

Towanda Borough Regular Council Meeting Minutes January 7, 2019

The **JANUARY** regular meeting of the Towanda Borough Council was held on Monday, January 7, 2019, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:03 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mr. Roof, Mr. Sweitzer

ABSENT: Mrs. Miller

CITIZENS TO BE HEARD: None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the **December 3rd, 2018 Regular meeting minutes**, and the **December 27th, 2018 Special meeting minutes** was made by Mr. Klinger and seconded by Mrs. Lacek. Motion passed.

FIRE CHIEF REPORT:

Chief Roof had around 192 calls for the year, and around 12 for the month of December 2018. He stated that everything is in good working order and there were no call outs so far in January 2019.

FIRE BOARD REPORT:

Mr. Klinger had nothing to report.

MAYOR'S REPORT:

Mayor Miller thanked all the fire department and the fire police members for helping out with the Christmas parade and he thanked all the volunteers of the Recreation board who helped out during the year.

POLICE CHIEF REPORT:

Chief Epler was absent therefore Mayor Miller reviewed his report.

- We finished the year with only about 45 hours over the allowable carryover. That is down from last year's est. 550 hrs. over.
- The new video system from WatchGuard has been ordered, they estimate about 5 weeks before install of the car video and body cam system.
- Officer Hennessy and K-9 Hades trained in Vestal on 12/11/18.
- Operation Blue Santa gifts were distributed and we received some nice PR in the paper.

DECEMBER 2018 – Monthly Report

364	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
7	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
12	NON-TRAFFIC CITATIONS	7	THEFT REPORTS

0	DUI ARRESTS	7	ANIMAL COMPLAINTS
74	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	10	WARNINGS ISSUED
7	OUT OF TOWN ASSISTS	0	K-9 SERVICES
8	CRIMINAL ARRESTS		

Mayor Miller also stated that he talked to the officers about some things they may want to have available to them in order to help them be more efficient. For one, they would like to see improvements done on the bathroom, cosmetic work done inside of the building, and they would like to have computers placed in the police vehicles.

He also said they have been doing some walking patrols on all shifts and they still do lock checks of downtown businesses.

Also, Officer Lake has been studying the impact of the weight of the equipment on the officers' duty belts (that go around the waist). Research has found that this increases the stress on the officers' backs and hips. Officer Lake is looking into a suitable load carrying vest that the officers may find more comfortable and easier on their backs.

Note: Chief Roof stated that he would like to see downtown businesses use a "KnockBox" System. A KnoxBox is a small, wall-mounted safe that holds building keys for fire departments, emergency medical services, and sometimes police to retrieve in emergency situations. Local fire departments can hold master keys to all boxes in their response area, so that they can quickly enter a building without having to force entry or find individual keys held in deposit at the station. A KnoxBox can also cut fire losses for building owners since firefighters can enter buildings without breaking doors or windows. It can also reduce the potential of a firefighter being injured forcing entry. Chief Roof stated that the fire department receives alarm calls for merchants' buildings downtown and sometimes have to wait an hour or two for someone to arrive to unlock the door. Also, if they have a knockbox system and it is in the basement, they can't get to it anyway. They can't leave the scene, as they have to wait to silence the alarm, therefore, they need a key. Chief Roof stated that after three false alarms, the owner may be fined. In addition, there is a tool they can use to take a lock off to get in the building if needed, and the fire department does not want to break down a door unnecessarily either. After discussion, it was suggested that the fire department send a certified letter to the owners of these boxes asking them to contact the fire department to discuss the preferred installation/location of the boxes. President Sweitzer stated that volunteer people should not have to wait for an hour or more for a property owner to arrive to unlock a place in order to turn off the alarm. Chief Roof stated that he will send a letter out to the owners who have this type of box system.

POLICE COMMITTEE REPORT:

There was no meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT: December 2018

Mr. Sluyter, the new Code Enforcement Officer spoke to Council and thanked them for giving him a shot at this position. He stated that he certainly does not have the years of knowledge (27 years) that Mr. Haight had by any stretch, but he will have something to offer that may be different and technologically newer.

He stated the last couple years as far as permits, etc. and fees, we are staying in a trend of yearly growth. As far as violations, many are the same repeat offenders month after month.

A council member stated that maybe the fines need tightening up because the minimum amount may be too low. It was stated that as far as paying the citation fines, if the violator cannot pay within 30 days, the District Judge can set up a monthly payment plan.

DECEMBER 2018 SUMMARY:

- Compliance Action 7 New Violations in December 2018 & not resolved
 Status of past: 9 Prior Violations not resolved in 2018
- Rental Inspections 6 Total inspections in December 2018
 5 Passed the 1st time in December 2018
 1 Failed the 1st time & passed the second time in December 2018
 Status of past: 8 Prior inspections
 0 Passed
 8 Failed the 1st time & 1 Failed the 2nd time
 The remaining 7 do not show a 2nd Inspection to date
- Zoning Permits 0 Issued for December 2018
 16 Issued YTD
 1 Issued YTD for a Sign
- Complaints - 10 Investigated, 5 Resolved
- 16 Permits Issued; 242 YTD
- \$1,158.00 Permit Fees Paid; \$17,373 YTD (Sub-Total before "Code Inspections" Fees)
- Actual amount Permit fees paid in December were \$488; YTD - \$10,563 (after paying "Code Inspections" Fees)
- \$670 Code Inspections Charges; \$6,810 YTD
- \$29,629.47 = Value of Permit Work; \$3,760,223.91 = YTD Value of Permit Issued Work
- \$550 Contractors Registrations; \$13,100 YTD
- 7 Contractors Registered; 179 YTD

PARKING REPORT – DECEMBER 2018 YEAR-TO-DATE

# Green Tickets Issued:	-	4	63
# Yellow Tickets Issued:	-	6	23
# Green Tickets Forgiven	-	1	3
# Yellow Tickets Forgiven	-	0	3
# Green Tickets Excused	-	1	0
# Yellow Tickets Forgiven	-	1	1
# Paid W/N 48 Hrs @ ½ Cost	-	2	20
\$ Amount Paid w/n 48 Hrs	-	\$20	\$200
# Paid After 48 Hrs	-	3	25
\$ Amount Paid After 48 Hrs	-	\$60	\$500
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-	\$0	\$0

Delinquent Tickets before Citation	-	7	61
\$		\$140	\$1,140
Revenue from Reserved Parking Spaces	-	\$3,040	\$36,160
Hours on Parking per Month	-	40	490
Police - # of Tickets Written	-	15	194
\$ Amount Paid W/N 48 Hours	-	\$40	\$630
\$ Amount Paid After 48 Hours	-	\$40	\$670
TOTAL MONTHLY REVENUE	-	\$3,380	YTD \$39,300

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

The electrical contractor is finishing, the screens on the West and South elevations are up, the cabling is installed on the North and East elevations, and the curbing inside the garage is complete. The weather-related items will still remain in limbo for warmer days.

2. PennDOT Turnback SR 3020 -

The turn-back agreement is enclosed and ready for council’s final decision. This will make SR 3020 the responsibility of Towanda Borough the day we receive funds. If council agrees to the turn-back, Manager Lane will execute an agreement with an engineering firm to begin design for the reconstruction of the road. **Manager Lane asked that Council agree to go forward with the turn-back and to have Solicitor Smith review it. A motion to do this was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.**

3. PennDOT Building – York Ave. (R-4 District)-

No new information regarding their plans. Manager Lane will keep everyone updated as he is provided information.

4. Trail Feasibility Study

The draft report is complete. Manager Lane stated that the report notes that Bradford County is extremely void of trails. He said if anyone is interested in a copy to let him know, but to keep in mind it is still a draft. There will be two public meetings held to complete the feasibility study. The dates for the meetings have not been set by the consultant as of yet.

5. Flood Insurance Rate Maps –

Manager Lane attended the Community Coordination and Outreach Meeting on December 12th, 2018. The new maps are available for comments at <https://arcg.is/1SCriH>. He is also in the process of identifying the estimated 39 structures newly mapped in. Comments (not appeals) are due to FEMA on January 11th, 2019.

6. **Street Sweeper – USDA/CBPA –**

Manager Lane is waiting for a quote on the sweeper and then he will finish the USDA application when the federal government goes back to work. In addition, there may be a quote from a local equipment business.

7. **Flooding August 2018 – PEMA-DAP-1 Designation of Agent for Towanda Borough**

FEMA has declared the flooding in August 2018 a disaster and will be offering flood damage reimbursement. Manager Lane will focus on the damage that was done to Cash Creek mainly through 2nd Ward. There are a few areas that sink holes have opened up similar to College Run after the 2011 flood. Manager Lane presented **Resolution (2019-1)** for Council to appoint him as the “Applicant’s Agent”. He registered the Borough in the new FEMA online portal and filed initial paperwork. Once this resolution is complete, he will set up a meeting with a FEMA rep to go over the damage that was caused by the constant heavy rain during the mid-August event. The borough’s role will be to contact the affected homeowners’

RESOLUTION 2019-1

PEMA-DAP-1 Designation of Agent for Towanda Borough

Mr. Christini made a motion seconded by Mr. Sweitzer to adopt, Resolution #2019-1 as presented.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klingler, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mr. Roof, Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Miller

Resolution 2019-1 carried unanimously by those present.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith stated that council will have to accept the resignation of Patrick Taylor, 2nd Ward council member. Mr. Taylor is moving out of town and relocating to Dushore, PA. He presented a letter of resignation from Council, the Shade Tree Commission, and as Chairman of the Police Committee to Mr. Sweitzer with an effective date of December 31, 2018.

