

**Borough Council Workshop Meeting  
Minutes – November 13, 2024**

**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, James Daly, Derrick Hall, Dan Wayman, Jessica Meyer, and Jessie Dekar. **Also present;** Mayor Henry Farley, Gil Crossett, Assistant Fire Chief; Bruce Hoffman, Assistant Police Chief; Blane Lathrop, DPW Foreman; Daniel Reynolds, Police Chief; and David Jarrett, Borough Manager.

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

Hunter Sanabria, 502 South Elmer Avenue | Apartment 1 asked if there was a follow up to his questions at the October Borough Council Workshop meeting. Mrs. Dekar explained that a response to his questions has been prepared and Mr. Jarrett provided him with the written response. Mr. Sanabria stated that his intent is to bridge the gap between the Borough Council and the public because there are not many members of the public who attend the Council meetings. Mrs. Dekar stated that members of the public have the opportunity to attend the monthly meetings or come to the Borough Hall during the work day.

**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 October 17 thru November 13, 2024. **Under the question:** There were none. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.**

**Elected & Appointed Officials** – Mayor Farley stated that he attended the open house hosted by the owners of the Enterprise Center and he was impressed with the turnout at the event.

**Workshop Meeting Correspondence List** – There were no questions or comments.

**Department & Committee Reports** – The following reports were presented;

- Fire Department – There were no questions or comments.
- Police Department – Chief Reynolds reported that training on the new incident reporting system is scheduled for February 2026 and that Bradford County's IT Department is assisting the police departments with the implementation of the new program. Mrs. Belles stated that there is an increase in the number of motor vehicle accidents and asked if there was a particular reason for the uptick. Chief Reynolds stated that there is nothing out of the ordinary that has caused the increase, and he noted that most accidents are the result of operator error which is something that is difficult to control.

Mayor Farley stated that the Department's Sirens for Santa Program will be held again this year. Chief Reynolds explained that the program will provide Christmas gifts for at least 35 children this year.

- Borough Manager – Mr. Jarrett reviewed the items listed in his report and explained that the solar panel project has been completed. Mr. Jarrett stated that the Borough is waiting for Penelec to authorize the solar panel system to be activated. Mrs. Belles stated that the project should be promoted when it goes on line to make the public aware of actions that the Borough is taken to reduce costs.
- Code Enforcement – There were no questions or comments.
- Borough Solicitor – There were no questions or comments.
- Emergency Management – There were no questions or comments.
- Planning Commission – There were no questions or comments.
- Public Works Department – Mr. Lathrop explained that the contractor working on the PA-199 project is finishing up the minor items associated with the project. Mr. Lathrop stated that PennDOT will not take on the responsibility of replacing the various signs along the roadway and they are not willing to cut back trees that are impeding the visibility of the signs.

**2025 Budget** – There were not any questions regarding the proposed 2025 budget following last week's budget workshop meeting. The advertisement of the budget will be listed on the Council meeting agenda.

**Sewer Tap In Fee** - Mr. Jarrett explained that the current tap-in fee has not changed since the 1990s and that the current cost to provide a lateral to a property far exceeds that amount. Mr. Jarrett stated that the cost to provide a lateral to a property is in excess of \$3,000 and he asked that the fee be increased to \$2,400.00 and that future increased be approved by Resolution. Attorney Foster will prepare an amendment to the Ordinance.

**Fire Truck Committee** – Chief Repasky was unable to attend the meeting due to a prior commitment. Mayor Farley explained that Chief Repasky noted in his monthly report that a recommendation on the new fire engine will be presented to the Borough Council in December.

**Certified Civil Service List** – Mr. Jarrett explained that the Civil Service Commission completed the testing process and provided the Borough Council with a certified list of eligible candidates for the Patrol Officer-Probationary opening. The top three (3) candidates include;

Mike Ouloujian	93.60%
John Strozyk	86.18%
Scott Tanner	84.40%

**Grant Application – Police Building Addition** – Mr. Jarrett explained that he has prepared a grant application to construct an addition to the police department headquarters. Mr. Jarrett stated that the Borough previously submitted a grant application seeking \$576,000.00 for the same project and was awarded \$106,000.00 and that this grant request is for \$425,000.00 from the Pennsylvania Department of Community and Economic Development Local Share Gaming Fund.

The project scope of work was reduced from a 3,000 square foot two story addition on the rear of the building to a 2,000 square foot one story addition on the north side of the building. The proposed addition includes drive-thru bays known as a "sally-port" so that officers can safely transport anyone who was taken into custody from the patrol car to the holding cells without interference from the public. The addition also includes approximately 1,200 square feet of much needed storage space for evidence, files, and tactical equipment. The addition will free up space within the main building which can be re-purposed for other uses. A Resolution requesting the funds and designating official signers must be approved by the Borough Council in accordance with the program guidelines. This grant does not require a match from the Borough and funds from the previous grant will be used to offset the cost of the project.

**Request – Memorial Bench** – Mr. Jarrett explained that the Borough received a request from Mary O'Hara to install a memorial bench in Howard Elmer Park to honor Pam Seachrist. Ms. Seachrist was a graduate of the Robert Packer School of Nursing and worked at Guthrie for many years. Mr. Jarrett stated that Ms. O'Hara and the other individuals involved in the project would be responsible for the cost of the bench but it would be installed by the Borough. Mayor Farley stated that he was concerned that the style of bench being proposed could be easily damaged. Mr. Jarrett suggested that one of the existing benches in the park be utilized if the Council was concerned with the bench being damaged or adding more benches to the park.

**Recess** – Mrs. Dekar recessed the meeting at 5:58pm prior to going into executive session to discuss a personnel issue.

**Executive Session** - The Borough Council went into executive session at 6:00pm to discuss a personnel issues regarding the Public Works Department and the Police Department. The session ended at 6:30pm.

**Adjourn** – A motion was made by Mr. Daly and seconded by Miss Meyer to adjourn the meeting at 6:30pm. There were no objections.

Respectfully submitted,



David M Jarrett  
Borough Manager/Secretary