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**Borough Council Workshop Meeting**
**Minutes – September 9, 2026**

**Community Development Block Grant (CDBG) Public Hearing** – Mrs. Dekar called the CDBG Public Hearing to order at 5:30pm.

Elizabeth Burgess, Bradford County Planning & Grants Administrator explained that the Bradford County Commissioners & Sayre Borough Council are expected to receive an allocation of approximately $109,348.00 of 2026 CDBG funds from the Commonwealth of Pennsylvania to undertake projects in Sayre Borough. At least 70% of the available funding must be used for activities which benefit low and moderate income persons. The proposed activities must benefit at least 51% low-moderate income persons in the service area to qualify as a low-moderate income project.

Ms. Burgess provided a comprehensive overview of guidelines and types of projects that can be undertaken with CDBG funds and explained that the purpose of the first public hearing is to receive proposals for the use of funds, and explained that the Borough has used CDBG funds most recently for ADA crosswalk improvements, extending the elevator in the Borough Hall, and slum & blight improvements specifically 310 East Lockhart Street.

Ms. Burgess stated that the Borough has also allocated funds for housing rehabilitation projects however there has been very little interest and it may be necessary to re-allocate those unspent funds for the next crosswalk project.

Mrs. Dekar asked if the Borough will be required to maintain the 310 East Lockhart Street property as green space, and Ms. Burgess explained that the property would be required to be maintained as green space for four (4) years.

Mr. Jarrett stated that he would like to allocate the 2026 CDBG funds to continue the ADA crosswalk project. Mr. Jarrett explained that eight (8) intersections have been identified and that the intersections are in proximity to the downtown, school, and recreation areas.

Mrs. Dekar asked if CDBG funds could be used to address other sidewalk issues including areas where there are not currently sidewalks, and Ms. Burgess explained that sidewalk projects on private property are an approved use of CDBG funds however each property must be owner occupied and qualify based on the income guidelines. Ms. Burgess stated that commercial properties, schools, and churches would not be eligible for funding.

Ms. Burgess stated that a second public hearing will be held on September 16, 2026 at the Bradford County Courthouse and explained that the application can be amended after the second public hearing and prior to submission to DCED.

Mrs. Belles asked for a clarification of a senior center, and Ms. Burgess explained that CDBG funds could be used to expand, build, or renovate and existing building as well as to purchase a building that provides services to senior citizens.

Mrs. Dekar asked Ms. Burgess to provide a breakdown of unexpended CDBG funds from previous years.

A motion was made by Miss Meyer and seconded by Mr. Daly to allocate the Borough's 2026 CDBG allocation for the ADA Crosswalk Project. Under the question: There were none. AYES – 7 Nays – 0

Mrs. Dekar closed the public hearing at 5:50pm without objection.

**Call to Order** - Mrs. Dekar called the Borough Council Workshop meeting to order at 5:50pm.

**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; Gil Crossett, Fire Chief; Bruce Hoffman, Assistant Police Chief, Christopher Kaiden, Code Enforcement Director; Blane Lathrop, DPW Foreman; Robert Repasky, Assistant Fire Chief; Daniel Reynolds, Police Chief; and David Jarrett, Borough Manager.

**Citizens to be Heard** – Michael Shaw, 121 Perkins Street addressed the Borough Council regarding the issuance of parking tickets during church service hours and asked why tickets were issued after not being issued for many years. Mr. Shaw stated that the signage on many streets are confusing for motorists. Mr. Shaw also stated that tree limbs are blocking parking signs and stop signs in various locations and that the handicap parking spaces on Hayden Street are in a bad spot.

Mr. Shaw suggested that signage be installed on Hayden Street stipulating that parking is prohibited on the south side of Hayden Street other than on Sundays.

Mr. Wayman asked when the tickets were issued, and Mr. Shaw explained that they were issued on two (2) Sundays during church services.

Mrs. Dekar thanked Mr. Shaw for bring these issues to the Borough's attention and explained that the Borough Council will look into each of them.