A motion to “regretfully” accept Mr. Taylor’s resignation was made by Mr. Long and seconded by Mr. Sweitzer. Motion passed.

Solicitor Smith stated that we have 30 days from today to fill the spot behind Mr. Taylor in the 2nd Ward. A qualified candidate will be a registered voter in the 2nd Ward and a resident for at least a year. President Sweitzer stated that there is interest from a couple people to fill this opening. It will be mentioned in the paper, as it has been mentioned prior to tonight. Whoever is chosen will have to complete an Affidavit of Residency.

Solicitor Smith stated there is some progress on the legal issue of the step-down house on York Avenue. There was a briefing scheduled, from the court as the Appellant’s attorney raised 2 matters and wanted to provide additional evidence to the court on one where the court would read a transcript. However, this was withdrawn due to an incorrect date of the timing for the 30-day appeal period. Therefore, he withdrew that part, and the other part he is asking the court to stop any action from the Borough until the court decides.

Solicitor Smith and Attorney Sheets have 10 days to file their briefs on behalf of the Borough, which they will do.

Solicitor Smith presented the three ordinance amendments that are ready to be advertised in the paper. They are the following:

1. An Ordinance amending Chapter 88 of the Towanda Borough Code regarding animals by adding Article III – OTHER ANIMALS. The proposed amendment defines the term “fowl”, makes it unlawful to keep, harbor or allow to be present on property owned, leased or controlled by any person any male fowl, and establishing fines and penalties for violations of the Ordinance.
2. An Ordinance amending Chapter 305, Article VII, Section 305-57B.(2) of the Towanda Borough Code regarding parking in residential zoning districts. The proposed amendment defines the terms “trailer”, “motor home”, “recreational vehicle” and “recreational vehicle park trailer” and prohibits the parking or storing, in whole or in part, of any trailer, motor home, recreational vehicle or recreational vehicle park trailer on any street located within a R-1, R-2, R-3 or R-4 residential zoning district.
3. An Ordinance amending Chapter 298, Sections 298-1, 298-2 and 298-3, regarding abandoned vehicles, removal and impounding, and notice of removal and impounding. The proposed Ordinance deletes Section 298-1 – Definitions in its entirety, adds definitions of “abandoned motor vehicle”, “abandoned motor vehicle trailer” and “illegally parked motor vehicles or motor vehicle trailers”, and reduces the prohibited standing or parking time of such motor vehicles or motor vehicle trailers on streets, highways, parking lots or other public property within the Borough, or on private property without the consent of the property owner, occupant or lessee thereof, from seven days to two days. The proposed Ordinance also amends Section 298-2 – Removal and Impounding, and Section 298-3 - Notice of Removal and Impounding, by replacing the terms “abandoned” and “illegally parked vehicles” with the newly defined terms “abandoned motor vehicle”, “abandoned motor vehicle trailer” and “illegally parked motor vehicle or motor vehicle trailer”, and, as to each section, making the provisions thereof applicable to abandoned motor vehicles, abandoned motor vehicle trailers, and illegally parked motor vehicles or motor vehicle trailers.

Solicitor Smith asked for permission to advertise these amended ordinances in the local paper for public viewing and public comment before Council votes on enactment at the February 4, 2019 regular Borough Council meeting. A motion to advertise the amendments was made by Mr. Long and seconded by Mr. Christini. Motion passed.

BOROUGH SECRETARY REPORT:

Secretary Kulick had 2 Resolutions:

RESOLUTION 2019-2

Bradford County Collection Committee Delegate Appointments - Act 32 § 505(b)

Mrs. Lacek made a motion seconded by Mr. Klinger to adopt, Resolution #2019-2 to appoint the Borough Manager as Primary Delegate; the Borough Secretary as First Alternate, and the Towanda School District Business Manager as Second Alternate on the Tax Collection Committee for 2019.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mr. Roof, Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Miller

Resolution 2019-2 carried unanimously by those present.

RESOLUTION 2019-3

Appoint Ellen Lacek to the TMA BOARD for 5 Year Term, Expiring 01/01/2023

Mr. Klingler made a motion seconded by Mr. Long to adopt, Resolution #2019-3 as presented.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klingler, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mr. Roof, Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Miller

Resolution 2019-3 carried unanimously by those present.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORT – There were no bills to pay in January, as bills were paid at the Special Meeting held on December 27, 2018.

PLANNING COMMISSION REPORT:

The planning commission will need a new Chairman due to Mr. Larry Kacyon's resignation from the board after volunteering for 25+ years. We appreciate and thank him for volunteering his time and contributions to the Borough over the years

Note: When the Commission met on January 15, 2019, the position as President was tabled until the February 19th meeting. Vice-President Karen Johnson declined taking the position due to being so new to the board, however she presided at this meeting.

RECREATION REPORT:

Mr. Kovalcin stated that there was nothing new as they did not have a meeting.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets, and Manager Lane reviewed some of the things that are happening with the new well project in North Towanda.

MISC:

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Roof. Meeting adjourned at 8:06 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes February 4, 2019

The FEBRUARY regular meeting of the Towanda Borough Council was held on Monday, February 4, 2019, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer (7:35 PM – James B. Lacek arrived and was sworn in by Mayor Miller.)

ABSENT: n/a

President Sweitzer spoke to council members.

In the January 2019 meeting, council regrettably accepted Patrick Taylor's resignation (in writing effective December 31, 2018) as 2nd Ward council member. Mr. Taylor is moving out of Towanda.

Manager Lane stated Mr. James B. Lacek is a resident and registered voter, and the only person who contacted him to be considered for the position. "Jimmy" lives at 309 Poplar Street, and Manager Lane noted that he is also on the Planning Commission board. "Jimmy" is well known and somewhat familiar with the workings of the borough government.

[At this time, President Sweitzer asked if anyone would like to nominate Mr. Lacek to fulfill the council seat for 2nd Ward. Mr. Kovalcin made the motion and Mrs. Miller seconded it. Motion passed.](#)

Note: In addition, according to Renee Smithkors (BC Election Office) we will have a two-year term on the ballot this year due to the resignation of Mr. Taylor. If Mr. Lacek wishes to hold the position after the new year (2020), he must run this year.

CITIZENS TO BE HEARD: None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the January 7, 2019, Regular meeting minutes was made by Mr. Long and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that it was a good month, there are no problems with equipment so far this year.

Mr. Sweitzer stated that the Super Bowl ad honoring first responders and the example of aid they give to victims in emergency situations was really amazing. He said that was a great ad and the firemen in our area are all volunteers who don't get paid, but devote many hours. They deserve to be recognized.

In addition, Mr. Long stated that he saw the pellet stove fire in Chief Roof's fire-incident report. He stated that pellet stoves would need to be cleaned the same as wood stoves. Chief Roof responded that creosote can build up in the exhaust venting. This buildup of residue material in the

pipe can catch fire as the venting is not designed to handle high temperatures. Regular inspection and cleaning can prevent a fire from happening. President Sweitzer asked the Daily Review Representative Coy if he would put a safety bulletin in the paper to remind people to clean their wood or pellet stoves of which he complied.

FIRE BOARD REPORT:

Mr. Klinger had nothing to report.

MAYOR'S REPORT:

Mayor Miller thanked the Universalist Church of Towanda for their generous donation of \$2,000 to the K-9 fund in memory of Frank Lindsey.

Also, the interior of the police station is being painted by some of our public works department employees.

POLICE CHIEF REPORT:

Chief Epler stated the new video system from WatchGuard is being installed and they estimate that it will be up and running by Thursday the 7th. The department has purchased lots of data storage to manage the amount of data that will be downloaded from their cameras.

Chief Epler said that he is concerned about coverage in the police department, while Officer Jack Werner is out on sick leave (after today). Therefore, at 7:15 PM, President Sweitzer called for an **Executive Session** to discuss personnel issues. **Executive Session** ended and the regular meeting was resumed at 7:30 PM.

Officer Hennessy and K-9 Hades trained in Vestal on January 29, 2019.

Chief Epler also thanked the Towanda Unitarian Universalist Fellowship for their donation of \$2000 dollars to the K-9 program in memory of Frank Lindsey.

JANUARY 2019 – Monthly Report

440	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
19	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
16	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
1	DUI ARRESTS	6	ANIMAL COMPLAINTS
56	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
9	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
7	CRIMINAL ARRESTS		

Mr. Lacek arrived at the meeting at 7:35 PM, therefore; Mayor Miller had him take the “Official Oath of Office” (sworn in) to become the 2nd Ward council person behind Pat Taylor. Secretary Kulick attested to it.

