

**Borough Council Workshop Meeting
Minutes – November 12, 2025**

DISTRIBUTED

11-1

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 (6:10pm), James Daly, Derrick Hall, Dan Wayman, Jessica Meyer, and Jessie Dekar, and Jessica Meyer. **Also present;** Henry Farley, Mayor; James Bentley, Councilmember Elect; 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 & Supplemental Bills List – October 23-November 12, 2025 -

A motion was made by Mr. Daly and seconded by Mr. Wayman to approve the bills list and supplemental bills list for October 23-November 12, 2025. **Under the question:** There were none. **Roll Call: Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer and Mrs. Dekar; YES.**

Vote to accept the resignation of Jason Phillips from his position with the Department of Public Works effective October 31, 2025. A motion was made by Mr. Daly and seconded by Mr. Hall to accept the resignation. **Under the question:** Mr. Jarrett explained that a candidate for that position will be presented for approval at the November Borough Council Meeting. **Roll Call: Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer and Mrs. Dekar; YES.**

Workshop Correspondence Summary – Mrs. Dekar asked if there were any questions regarding the park request submitted by the Church of the Redeemer or the conference attendance request for the 2026 PELRAS Conference. There were no questions and the items will be added to the agenda.

Elected & Appointed Officials Questions & Comments – Mrs. Dekar stated that she reviewed the budget with most of the Department Heads and there were no concerns.

Department & Committee Reports – The following reports were discussed;

- Fire Department – Chief Crossett reported that he and Mr. Jarrett interviewed Steve Comereski for an open per diem fire truck driver position. Chief Crossett explained that the applicant is a member of the Athens Township Fire Department and has experience driving that Department’s aerial truck. Mrs. Dekar stated that she would like to schedule a meeting in January to discuss the purchase of a new fire engine.
- Police Department – There were no questions or comments.
- Borough Manager – Mr. Jarrett reviewed the items listed in his report and explained that he will be presenting a proposal to install a security camera system in the municipal parking lot and areas in the downtown that are not covered by the current camera system. Mr. Jarrett also stated that he requested a quote from a local contractor upgrade the electrical system in Howard Elmer Park and include services

for six (6) new park lights. Mr. Jarrett also stated that a previous bid award will need to be revised to reflect the correct amount. Mr. Jarrett explained that the bid to remove and remount a recycling body onto a new chassis which was approved last month was not for the correct amount. He stated that the correct amount is \$9,227.49 which is \$2,407.74 more the previously approved amount. Mr. Jarrett stated that grant funding will cover 90% of the total cost so the actual increase for the Borough's share is \$240.77.

- Code Enforcement – There were no questions or comments regarding the report. Mr. Kaiden reviewed the proposal that was submitted to upgrade the electrical system in Howard Elmer Park which totals \$11,286.00 and explained that the work would begin after the Christmas Parade.
- Public Works Department – There were no questions or comments.
- Emergency Management – Mr. Daly explained that he is preparing the Emergency Action Plan for the Christmas Parade.
- Planning Commission – Mr. Daly reported that the Commission is scheduled to meet on November 18th to review the Incubator Zoning District regulations.

Recess – Mrs. Dekar recessed the meeting at 5:45pm.

Executive Session – The Borough Council went into executive session at 5:48pm to discuss a personnel issue. The session ended at 6:12pm.

Downtown Parking – Miss Meyer asked to discuss downtown parking and asked if a policy could be developed that would help customers shopping in the downtown. Mrs. Dekar suggested that the parking enforcement officer provide a grace period before issuing a ticket and Mayor Farley explained steps that have been taken in the past to address the parking issues in the downtown. Further discussions will be needed to develop a policy.

Executive Session – The Borough Council went into executive session at 6:12pm to continue the discussion regarding the personnel issue. The session ended at 6:20pm.

Adjourn – A motion was made by Mr. Hall and seconded by Mr. Wayman to adjourn the budget meeting at 6:20pm. There were no objections.

Respectfully submitted,



David M Jarrett
Borough Manager/Secretary