

**Borough Council Workshop Meeting
Minutes – September 10, 2025**

Call to Order – Mrs. Dekar called the meeting to order at 5:31pm.

Roll Call – The following members of the Borough Council were present; James Daly, Derrick Hall, Jessica Meyer, Dan Wayman, and Jessie Dekar. Also present; Henry Farley, Mayor; Gil Crossett, Fire Chief; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; and David Jarrett, Borough Manager.

Citizens to be Heard – The following individuals addressed the Borough Council;

- George Bazilia, 106 South Wilbur Avenue addressed the Borough Council regarding Guthrie's pending request to rezone the area bordered by South Wilbur Avenue, Hospital Place, and West Lockhart Street from Single/Double Family Residential to Medical Campus. Mr. Bazilia expressed his concerns with how the proposed zoning change will impact him and the remaining property owners.

Mrs. Dekar explained that Guthrie has presented a request to rezone the subject properties from Single Family Residential to Medical Campus but they have not discussed what the properties will be used for.

Mayor Farley stated that single family residential is one of the permitted uses in the Medical Campus zoning designation.

Mrs. Dekar explained that the proposed zoning change will be discussed at the Planning Commission meeting on September 16 at 5:30pm and the Planning Commission will make a recommendation to the Borough Council. The Borough Council will vote on the request at a future meeting.

- Richard Kamus, 104 South Wilbur Avenue asked for clarification of how the proposed zoning change will impact residential properties. Mrs. Dekar stated that proposed change to the zoning designation will not change the permitted uses of the existing residential properties

Announcement – Mrs. Dekar announced that the Borough received a Subdivision/Land Development Application submitted by Douglas Rich & Bryan Rudloff for property located on West Lockhart Street and that the application was forwarded to the Bradford County Planning Commission for review and approval.

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

Correspondence Summary – There were no questions.

Elected and Appointed Officials – There were no questions or comments.

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

- **Fire Department** – Mr. Hall credited Chief Crossett for encouraging commercial property owners in the Borough to install Knox Boxes on their buildings. Chief Crossett stated that Hopkins Commons recently added Knox Boxes to their buildings and that keys have been provide to fire, EMS, and police. Chief Crossett stated that his also working with other Valley Fire Departments to increase participation in the program with their commercial property owners.
- **Police Department** – There were no questions or comments.
- **Borough Manager** – Mr. Jarrett explained that the location(s) for the new playground equipment in Riverfront Park needs to be finalized as soon as possible because the installation of the new equipment is scheduled for the week of September 29th. Mr. Jarrett provided an update on the following items from his report;
 - a. Borough Hall Improvements – A grant application is being prepared for submission to PA-DCED Local Share Account grant program to complete improvements to the Borough Hall. The proposed scope of work includes re-pointing the exterior of the building, replacement of windows, replacement of exterior doors, installation of a new fire escape, and renovation of the restroom on the second floor to be compliant with ADA regulations.
 - b. Trap/Neuter/Return – A second TNR program is scheduled for September 18th and September 19. Up to twenty (20) traps will be set at various locations throughout the Borough and locations will be selected on a first come basis. Notification to residents about the program will be made via Facebook and newspaper articles.
 - c. DPW Employee Resignation/Employment Opportunity - DPW employee Spencer Short has decided to return to college to complete his degree in education and pursue a teaching position. The position has been advertised and interviews will be scheduled on September 22nd and 23rd.
 - d. North Elmer Avenue Paving Project – The roadway will be repaved with grant funds received from the first streetscape grant. The project scope of work includes new curbing on the west side of the roadway and milling and paving of the southbound and northbound lanes. The milling and paving portion of the project will be completed under the 2025 paving project contract, and the new curbing will be completed through a change order with the paving contractor. Guthrie Federal Credit Union will repave the parking area on the eastside of the roadway and the curbing in 2026.

- e. Franklin Street Drainage & Paving Project - Eric Casanave, P.E. with Stiffler-McGraw visited the property (123 Franklin Street) and discussed the issue with the property owner. Mr. Casanave has recommended that a drywell be installed within the right-of-way and that work will be completed next month. The milling and repaving of Franklin Street will be completed as specified in the 2025 paving contract. The cost of the drywell is \$6,800.00
 - f. E-Recycling Event – More than 4,047 pounds of electronics were collected during the e-recycling event held in June and the next event is scheduled for Saturday, October 25th. Donations received during the October event will be utilized to offset the cost of overtime incurred.
 - g. Borough Solar Project – Over \$1,300.00 in electricity costs have been saved since the system was installed making it possible to apply the credit to one of the Borough's other electricity bills. Mrs. Dekar asked for an update on how much has been saved in electricity costs after the first year, and Mr. Jarrett stated that solar panel system will be installed as of one year at the end of November.
- **Code Enforcement** – Mr. Jarrett reported that Mr. Kaiden has been able to return to work and working half days.
 - **Borough Solicitor** – There were no questions or comments.
 - **Public Works Department** – There were no questions or comments.
 - **Emergency Management** – There were no questions or comments.
 - **Planning Commission** – Mr. Daly reported that the Commission will meet on September 16, 2025 to review the request from Guthrie for a zoning change. The Commission will also review the plans for the next downtown mural at that meeting.

Items For Discussion – The following items were discussed;

- a. Civil Service Commission – Alternate Member – Mr. Jarrett suggested that an alternate member be appointed to the Commission in the event that one of the members is unable to participate in a testing and hiring process.
- b. Park Use Request – Penn York Opportunities – 5K Event – Mr. Jarrett explained that the event will utilize the Diahoga Trail in Sayre and Athens and that the event organizers have provided the appropriate insurance policies.
- c. Park Use Request – 10U Travel Baseball League – Mr. Jarrett explained that the baseball league would like to use the little league fields for practice and that there would not be a conflict with the Sayre Little League. They will be required to provide the Borough with the appropriate insurance policies.
- d. Purchase of Flashing Stop Signs – Mr. Jarrett explained that the new signs

with LED flashing lights will cost \$1,200 - \$1,600 each. Mr. Jarrett was asked to review the budget to determine if there is funding available to purchase at least two (2) of the LED signs to be installed on North Elmer Avenue at Mohawk Street and to include funding in the 2026 budget for signs to be installed on North Wilbur Avenue at Mohawk Street and on North Wilbur Avenue at Stevenson Street.

- e. Update - Purchase of New Public Works Vehicles & Equipment – Mr. Jarrett explained that he is continuing to gather information.

Recess – Mrs. Dekar recessed the meeting at 6:10pm before going into executive session to discuss a personnel issue involving the Police Department and the non-uniform employee collective bargaining agreement.

Executive Session – The Borough Council went into executive session at 6:10pm and the session ended at 6:25pm. Mr. Hall was excused from the executive session at 6:15pm.

Police Department Hiring – A motion was made by Mrs. Dekar and seconded by Miss Meyer to recommend that an offer of employment be extended to Jason Bailey for the position of Patrol Officer VI effective January 1, 2026. **Under the question:** There were none. **AYE 3 – NAY 1.**

Adjourn - A motion was made by Miss Meyer and seconded by Mr. Daly to adjourn the meeting at 6:25pm.

Respectfully submitted,



David M Jarrett
Borough Manager/Secretary