POLICE COMMITTEE REPORT:

There was no meeting, however Mr. Sweitzer stated that Mrs. Miller will take over as Chairman of the Police Committee for a year, and Mr. Lacek has volunteered to be a member of the committee taking Mr. Taylor’s place.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.

JANUARY 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	20	20
Permit Fees Paid	\$1,109	\$1,109
Code Inspections Fees	\$520	\$520
Borough Total after Code Inspections Fees	\$589	\$589
Permit Work Value	\$91,218	\$91,218
Contractors Registered	6	6
Contractors Registrations Amount	\$400	\$400

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	4	4	\$18.00	\$18.00
#3 Commercial – New				
#4 Commercial – New	1	1	\$4.50	\$4.50
TOTALS	5	5	\$22.50	\$22.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	30	30	30	30	0	0
1 & 2 Family Rentals	25	25	25	25	0	0
Commercial Rental Units	7	5	5	5	0	0

Commercial Non-Rental	0	0	0	0	0	0
TOTALS	62	60	60	60	0	0

Rental Dwelling Unit Inspections	Month	YTD
1st Inspection	10	10
2nd Inspection	1	1
3rd Inspection	0	0
FEES PAID	\$0	\$0

PERMITS ISSUED		YTD
8	Building	8
4	Plumbing	4
4	Electrical	4
1	Mechanical	1
1	Accessibility	1
2	Administrative	2
20	Total Month	20

Compliance Action

8	New Violations in January 2019	
5	Unresolved	
3	Resolved	

Status of **PAST** Compliance Action

19	Prior Violations Unresolved from 2018	
16	Unresolved	
3	Resolved	

Rental Inspections Status

10	Total Inspections in January 2019	
3	Passed 1st Time	
7	Failed 1st Time	
1	Failed 2nd Time	

Status of **PAST** Rental Inspections

1	Still on Failed list for 2016	
1	Still on Failed list for 2017	
6	Still on Failed list for 2018	
1	Still on Failed list for the 2nd Time in 2018	

PARKING REPORT – JANUARY 2019		YEAR-TO-DATE
# Green Tickets Issued:	- 3	3
# Yellow Tickets Issued:	- 3	3
# Green Tickets Forgiven	- 0	0
# Yellow Tickets Forgiven	- 0	0
# Green Tickets Excused	- 0	0
# Yellow Tickets Forgiven	- 0	0
# Paid W/N 48 Hrs @ ½ Cost	- 1	1
\$ Amount Paid w/n 48 Hrs	- \$20	\$20
# Paid After 48 Hrs	- 0	0
\$ Amount Paid After 48 Hrs	- \$0	\$0
# Tickets to Magistrate as Citations	- 0	0
Amount Received from Magistrate	- \$0	\$0
Delinquent Tickets before Citation	- 200	200
\$		\$0
Revenue from Reserved Parking Spaces	- \$3,020	\$3,020
Hours on Parking per Month	- 40	40
Police - # of Tickets Written	- 26	26
\$ Amount Paid W/N 48 Hours	- \$80	\$80
\$ Amount Paid After 48 Hours	- \$200	\$200
TOTAL MONTHLY REVENUE	- \$300	YTD \$300

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

This is currently on hold for warmer weather. The only remaining items are the concrete sealer, line painting, pavement and seeding.

We submitted Pay app # 17 to RACP last week. All Pay apps with RACP are paid up to date, besides the new one we just sent.

Mr. Christini asked about the Parking Garage, and what the status is of the 3 drains that were not installed properly? Manager Lane stated that he went through this with the architect and he said that short of jackhammering holes and replumbing, we are essentially going to make grooves. Manager Lane stated all that is, is a curb. It’s just to block cars from clipping the last car as they go around the turn.

He said they planned to cut a groove in, let it drain out and fall the rest of the way down, and there will be a small main inside the groove. President Sweitzer stated that for such a common thing, why didn’t they see it. Manager Lane stated they made a guess on where they

thought the low spot would be once the concrete was poured and formed, and it was a couple feet off. He went on to say the contractor points the blame at the architect and the architect points the blame at the contractor. Manager Lane said that the water will drain out of there but we will have to clean it out occasionally.

Mr. Christini stated that he is not happy about this and he thinks there are more serious issues because there is water leaking down through the metal flooring. Manager Lane stated there are certain spots that the drains were not covering yet, but they have uncovered them all. Mr. Christini said he was there this past Sunday, and Manager Lane stated they should have been done. Mr. Christini said he would take some pictures next time. He stated that he wanted the council meeting minutes to reflect that if the water problem is not dealt with properly it will cause rusting as the decking will rust, the rebar will rust, and 20 years from now we will have a disaster. Mr. Christini stated that he would not have a problem telling them they have to jack-hammer drains if that was the way it was architected and it can be done. Mr. Christini said you would have to drill holes, re-plumb it, and it is the contractor's mistake and they should fix it.

Manager Lane stated that he thinks he and Mr. Christini are looking at 2 different things, because he didn't see water dripping anywhere. Mr. Christini stated that he went underneath and looked under those 3 locations where there is no drain and looked up at the corrugated metal, and there was water in all of it, places where water shouldn't be, and that was Sunday. Manager Lane stated he will have another look at it.

Manager Lane then stated there are curbs that protect the last car, and when the water is done with its velocity, it does not quite make it there. Mr. Christini stated that if there is a mistake in the way it was built, which is the way it was designed, then the contractor should be held accountable to the architect's plan. The fact that they would have to drill in the concrete and it could cost \$20,000 (grand) to do it, then there should be no reason why we would not ask them to fix it, unless the architect finds that it will cause the garage to become unstable. The hole was in the plan and it's not like the contractors are going to go through rebar. Mr. Christini stands by his feeling that they should make it right.

2. PennDOT Turnback SR 3020 –

Manager Lane executed the turn-back agreement for Poplar Street and mailed all the copies to Montoursville. Once they sign off it goes to Harrisburg for payment. He is in the process of setting up the design.

3. PennDOT Building – York Ave. (R-4 District)-

No new information regarding their plans. Manager Lane will keep everyone updated as he is provided information.

4. Trail Feasibility Study

Manager Lane submitted the draft report to DCNR for their review. DCNR officials came back with several comments. The consultant will address the comments by February 11th, and is planning the final public meeting.

5. Flood Insurance Rate Maps –

The Bradford County GIS and Mapping Department distributed a spreadsheet with all the addresses that will be added to the flood zone. The majority of the properties are located in the Downtown Central Business District.

Towanda Borough is tasked with informing the property owners and Manager Lane plans to send a letter with information regarding the NFIP, the FIRM, and also who the property owner can contact. There was a total of 74 properties that will be added to the flood zone. Manager Lane stated that Towanda Borough has no control over this matter. "We are only messengers".

6. Street Sweeper – USDA/CBPA –

Manager Lane is still in the process of finding a street sweeper. He and the borough Mechanic are scheduled to demo a different make of sweeper that is sold by a local business. He will continue to work with USDA and will keep everyone updated.

7. Flooding August 2018 –

On Friday, January 26th, Manager Lane attended training on the new Online Portal for FEMA Disaster 4408DR. Towanda Borough will be assigned a "Program Delivery Manager" to work with during the restoration of the damage. All the submittals for the project will be uploaded into the portal versus mailing them to FEMA.

Manager Lane feels like this is just another layer of bureaucracy. He will be submitting all the paper work in the FEMA portal, as well as paper copies to PEMA.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith presented the 3 amended ordinances to be voted on tonight. There were no visitors from the public for comment on any of the proposed amended ordinances. These were previously advertised (in accordance with Borough Code legal advertising requirements before enactment).

Mr. Long proposed the motion that we vote (approve) for all three amended ordinances at this time. Mr. Christini seconded the motion.

ORDINANCE 2019-1

Amending Chapter 88 – III. "Other Animals", Defining "Fowl" and Prohibiting the Keeping of MALE FOWL.

Mr. Long made a motion seconded by Mr. Christini to adopt, Ordinance 2019-1 as presented.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer & Mr. Lacek

NAY/NO:

ABSTAIN:

ABSENT:

Ordinance 2019-1 carried unanimously.

ORDINANCE 2019-2

Amending Chapter 298 – Section 298-1 of the Borough code to delete and replace the Definition of “Abandoned” and Adding Definitions of “Abandoned Motor Vehicle” and “Abandoned Motor Vehicle Trailer” and Amending Sections 298-2 and 298-3 to add provisions for Abandoned Motor Vehicles and Abandoned Motor Vehicle Trailers

Mr. Long made a motion seconded by Mr. Christini to adopt, Ordinance 2019-2 as presented.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer & Mr. Lacek

NAY/NO:

ABSTAIN:

ABSENT:

Ordinance 2019-2 carried unanimously.

ORDINANCE 2019-3

Amending Chapter 305 – Article VII, Section 305-57B.(II) to Prohibit the Parking or Storage of any Trailer, Motor Home, Recreational Vehicle, or Recreational Vehicle Park Trailer on Streets in Residential Zoning Districts.