**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 for August 20 – September 9, 2026. **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** – Mrs. Dekar asked about the letter the Borough received from the Area Agency on Aging and if CDBG funds could be used to assist the organization, and Mr. Jarrett stated that he would discuss the request with Ms. Burgess.

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

- Mayor Farley announced that this year's Halloween Parade will be held in Athens Borough and Valley Trick or Treat night will be Thursday, October 29th between 6:00pm and 8:00pm.
- Mrs. Dekar announced that the Borough will be issuing a Request for Proposals for the solicitor's position.
- Mrs. Dekar asked if there was an update on the resident concern about the diesel pump used by Guthrie at their pond. Mr. Jarrett stated that he was waiting for a response from Guthrie before responding to the resident. Mr. Jarrett also stated that the resident sent a second letter to the Borough regarding the decibel levels of the pump. Mr. Kaiden stated that the Borough does not have a decibel meter but he would borrow one to get a decibel level when the pump is running.

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

- Fire Department – There were no questions regarding the report. Mrs. Dekar stated that the State Fire Commissioner's Office and the Department of Community & Economic Development have a program that can complete a full assessment of the Fire Department. Mrs. Belles asked Chief Crossett and Assistant Chief Repasky if there was any feedback from the members of the Fire Department and Chief Crossett stated that the Commissioner's Office presentation made to the Borough last month was the same presentation made at the County Fire Chief's meeting in July.

  Mrs. Belles stated that the assessment would be helpful and be a resource for the Borough. Miss Meyer stated that an assessment would provide suggestions on how the Borough Council could help the Fire Department.

  Chief Repasky stated that the Department continues to work on getting new members and stated that he invited the Borough Council to a tour of Howard Elmer Hose Company's station and stated if the Borough Council cared they would have attended tour and not made it necessary to have two separate tours.

  Chief Repasky asked about the status of the grant application for the new fire engine and questioned if it would be submitted be he has only been requested to provide updated pricing. Mr. Jarrett explained that the deadline to submit is November 30th and that he would let Chief Repasky know if any additional information was needed from him for the application.

- Police Department – There were no questions or comments.

- Borough Manager – Mr. Jarrett reviewed the items listed in his report including the Resolution that the Borough Council needs to pass for the fire engine grant application. Mrs. Dekar asked for additional information about the proposed improvements to Mickey Lane, and Mr. Jarrett explained that the Mickey Lane is currently a dead end and that paving the alleyway and removing a portion of the knee wall at the north end of the alleyway will improve access to the rear of the properties along the alleyway. Mr. Jarrett stated that he is waiting for an estimate from the contractor who was awarded the paving project and would present the proposal at the next meeting. Mrs. Dekar suggested streets that were removed from this year's paving project be given reconsideration instead of doing any improvements to Mickey Lane. Mr. Jarrett will provide the Borough Council with a list of the streets.

- Code Enforcement – There were no questions or comments. Mr. Kaiden explained that interviews are scheduled for the Code Enforcement Officer position on September 15th and asked if someone from the Borough Council could participate in the process. Mr. Kaiden updated the Borough Council and explained that the environmental review process is completed for the 310 East Lockhart Street demolition project. Mr. Kaiden also reported that and that there are no issues with the title for 117 North East Street and asked for permission to approach the property owner about the Borough's interest in purchasing the property. Mr. Kaiden explained that he would like to extend an offer of $5,000.00 for the property but the final decision would be approved by the Borough Council. There were no objections.

- Borough Solicitor – There were no questions or comments.
- Public Works – There were no questions or comments.
- Emergency Management – Mr. Daly reported that he will be participating in an upcoming tour of the National Weather Service's Binghamton office.
- Planning Commission – There were no questions or comments.

**Recess** - Mrs. Dekar recessed the meeting at 6:35pm.

**Executive Session** – The Borough Council went into executive session at 6:38pm to discuss the status of the police contract and potential litigation. The session ended at 7:50pm.

**Adjourn** – A motion was made by Miss Meyer and seconded by Mr. Daly to adjourn at 7:50pm. There were no objections.