always made because the County has made a substantial investment in the SWAT team to ensure that they team is properly equipped and trained for when it is needed.

Chief Reynolds updated the Borough Council on the implementation status of the new reporting management system (RMS) and explained that a third download of historical data is planned for May 23rd and the new system may go live on June 20th. Chief Reynolds stated that TRAX system component of the RMS is working for the Department and that issues will continued to be addressed after the RMS is fully implemented.

Mrs. Belles stated that report shows that there was an increase in suspicious activity in April, and Chief Reynolds explained that the increase is related to more people being out and about with the warmer weather.

Mrs. Belles asked if there has been any progress on enforcement of e-scooters and bikes in the Borough. Chief Reynolds explained that Assistant Police Chief Hoffman researched ordinances in other communities and he is preparing a draft ordinance for Council's review and consideration.

Borough Manager – Mr. Jarrett provided an update on the concerns raised at the April Council Workshop regarding the lack of sidewalk or delineated path along South Keystone Avenue and explained that similar conditions exist in other areas of the Borough and that a comprehensive solution is needed. Mayor Farley suggested that the issue be reviewed by the Borough's Planning Commission. Mr. Jarrett also reported that the issue of vehicles parking across the sidewalk at a business on South Keystone Avenue seems to have corrected itself through the actions of the business owner and that no further steps need to be taken by the Borough at this time.

Code Enforcement – Mr. Kaiden reported that the Borough's streetscape project is progressing on schedule and that the new curbing will be installed on South Elmer Avenue beginning April 11th.