Mr. Long made a motion seconded by Mr. Christini to adopt, Ordinance 2019-3 as presented.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer & Mr. Lacek

NAY/NO:

ABSTAIN:

ABSENT:

Ordinance 2019-3 carried unanimously.

BOROUGH SECRETARY REPORT:

Secretary Kulick informed Council about the following:

ARCC / YMCA Shamrock 5K Run/Walk to be held on Saturday, March 23rd. Registration begins at 9 AM at the YMCA, 9 College Ave, Towanda.

North Rome Christian School's Annual Eagle Run that will be held on April 13th. This will be a 5K/10K/Spirit Walk that includes a cardio workout, fun time, a Pancake Breakfast, and several auctions. They will use Route #2 along the Merrill Parkway.

Also, the Towanda Little League Opening Day parade will be held on April 27th at 9 to approximately 9:20 AM. They will use Route #2, but start from Park Street (the Courthouse), to south on Main Street, up Elizabeth Street to Memorial Park.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORT – Motion to pay the bills was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.

PLANNING COMMISSION REPORT:

The planning commission drafted minutes for the January 15th meeting are included in the packet.

RECREATION REPORT:

Mr. Kovalcin stated they are now working on the programs for this summer and will have a presentation of the progress for improvements at the 3rd Ward Playground on York Avenue.

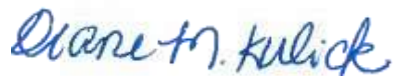
TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets and Manager Lane stated that the PennVest loan has been approved. He also stated that Stiffler-McGraw will be advertising the project for bids on the new water system and improvements in North Towanda.

MISC:

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Roof. Meeting adjourned at 7:35 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
March 4, 2019**

The MARCH regular meeting of the Towanda Borough Council was held on Monday, March 4, 2019, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mr. Roof, Mr. Sweitzer (7:35 PM – James B. Lacek arrived and was sworn in by Mayor Miller.)

ABSENT: Mrs. Lacek, Mrs. Miller (& Mayor Miller)

CITIZENS TO BE HEARD: None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the February 4, 2019, Regular meeting minutes was made by Mr. Long and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that he had a busy month (12 call out incidents on report). They also took the tower truck out yesterday to make sure it functioned with no issues and it did. He stated there is a lot of training scheduled for the Firemen in the next couple months.

Manager Lane stated that he would like to have the borough employees become certified in First Aid. Chief Roof said that could easily be arranged as there are these types of courses being taught regularly.

FIRE BOARD REPORT:

Mr. Klinger had nothing to report, as there was not a meeting due to inclement weather.

MAYOR'S REPORT:

Mayor Miller did not attend this meeting due to illness.

POLICE CHIEF REPORT:

Chief Epler stated the new video system from Watchguard is up and running, being used every day and they have seen the positive impact of it almost daily.

Officer Werner is doing well in his recovery. Chief Epler has started the process to hire 2 new part-time Officers to cover his hours. They are making do covering his shifts with their current personnel.

Officer Hennessy and K-9 Hades trained in Vestal on 2/26. Officer Hennessy and K-9 Hades were also called to Athens to assist in a drug search that resulted in a large amount of methamphetamine being seized.

There was an incident at the High School that the department had to respond to and is still under investigation. To err on the side of caution, Chief Epler asked for assistance from Pennsylvania State Police, the Bradford County Sheriff's Office and BC Probation for a 3-day period

from February 13th thru February 15th. All went well other than an accidental trip of a Fire Alarm, that was handled quickly, but did cause some alarm to an already nervous student body.

Chief Epler also attended a Safe School meeting on February 27th. Safe School is a group of select members of Departments and professionals that handle some aspect of the school or school emergencies in a combined effort to come up with a plan or procedure to handle major incidents.

FEBRUARY 2019 – Monthly Report

325	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
10	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
17	NON-TRAFFIC CITATIONS	12	THEFT REPORTS
1	DUI ARRESTS	3	ANIMAL COMPLAINTS
65	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
5	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

There was no meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.
 Mr. Sluyter stated that there may be a request for Special Exception on 2nd Street for a Children’s House for Futures Community Support Services Inc.

FEBRUARY 2019 SUMMARY

PERMITS & CONTRACTORS

	Month	YTD
Permits Issued	9	29
Permit Fees Paid	\$744	\$1,853
Code Inspections Fees	\$125	\$645
Borough Total after Code Inspections Fees	\$619	\$589
Permit Work Value	\$65,600	\$153,618
Contractors Registered	9	29
Contractors Registrations Amount	\$400	\$400

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	1	5	\$4.50	\$22.50
#3 Commercial – New				
#4 Commercial – New		1		\$4.50
TOTALS	1	6	\$4.50	\$27.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	13	43	27	57	10	10
1 & 2 Family Rentals	10	35	22	47	14	14
Commercial Rental Units	8	15	12	17	5	5
Commercial Non-Rental	4	4	6	6	3	3
TOTALS	35	97	67	127	32	32

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	3	13
2nd Inspection	5	6
3rd Inspection	2	2
FEES PAID	\$0	\$0

PERMITS ISSUED

		YTD
2	Building	10
1	Electrical	5
1	Plumbing	5
2	Mechanical/HVAC	3
	Energy	
1	Accessibility	2
	Fire Protection	
	Demolition	
	Sidewalk	
	Other Driveways	
2	Administrative	4
9	Total Month	29

Compliance Action – February 2019

4	New Violations
4	Unresolved
0	Resolved

Status of **PAST** Compliance Action

10	Prior Violations Unresolved – 2018 (& prior years)
6	Prior Months' Violations Unresolved - 2019 (current year)
16	Unresolved
0	Resolved

Rental Inspections Status

4	Total Inspections in February 2019
3	Passed 1st Time
1	Failed 1st Time
0	Failed 2nd Time

Status of **PAST** Rental Inspections Passed in February

15	Failed	5
4	Failed 2nd time	
1	Failed 3rd time	

Note: 1 that failed in July 2016 is now condemned.

PARKING REPORT – FEBRUARY 2019

YEAR-TO-DATE

# Green Tickets Issued:	-	5	8
# Yellow Tickets Issued:	-	2	5
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Paid W/N 48 Hrs @ ½ Cost	-	3	4
\$ Amount Paid w/n 48 Hrs	-	\$30	\$50
# Paid After 48 Hrs	-	2	2
\$ Amount Paid After 48 Hrs	-	\$40	\$40
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-	\$0	\$0
Delinquent Tickets before Citation	-	80	280
\$			\$0
Revenue from Reserved Parking Spaces	-	\$2,080	
Hours on Parking per Month	-	30	70

Police - # of Tickets Written	-	14	40
\$ Amount Paid W/N 48 Hours	-	\$80	\$140
\$ Amount Paid After 48 Hours	-	\$100	\$300
TOTAL REVENUE		FEB TOTAL	YTD
		\$230	\$530

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

Manager Lane stated the project is currently on hold for warmer weather. The only remaining items are the concrete sealer, line painting, other painting, pavement and seeding.

Pay app # 18 was submitted to RACP last week. Pay app # 17 reimbursement was received last week as well.

He is currently working with a pay station company (Hectronic) and United Public Safety to ensure their software is compatible with our overall Borough Parking system, and setting up meetings within the month.

Manager Lane also stated that concerning the parking database, we need to have software compatible with the garage operation and one that will give notice when parking time runs out.

2. PennDOT Turnback SR 3020 -

Manager Lane executed the turn-back agreement and mailed all the copies to PennDOT Montoursville. Once they sign off it goes to Harrisburg for payment. He is in the process of setting up the design currently.

3. PennDOT Building – York Ave. (R-4 District)-

No new information regarding their plans, but he will keep everyone updated as we are provided information. As stated in the zoning ordinance, no new commercial buildings are allowed in that residential district.

4. Trail Feasibility Study

A public meeting will be held March 5th at 5:00 PM to present the study. DCNR has been provided a copy and once meeting is complete the project is complete.

Manager Lane attended the latest Recreation committee meeting on February 12th to discuss the future of the Borough Parks. A fundraising effort has been started and they are looking to come up with a Park Master Plan. The Borough had one for the SCI complex and property in 2003. He stated that the committee would essentially like to tie in 3rd Ward Park and the proposed “THS Trail Spur” into this plan. In order to apply for construction funding of any sort for trails and parks we will need a plan newer than the 2003 plan.

5. Flood Insurance Rate Maps –

Manager Lane sent a letter to each of the property owners that will be affected by the widening of the Special Flood Hazard Zone. So far, he has only been contacted by one person. Enclosed is the letter for your reference. FEMA is telling him the newly proposed FIRM will not be in effect until or near next year.

6. Street Sweeper – USDA/CBPA –

USDA received my “pre-application” documentation and has requested additional forms to move forward in the loan for the Street Sweeper. Manager Lane sent the Borough Solicitor a “legal Service Agreement” to complete.

The debt service payments for this loan will be paid from the liquid fuels account.

