

**Borough Council Workshop
Minutes – September 11, 2024**

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

Citizens to be Heard – Hunter Sanabria, no street address provided addressed the Borough Council regarding the chicken ordinance and asked how much discussion takes place before an ordinance is passed. Mrs. Dekar explained that new ordinances are proposed based on specific issues that are brought to the attention of the Borough Council.

Approval of Bills List & Supplemental Bills List – August 29 thru September 11, 2024 – A motion was made by Mr. Daly and seconded by Miss Meyer to approve the bills lists. Under the question: Mr. Wayman asked about the lease payment to Norfolk Southern Railroad and Mr. Jarrett explained the lease agreement covers land that is leased for parking and the North Lehigh Avenue pump station. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.**

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

- Mrs. Dekar announced that the Borough received a sub-division request for 146 Blackman Street and explained that the request was forwarded to the Bradford County Planning Office for review.
- Mrs. Dekar commented that the efforts of the Police Department to enforce the new parking regulations near Snyder Elementary have been positive.
- Mayor Farley announced that Trick or Treat Night in the Valley will be held on Thursday, October 31st between 6:00pm and 8:00pm.

Correspondence Summary – There were no questions or comments.

Department Reports – The following reports were presented;

- Fire Department – Chief Repasky reported that he has requested information for a new fire engine from three (3) vendors. Mrs. Dekar asked if there was a projected cost yet for the new fire engine and Chief Repasky stated that it could cost as much as \$1 million dollars.

- Police Department – Chief Reynolds reported that he informed the Civil Service Commission that the remaining candidate for the upcoming opening in the Department withdrew their name from consideration. Chief Reynolds stated that he would like to hire Jack Strozyk as a Per Diem Patrol Officer to provide flexibility with scheduling with Officer Burlingame’s pending retirement later this year. Chief Reynolds explained that Mr. Strozyk had previously worked as a Patrol Officer in Towanda Borough for 22 years and Athens Township for 2 years. Assistant Chief Hoffman asked the Borough Council to consider requiring owners of commercial buildings to install a Knox Box to provide emergency responders with access to the building if needed. Mr. Hall suggested that the Borough Council consider passing an ordinance to make the device mandatory on commercial buildings including multi-family buildings.
- Borough Manager – Mr. Jarrett reviewed his report and explained that the transition to the new payroll services is underway and that the proposal for the new accounting system was reviewed and being revised by the vendor. Mr. Jarrett also reported that the Notice of Award was issued for the bandstand roof project and he and Mayor Farley sent out the first group of donation letters.
- Code Enforcement – Mr. Kaiden reported that 107 Tioga Street is being renovated with state grant funds provided to the property owner. There were no other questions or comments.
- Public Works – Mrs. Belles asked if the parking issue on Blackman Street was resolved, and Mr. Lathrop stated that he worked with the Police Department and the property owner to address the issues. There were no other questions or comments.
- Planning Commission – Mr. Daly reported that the Commission is scheduled to meet next Tuesday.
- Emergency Management – There were no questions or comments.

Vote To Request Civil Service Commission To Prepare A List Of Qualified

Candidates For The Position Of Patrol Officer-Probationary. A motion was made by Mr. Daly and seconded by Mr. Wayman to request the Civil Service Commission to prepare a list of qualified candidates for the position of Patrol Officer-Probationary.

Under the Question: Mr. Jarrett explained that applications will be accepted until October 4th and the Physical Agility Test and Written Examination are scheduled on October 12th followed by the Oral Interviews on October 19th. **Roll Call: Mrs. Belles, Mr. Daly, Mr. Hall, Mr. Wayman, Miss Meyer, and Mrs. Dekar; YES.**

Traffic Study Proposal – Mrs. Belles asked if there was a concern with only receiving one proposal for the project, and Mr. Jarrett stated that he was not concerned because the firm had completed the Borough’s last study and some of the same staff will be assigned to this project. Mr. Jarrett stated that the study would take 45 days to complete.

Playground Equipment – Mrs. Dekar appointed a committee to review the information that was provided and develop a plan.

Recess – Mrs. Dekar recessed the meeting at 6:10pm.

Executive Session – The Borough Council went into executive session at 6:15pm to discuss a personnel issue with Chief Reynolds and Assistant Chief Hoffman. The session ended at 6:25pm.

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

Respectfully submitted,



David M Jarrett
Borough Manager/Secretary