If the loan/purchase process is taking too long and spring is here. We plan to contract NTSWA to at least sweep Main Street and a few other streets. The overall favored type of sweeper is the “Pelican” model (same brand we currently have).

7. Flooding August 2018 –

Manager Lane was informed by the Bradford County Planning Office that FEMA’s “Program Delivery Managers” are deployed to the area and will begin contacting us in the near future. He has several items to go over with that person (FEMA’s PDM) in the Borough, however most of the damage was to TMA’s water main in the South Branch Area. Manager Lane stated that he will keep everyone up to date.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith stated that concerning the new street sweeper, he would be sending verification to the USDA to confirm that he is the solicitor for Towanda Borough and will perform the legal work required to complete the pending loan/grant contracts for purchasing this street sweeper.

Also, Solicitor Smith distributed a letter from the law firm of Sweet, Stevens, Katz & Williams, special counsel representing Towanda Area School District for their defense of a tax appeal of a business owner who is seeking to reduce the fair market value of their business property. In the letter the school district is asking the borough to share the cost of these services for the use of Reaves C. Lukens III, MAI, SRA (Appraiser) which would be the pro rata percentage fees and costs of this Appraiser to be 6% for Towanda Borough. Towanda School district would be billed and pay for all fees and costs, and in turn will bill the borough its pro rata share of the District’s fees and costs.

Solicitor Smith at this time asked for Council’s permission to agree to the 6% (roughly around \$330) & any additional fees over the 6%.

Mr. Long made the motion to contribute to the cost as stated, and Mr. Christini seconded the motion. Motion passed.

BOROUGH SECRETARY REPORT:

Secretary Kulick stated that a resident of 39 Third Street talked to her about placing a handicap parking sign in front of where she resides. She presented a Parking Placecard/I.D. Card to Secretary Kulick for proof of her disability.

Mr. Klinger made the motion to approve the placement of the handicap parking sign by her residence seconded by Mr. Kovalcin. Motion passed.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORT – Motion to pay the bills was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

PLANNING COMMISSION REPORT:

The next planning commission meeting will be held on March 18th.

RECREATION REPORT:

Update on the Recreation Committee was covered by Manager Lane in the Borough Manager part of the meeting.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets and Manager Lane stated that the PennVest loan has been approved. He also stated that Stiffler-McGraw will be advertising the project for bids on the new water system and improvements in North Towanda.

MISC:

There was a discussion of a safety situation in the section of 3rd Street behind St. Agnes and how to handle it. There is parking occurring on both sides of the street near where the bus stops during school hours with thru traffic occurring also. Chief Epler and Manager Lane are going to come up with a plan on handling this situation. One idea is to have “no parking” on the street during school hours.

ADJOURNMENT:

Motion to adjourn was made by Mr. Christini and seconded by Mr. Klinger. Meeting adjourned at 8:15 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes April 1, 2019

The APRIL regular meeting of the Towanda Borough Council was held on Monday, April 1, 2019, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:04 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Sweitzer

ABSENT: Mr. Christini (business travel), Mr. Roof

CITIZENS TO BE HEARD: Mr. Donald Barto of 800 South Fifth Street asked council if he could build a small kiln that would use a small amount of wood. Council told Mr. Barto that they would do some research on using a kiln and look at the Borough Code. Mr. Barto will provide images of the kiln design to Mr. Sluyter and discuss it with him.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the March 4, 2019, Regular meeting minutes was made by Mr. Long and seconded by Mr. Lacek. Motion passed.

FIRE CHIEF REPORT:

Chief Roof's report is included in the packet. He was unable to attend.

FIRE BOARD REPORT:

Mr. Klinger stated he attended the meeting but had nothing to bring before Council.

MAYOR'S REPORT:

Mayor Miller stated that the Towanda Little League Opening day parade is coming up on April 27th.

POLICE CHIEF REPORT:

Chief Epler stated that he has hired a new part time Officer. Garret Smith started on 03/04/19, and is currently being trained with all shifts and Officers.

Officer Hennessy and K-9 Hades trained in Vestal on March 19th. They also did a drug search of student's luggage for the 11th and 12th grade trips.

Officer Hennessy and Hades walked in the YMCA/ ARCC 5K as security.

Also, Chief Epler showed the body camera that he is now wearing.

MARCH 2019 – Monthly Report

360	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
25	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
14	NON-TRAFFIC CITATIONS	8	THEFT REPORTS

1	DUI ARRESTS	4	ANIMAL COMPLAINTS
67	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	7	WARNINGS ISSUED
3	OUT OF TOWN ASSISTS	2	K-9 SERVICES
8	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

There was no meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council. There are a couple Zoning Variances that will go to the Planning Board's next meeting. Mr. Sluyter stated that the parking software (IWORQ) is now on board here.

MARCH 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	17	46
Permit Fees Paid	\$1,820.14	\$3,673.14
Code Inspections Fees	\$947.14	\$1,592.14
Borough Total after Code Inspections Fees	\$873	\$2,081
Permit Work Value	\$78,000	\$234,818
Contractors Registered	16	22
Contractors Registrations Amount	\$1,250	\$1,650

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	3	8	\$13.50	\$36.00
#3 Commercial – New				
#4 Commercial – Other	4	5	\$18.00	\$22.50
TOTALS	7	13	\$31.50	\$58.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	11	54	8	65	3	13
1 & 2 Family Rentals	6	41	5	52	2	16
Commercial Rental Units	4	19	4	21	2	7
Commercial Non-Rental	1	5	1	7	0	3
TOTALS	22	119	18	145	7	39

Rental Dwelling Unit Inspections Month YTD

1st Inspection	7	20
2nd Inspection	2	8
3rd Inspection	3	5
FEES PAID	\$0	\$0

PERMITS ISSUED YTD

10	Building	20
2	Electrical	7
1	Plumbing	6
2	Mechanical/HVAC	5
	Energy	
	Accessibility	2
	Fire Protection	
	Demolition	
	Sidewalk	
	Other Driveways	
	Administrative	4
15	Total Month	44

Compliance Action – March 2019

5	New Violations
4	Unresolved
1	Resolved

Status of PAST Compliance Action

10	Prior Violations Unresolved – 2018 (& prior years)
2	Prior Months' Violations Unresolved - 2019 (current year)
16	Unresolved Total
1	Resolved Total

Rental Inspections Status

10	Total Inspections in March 2019
6	Passed 1st Time
4	Failed 1st Time
1	Passed 2nd Time
1	Failed 2nd Time

Status of PAST Rental Inspections		Status in March
10	Failed	0
1	Failed 2nd time	
1	Failed 3rd time	

PARKING REPORT – MARCH 2019 **YEAR-TO-DATE**

# Green Tickets Issued:	-	7	15
# Yellow Tickets Issued:	-	5	10
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	1	1
# Yellow Tickets Forgiven	-	1	1
# Paid W/N 48 Hrs @ ½ Cost	-	4	8
\$ Amount Paid w/n 48 Hrs	-	\$40	\$90
# Paid After 48 Hrs	-	3	5
\$ Amount Paid After 48 Hrs	-	\$60	\$100
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-	\$0	\$0
Delinquent Tickets before Citation	-	80	360
\$			\$0
Revenue from Reserved Parking Spaces	-	\$2,080	\$7,180
Hours on Parking per Month	-	30	100
Police - # of Tickets Written	-	17	57
\$ Amount Paid W/N 48 Hours	-	\$90	\$230
\$ Amount Paid After 48 Hours	-	\$80	\$380
TOTAL REVENUE		FEB TOTAL	YTD
		\$270	\$800

BOROUGH MANAGER'S REPORT:

1. **Downtown Revitalization Project-**
Manager Lane spoke with E.R. Stuebner two weeks ago, they are closely watching the weather in order to finish the garage. When the temperature goes up, they plan to be back on site, maybe in the next week or two.
2. **PennDOT Turnback SR 3020 –**
The "check is in the mail" today according to PennDOT. When the check arrives Manager Lane will execute the contract with Hunt Engineers to design the reconstruction. The plan is to seek construction bids in January of the 2020.
3. **PennDOT Building – York Ave. (R-4 District)-**
We have not received any new information regarding PennDOT's plans. Manager Lane will update Council when he is provided with more information.
4. **Trail Extension –**
The feasibility study is complete and in its final version. Manager Lane presented it to the public and will submit the document to DCNR this week. The grant funds arrived last week and Manager Lane will be collecting the other municipalities' share of the grant.

He plans to begin the next steps to make the Parkway trail extension a reality, and getting our hands-on design funding is priority number one.

5. **Flood Insurance Rate Maps –**
The notification letters went out over a month ago and Manager Lane has had only one response. He has not received any new information from FEMA regarding the dates for the new FIRM.
6. **Street Sweeper – USDA/CBPA –**
Manager Lane is still working through the USDA process and playing phone tag. The Borough's sweeper had been working some but it is broken down again.
7. **Flooding August 2018 –**
The program delivery manager contacted Manager Lane today and a meeting is scheduled for August 10th. He has the inventory damage sheet ready to upload on the FEMA portal.

In town we had damage on Western Ave, Fifth Street and Mulberry Street, and we had a sink hole opening up between 2nd and 3rd Street. We have logged man hours as well as equipment hours which are eligible for reimbursement.

Also, the Fire Company has use hours on their boat and the Ford Excursion during the flooding. Manager Lane is hoping that FEMA will reimburse this usage also.

8. **Paving 2019 –**
On March 25th we publicly opened bids for the 2019 Paving Project. Manager Lane plans to finish the remainder of North Fourth Street, from just north of Wilmot Drive to Elm Street. The bids came in as follows:

Bishop Brothers Construction – total \$65,721.07

Dalrymple Gravel & Contracting Co. Inc. – total \$67,682.75

Manager Lane requested council make a **motion** to award the low bid of \$65,721.07 from Bishop Brothers Construction. Also, as part of this paving project, Borough Crews will be installing (3) new catch basins and 500' of storm pipe, rehabbing a catch basin, and removing a sewer manhole near the intersection with Wilmot Drive.

Mr. Klinger made the motion to approve Bishop Brothers as the low bidder (\$65,721.07) for the 2019 paving project and seconded by Mr. Kovalcin. Motion passed.

9. **2020 Police Interceptor –**

Manager Lane will be placing the order for the new police car in the next several days. The dealer informed him that the 2019 cars are no longer available (being manufactured) and the 2020 (being manufactured starting in June) car will not actually be here until November or more than likely December of this year.

In addition, Manager Lane stated the Borough made the final payment on the 2016 police vehicle last month.

10. **Ladder Truck – Fire Company –**

Manager Lane has been in discussions with Chief Roof and the two assistant chiefs regarding the replacement of the 1983 tower truck. While working with USDA on the sweeper he discovered they will assist us in securing funding for a replacement for the tower truck. There will be multiple funding sources and he is working to come up with scheme that makes it affordable for the Borough.

He stated this is a huge undertaking, and we want to buy "used" coming off a lease. A sum of \$400,000 is a lot of money and USDA is one source of funding and the Volunteer Loan Assistance Program (VLAP - 2% interest loan) which provides low interest loans to volunteer fire companies, ambulance services and rescue squads for the purpose of purchasing and modernizing apparatus, facilities and equipment. However, the above sources will not cover the whole cost, so we have to look at several sources for funding.

Remembering Tom Fairchild

Manager Lane stated that there will be a Memorial Celebration of Tom's life held on May 18th at 11 AM, at Riverfront Park. There will be music, hot dogs and cherry pie.

He asked Council to discuss how to properly memorialize former Borough Manager Tom Fairchild who recently passed on. In last month's Towanda Municipal Authority meeting, some members of Council who also sit on the TMA board floated ideas of naming either the new Parking Garage or Merrill Parkway after Fairchild.

Those ideas were echoed in Monday's meeting, but no action was taken. The Council had considerable absences in the meeting and decided to hold off on making a decision because of the lack of input from the absent members. The Council also urges residents of the borough to give input to the council on how to memorialize Fairchild's contribution to the borough.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he is working on some changes in the Water & Sewer Ordinance and the tax reassessment appeal is still pending (Re: A business owner who is seeking to reduce the fair market value of their business property).

BOROUGH SECRETARY REPORT:

Nothing to Report.

April 1, 2019

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORT – Motion to pay the bills was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

PLANNING COMMISSION REPORT:

The planning commission meeting for March 19th was cancelled and the next meeting will be held on April 16th. This meeting will be a public meeting to discuss 2 properties whose owner's applied for Special Exception for use of the property.

RECREATION REPORT:

Mr. Kovalcin reported that the entertainment schedule is almost complete for "Concerts in the Park". He also stated that Craftmaster Credit Union donated \$200 to put toward sponsoring a band.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets.

MISC:

The annual Spring clean-up is taking place on Friday, May 17th and Saturday, May 18th at 7 PM. It has been in the newspaper once and is requested to be posted in there again.

Mr. Klinger stated that he received an email from a resident that sent a link to an ordinance in another town on feral cats, that one can be fined for feeding these cats. Manager Lane stated that PSAB (Pennsylvania State Assoc. of Boroughs) officials say that you cannot fine someone who is feeding a cat. Mr. Klinger stated he does believe that the Catch-Spay-Release is the better way to deal with this problem.

ADJOURNMENT:

Motion to adjourn was made by Mr. Long and seconded by Mr. Lacek. Meeting adjourned at 8:35 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes May 6, 2019

The MAY regular meeting of the Towanda Borough Council was held on Monday, May 6, 2019, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

ABSENT:

CITIZENS TO BE HEARD: Mr. Kevin Doupe' (who is on the Planning Commission) of 10 Elliott Street, stated that he spoke to Mayor Miller at the Little League opening day about an idea that he had for the Recreation Board, but he is unable to attend their meeting. He feels the purpose of a Borough Council and Planning Commission is to develop the town. He suggested that instead of having our summer music event out of town at the Riverfront Park, we could take the music and bring it here to town and shut down a side street (like Court Street) where the event would be held. He said this way people could be near eating establishments in town where they might potentially spend their money.

Mr. Kovalcin, who is the Chairman of the Recreation Committee stated that at the next Rec Board meeting he would bring this up for discussion.

President Sweitzer stated that he is all for anything we can come up with for downtown and the few merchants we currently have left. He stated the wide-open space over at the park makes it convenient, and Mr. Doupe' makes a good point. Chief Epler stated that Court Street would be a good choice location with the church lawn and the courthouse parking lot and side lawn available.

Mr. Christini addressed Council members concerning information that was sent to him by Gary & Charlotte Parks of 306 William Street, and is in the packet. It contains information on a potential way to handle the cat population in our town, and it is called "KALI'S MISSION" – Towanda Borough Spay & Neuter Program. Mr. & Mrs. Parks would like to volunteer their help in this program and offered some ideas to Council. They also asked Council for support for the program and funding and help in applying for grant monies to develop this program.

Mr. Sweitzer stated that we should motion that we support them and that there are other people/groups out there that have the same mission and they should form a committee to present Council with a proposal, and we will back them in some financial way.

Mr. Klinger made the motion that we support the spay & neuter program with the above suggestion, and Mr. Kovalcin seconded it. Motion passed, and Mr. Christini will contact Mr. & Mrs. Parks with our request.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the April 1, 2019, Regular meeting minutes was made by Mrs. Lacek and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

The fire department's incident report for April is included in the packet.

Chief Roof stated that Engine #4 was serviced (regular servicing & pump maintenance) in April and they trained in the Vestal "Smokehouse", this past Sunday (May 5th). He said the fire company does most of their training in the Spring.

Chief also stated that they are looking at different sources of money to enable them to purchase a newer ladder truck. They are planning to form a committee for this at their next fire board meeting.

There was a hand out at this meeting that was posted in the newspaper with a picture of Chief Roof and David Westbrook being honored at the annual North Central Pennsylvania American Red Cross Heroes Breakfast on April 25th in Williamsport, PA. This is the 2nd year Bradford County was represented among the heroes recognized. Chief Roof stated that North Towanda and Wysox Volunteer Fire Departments were honored also. An official of that ceremony also mentioned that Jeld-Wen, GTP and Dupont release first responder volunteers from their shifts in the event of an emergency. Mr. Christini thanked Chief Roof and his team of volunteers for use of their own time for training and commitment to the community.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting but had nothing to report.

MAYOR'S REPORT:

Mayor Miller was absent.

POLICE CHIEF REPORT:

Chief Epler stated the Department had group CPR and First Aid Training at the station on April 30th, and a refresher on SFST (Standardized Field Sobriety Testing). The Chief stated that he is looking into purchasing tourniquets for all the officers. The question of carrying Narcan (nasal) by the officers was brought up and Chief Epler stated that he wants his officers to have it for self-administration potentially saving their life if they are on a scene and get exposed to opioids or fentanyl powder contamination. He said the first priority for the officer is making the scene safe. He added the local ER is doing IV (intravenous) Narcan now because the drug is so strong.

Officer Bellows went to Hersey for the DUI mandatory conference for 2 days.

The rear parking lot was thankfully completed last week and this makes the Chief happy. He also stated that the lines are all painted wide, but he only requested the wider spots for his police cars. Manager Lane told the Chief that he will have the crew repaint them.

Officer Hennessy and K-9 Hades trained in Vestal, NY, on April 2nd and 30th.

FEBRUARY 2019 – Monthly Report

325	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
10	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
17	NON-TRAFFIC CITATIONS	12	THEFT REPORTS
1	DUI ARRESTS	3	ANIMAL COMPLAINTS
65	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
5	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

There was no meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.
 Mr. Sluyter stated that there may be a request for Special Exception on 2nd Street for a Children's House for Futures Community Support Services Inc.

APRIL 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	25	71
Permit Fees Paid	\$1,403	\$5,076
Code Inspections Fees	\$550	2,142.14
Borough Total after Code Inspections Fees	\$550	2,142.14
Permit Work Value	\$65,627.61	\$300,445.61
Contractors Registered	35	57
Contractors Registrations Amount	\$2,750	\$4,400

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	6	14	\$27.00	\$63.00
#3 Commercial – New				
#4 Commercial – Other	4	9	\$18.00	\$40.50
TOTALS	10	23	\$45.00	\$103.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	64	8	73	4	17
1 & 2 Family Rentals	15	56	13	65	10	26
Commercial Rental Units	5	24	5	26	3	10
Commercial Non-Rental	4	9	3	10	2	5
TOTALS	34	153	29	174	19	58

Rental Dwelling Unit Inspections Month YTD

1st Inspection	5	25
2nd Inspection	3	11
3rd Inspection	3	8
FEES PAID	\$0	\$0

ZONING CODES

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL	1	3	10	10	\$10.00	\$30.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN		2	0	0		\$80.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		
TOTAL	1	5	10	10	\$10.00	\$10.00
Sign Permits Total:	0	2			\$0.00	\$80.00

ZONING APPEALS

Name	Hearing Date	Address	Type	Fees Paid

PERMITS ISSUED YTD

11	Building	29
2	Electrical	10
6	Plumbing	12
2	Mechanical/HVAC	6
	Energy	0
	Accessibility	3
	Fire Protection	0
	Demolition	0
	Sidewalk	0
	Other Driveways	0
4	Administrative	11
25	Total Month	71

Compliance Action – April 2019

7	New Violations
5	Unresolved
2	Resolved

Status of **PAST** Compliance Action

9	Prior Violations Unresolved – 2018 (& prior years)
6	Prior Months' Violations Unresolved - 2019 (current year)
9	Unresolved
0	Resolved

Rental Inspections Status

6	Total Inspections in April 2019
3	Passed 1st Time
3	Failed 1st Time
0	Failed 2nd Time
3	Passed 2nd Time

Status of **PAST** Rental Inspections Passed in March

10	Failed	2
3	Failed 2nd time	
0	Failed 3rd time	

Note: 1 that failed in July 2016 is now condemned.

PARKING REPORT – APRIL 2019

YEAR-TO-DATE

# Green Tickets Issued:	-	6	21
# Yellow Tickets Issued:	-	3	13
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	0	1
# Yellow Tickets Forgiven	-	0	1
# Paid W/N 48 Hrs @ ½ Cost	-	2	10
\$ Amount Paid w/n 48 Hrs	-	\$20	\$110
# Paid After 48 Hrs	-	2	7
\$ Amount Paid After 48 Hrs	-	\$40	\$140
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-		\$0
Delinquent Tickets before Citation	-	100	0
\$			\$460
Revenue from Reserved			
Parking Spaces	-	\$2,380	\$9,560
Hours on Parking per Month	-	30	130

Police - # of Tickets Written	-	10	67
\$ Amount Paid W/N 48 Hours	-	\$60	\$290
\$ Amount Paid After 48 Hours	-	\$40	\$420
TOTAL REVENUE		FEB TOTAL	YTD
		\$2,640	\$10,980

BOROUGH MANAGER’S REPORT: Manager Lane was out of town today. His report was included in the packet of meeting materials.

1. Downtown Revitalization Project-

The Parking Garage project is near completion. Paving is complete, the elevator passed inspection, the lines are painted and the signs are installed. Code Inspections Incorporated, the inspection service the borough used will be issuing Occupancy permit after today’s inspection. In addition, Manager Lane wrote that there will be punch list of items to complete.

Manager Lane ordered entrance gates to reserved portion of garage of the garage. Also, he wrote we are in the process of setting up the entire parking system online with “citiCite” software. The package will include a handheld device for citations and back office software to organize rental fees and reservations.

2. PennDOT Turnback SR 3020 –

Manager Lane received the turnback payment and the executed agreement with PennDOT. The first “Kick-off” meeting was held May 1st with the Engineering firm to go over the scope of what is to be completed with the project. Along with the reconstruction of the street, curbs and drainage, there will most likely be sanitary sewer replacement and some possible water main replacement paid for by TMA.

3. PennDOT Building – York Ave. (R-4 District)-

The latest information Manager Lane received was the project is still in the hopper, however it is currently sitting still.

4. Street Sweeper – USDA/CBPA –

It is Manager Lane’s understanding at this point we are waiting for USDA in Harrisburg to complete their approval of the loan. Due to the loan being almost \$215,000 USDA is requiring bond council to review and supply an opinion letter of Solicitor Smith’s loan documents. He has retained TMA’s bond counsel David Unkovic for this requirement.

5. Flooding August 2018 –

Manager Lane is currently working with FEMA’s Program delivery Manager to file the necessary paper work for Cash Creek at two locations. The other damage sites did not amount to enough expense to warrant reimbursement. He scheduled a meeting with the site inspector on May 22nd.

6. Paving 2019 –

Manager Lane has requested the contractor wait until August to pave North Fourth Street.

Valley Energy will be replacing some antiquated gas main and the Borough will be installing three (3) New catch basins and 500” of storm pipe, rehabbing a catch basin and removing a sewer man-hole near the intersection with Wilmot Drive.

7. 2020 Police Interceptor Vehicle –

The New Police Interceptor is on order and Manager expects delivery before the end of the year. He found a 2019, however it had more features than necessary for our use and therefore was much more expensive.

8. Ladder Truck – Fire Company –

Chief Roof approached Towanda Township to ask if they would be willing to partner in the purchase of a “newer” ladder truck. If it all works out the way we hope, contributions from the Borough, the Township and the Fire Company we should be able to finance the remainder.

9. Property Maintenance/Code Enforcement Software -

The new software is live for Contractor Registrations and Building Permits. The developer is still inputting data for the property Maintenance module. Expecting to live on the PM side within the next few weeks.

10. YMCA –DCNR Applications - RESOLUTION 2019-4

As discussed in the past, the YMCA had Northern Tier Regional Planning Commission submit a grant application for funding to replace the gym floor. The YMCA has fundraised the matching funds. Manager Lane was remiss in not obtaining a resolution from Council to allow the NTRPDC and the YMCA to file the application on the Borough’s behalf (We must be the applicant as it is our building).

He would like to recommend council approve by **resolution** the submission of an application to DCNR requesting funding to replace the YMCA gym floor. The following is the resolution.

RESOLUTION 2019-4

Approval for NTRPDC (Northern Tier Regional Planning and Development Commission) and the YMCA to file and application on behalf of Towanda Borough to DCNR (Pennsylvania Department of Conservation and Natural Resources) requesting funding to replace the YMCA gym floor.

Mr. Christini made a motion seconded by Mr. Klinger to adopt, Resolution #2019-4 as presented.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: N/A

Resolution 2019-4 carried unanimously.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith stated that we are pursuing the 202 Lombard Street property that needs to be tore down. Secretary Kulick stated that a person filled out a permit to tear it down just today and that Mr. Haight would be in tomorrow to look over the permit for approval.

Also, Solicitor Smith stated that the owner of the on-going borough property assessment appeal (to reduce the fair market value of their business property) are now in the talking stage. The pre-trial conference with Judge Beirne that was supposed to take place on the 25th of April was postponed.

Also, Solicitor Smith stated that he spoke with Mr. Sluyter concerning “Roosters” that are on a borough resident’s property. The roosters are not grandfathered because they were there before the ordinance was enacted. Mr. Christini stated that this ordinance and a couple others are codified and on the Borough website.

BOROUGH SECRETARY REPORT:

Secretary Kulick had nothing more to report.

ADMINISTRATIVE REPORT:

Included in packet.

NOTE: At this point in the meeting President Sweitzer stated that we had discussed last month about naming a project in memory of Tom Fairchild. Mr. Kovalcin stated that it was discussed at the Finance and Administration meeting and concluded that the trail project and Riverfront Park were both appropriate selections. Mr. Christini talked to Kim Fairchild (Tom’s widow) and Tim Fairchild (Tom’s brother), and Kim likes both, but renaming the park is her first choice. President Sweitzer stated that with the memorial service being held at Riverfront Park on May 18th, maybe we could have a temporary sign made to display Tom’s name until an official plaque can be made and displayed permanently at both the park and on the Merrill Parkway (which will be part of the trail). Mrs. Lacek stated that we would like to make a decision tonight so we can let the Fairchild’s know.

At this time President Sweitzer asked for a motion to rename Riverfront Park and name the whole trail in Tom’s name. Mr. Kovalcin made the motion and Mrs. Lacek seconded it. Motion passed.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORT – Motion to pay the bills was made by Mr. Long and seconded by Mrs. Lacek. Motion passed.

PLANNING COMMISSION REPORT:

The next planning commission meeting will be held on Tuesday, May 21st.

A draft copy of the April 16th meeting is included in the packet. Mr. Lacek stated that the April 16th meeting was a “public” meeting held for “special exception” use of two different properties in the borough. The planning commission unanimously approved both with reasonable conditions and safeguard recommendations going forward to the Zoning Hearing Board.

One of the properties was a special exception request from Future’s Community Support Services, who’s plan for a home they purchased at 408 Second Street to use as a support staffed home for 3 individuals with intellectual disabilities, 24 hours a day, 7 days a week. This home is also in the R-2 Two-Family Residential District. This will be contingent upon following Chapter 325 Zoning, Article V. Special Exceptions and Uses, §325-42 special exceptions, and letter E, that states the requirement of adequate landscaping and screening is provided as required in §325-27, as their neighbors have stated that is their only request. Plus, as required in letter F, provide adequate off-street parking and loading and ingress and egress be designed as to cause minimum interference with traffic on abutting streets.

The second property was a special exception request from Mr. & Mrs. Roger (Michelle) Hatch to have their property at 101 York Avenue as a Bed and Breakfast residence with just 3 guest rooms. This home is located in the R-4 Special One-Family Residential District.

RECREATION REPORT:

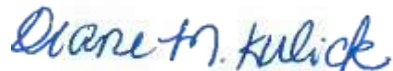
An update (list included in packet) on the entertainment for Thursday's "Concerts in the Park", this summer was covered by Mr. Kovalcin, Chairman of the Recreation Committee. Mr. Kovalcin also had a picture of what the basketball court at Third Ward Playground will look like when upgrades are complete.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mrs. Miller. Meeting adjourned at 8:00 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes June 3, 2019

The JUNE regular meeting of the Towanda Borough Council was held on Monday, June 3, 2019, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Sweitzer

ABSENT: Mr. Roof

CITIZENS TO BE HEARD:

Gary and Charlotte Parks 306 William Street, who spoke to Council last month were present to talk about the first meeting they held for Kali's Mission (TNR – Trap, Neuter or Spay, Return) program that was held on Wednesday, May 29th (Addendum attached with the report of Kali's Mission meeting). Mrs. Parks stated they had 15 people attend the meeting held last week.

The organizations present at the meeting were the Bradford County Humane Society, Animal Care Sanctuary from East Smithfield, Towanda Creek Animal Hospital and Your Too Animal Rescue. They discussed the local veterinarians' availability, and costs for each of their services, and deposit amounts for the traps that are used to capture the cats (Note: You Too Animal Rescue does not require a deposit).

In addition, they discussed a tracking system and advertising options they would use. They received information from "Alley Cat Allies" on how to start a TNR program and forms that can be used to track cats who were in the TNR program. They would use social media, the Towanda Borough website (free media) and the Daily Review (as a free news item or local brief).

Mrs. Parks stated that Tractor Supply donated three 13-pound bags of cat food to get them started. Also, she stated they will solicit for donations as the program moves along. They will apply for grants that may be out there too. One grant available through Bissel is closed now but will be available in November 2019, and they plan on applying. They need to be a 501C (non-profit), therefore they have signed up with "You Too Animal Rescue" to make that happen.

Mr. Christini thanked Mr. and Mrs. Parks for their commitment to this project. He feels that we should support them with a monetary amount on a trial basis for now to see how the program works out.

A motion to approve financial support of up to the amount of \$2,000 for costs associated with veterinarian charges in this program was made by Mr. Kovalcin and seconded by Mr. Klinger. Motion passed.

Manager Lane stated that they should submit the invoices before our month end so it can be approved for payment at Council's Finance and Administration meeting before the monthly Council meeting.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the May 6, 2019, Regular meeting minutes was made by Mrs. Lacek and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent (doing community service at THS Graduation). The fire department's incident report for May is included in the packet.

FIRE BOARD REPORT:

Mr. Klinger did not attend the meeting.

MAYOR'S REPORT:

Mayor Miller was absent (doing community service).

POLICE CHIEF REPORT:

Chief Epler stated that Officer Smith and Bellows were involved in a chase that ended on Bridge Street after the pursuit was called off. The suspect crashed after the officers ended the pursuit. The suspect was arrested the following day and is currently in the Bradford County Jail. There was no damage done to any property in the Borough.

Chief Epler stated that Officer Hennessy and K-9 Hades trained on May 14th in Vestal, NY. They also did a presentation for the 3rd and 6th grade classes. At the request of Sayre, they did a drug sniff of the senior class luggage prior to their departure for their senior trip, and did the same for Towanda senior class members' luggage.

Also, Chief Epler talked about the incident which is on-going concerning Officer Hennessy and his neighbor's dog. State Police investigated (as a third party to investigate) Officer Hennessy's shooting of this dog while off duty on May 26th after the dog attacked him and his own personal dog. The State Police investigation found Hennessy was justified in the action he took. Mr. Jim Johnson, the PA State Dog Warden had placed the dog that was shot on the "dangerous dog" list for Pennsylvania a week prior to the shooting incident. In addition, Chief Epler said in the week prior to the shooting this dog also attacked Officer Hennessy and his K-9 Officer Hades (on May 19th). Officer Hennessy has been on sick time since May 20th, and will be able to return to duty on June 3rd (today).

Chief Epler handed out his 2018 Yearly Report and reviewed it with Council.

MAY 2019 – Monthly Report

391	COMPLAINTS RECEIVED	7	JUVENILE PETITIONS
36	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
7	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
2	DUI ARRESTS	11	ANIMAL COMPLAINTS
78	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	9	WARNINGS ISSUED

2	OUT OF TOWN ASSISTS	3	K-9 SERVICES
11	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

There was no meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.

MAY 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	16	87
Permit Fees Paid	\$688	\$5,764.14
Code Inspections Fees	\$125	2,267.14
Borough Total after Code Inspections Fees	\$563	3,497.00
Permit Work Value	\$49,332.00	\$349,777.61
Contractors Registered	17	74
Contractors Registrations Amount	\$1,400.00	\$5,800

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	4	18	\$18.00	\$81.00
#3 Commercial – New				
#4 Commercial – Other	1	10	\$4.50	\$45.00
TOTALS	5	28	\$22.50	\$126.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	19	83	19	92	2	19
1 & 2 Family Rentals	5	61	5	70	2	28
Commercial Rental Units	2	26	2	28	0	10
Commercial Non-Rental	2	11	2	12	0	5

Borough Council Meeting Minutes
June 3, 2019

TOTALS	28	181	28	202	4	62
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Rental Dwelling Unit Inspections	Month	YTD
1st Inspection	7	32
2nd Inspection	5	16
3rd Inspection	0	8
FEES PAID	\$0	\$0

ZONING CODES

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL	1	4		10	\$10.00	\$40.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN	2	4	1	1	\$80.00	\$160.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		
TOTAL	3	8		11	\$10.00	\$200.00
Sign Permits Total:		2				\$160.00

ZONING APPEALS

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

PERMITS ISSUED YTD

10	Building	39
4	Electrical	14
2	Plumbing	14
	Mechanical/HVAC	6
	Energy	0
	Accessibility	3
	Fire Protection	0
	Demolition	0
	Sidewalk	0
	Other Driveways	0
	Administrative	11
16	Total Month	87

Compliance Action – MAY 2019

22	New Violations
21	Unresolved
1	Resolved

Status of **PAST** Compliance Action

6	Prior Violations Unresolved – 2018 (& prior years)
11	Prior Months' Violations Unresolved - 2019 (current year)
0	Resolved

Rental Inspections Status – MAY 2019

12	Total Inspections in May 2019
6	Passed 1st Time
6	Failed 1st Time
0	Failed 2nd Time
5	Passed 2nd Time

Status of PAST Rental Inspections		Passed on 2nd or 3rd Time
8	Failed	1
2	Failed 2nd time	1
0	Failed 3rd time	

Note: 1 that failed in July 2016 is now condemned & torn down in May 2019.

PARKING REPORT – MAY 2019

YEAR-TO-DATE

# Green Tickets Issued:	-	0	21
# Yellow Tickets Issued:	-	1	14
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	0	1
# Yellow Tickets Forgiven	-	0	1
# Paid W/N 48 Hrs @ ½ Cost	-	1	11
\$ Amount Paid w/n 48 Hrs	-	\$10	\$120
# Paid After 48 Hrs	-	1	8
\$ Amount Paid After 48 Hrs	-	\$10	\$150
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-		\$0
Delinquent Tickets before Citation	-		

\$		\$80	\$540
Revenue from Reserved			
Parking Spaces	-	\$2,380	\$11,940
Hours on Parking per Month	-	30	160
Police - # of Tickets Written	-	11	78
\$ Amount Paid W/N 48 Hours	-	\$40	\$330
\$ Amount Paid After 48 Hours	-	\$100	\$520
TOTAL REVENUE		FEB TOTAL	YTD
		\$2,620	\$13,600

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

The Contractor and Architect agreed that “Substantial Completion” of the garage was reached on May 15, 2019. A punch list of items was created and provided to the contractor for completion. The anticipation is that the punch list items will be complete with 30 days.

Manager Lane stated we are still waiting for the gates and kiosk to arrive. He is working with software company setting up the “back office” software and the handheld device.

2. PennDOT Turnback SR 3020 –

Tentative Schedule for SR 3020 Project is the following:

The Field Surveying & Mapping is currently in process, and once surveys are complete, Preliminary design will continue over the next three months. Final Design and Contract documents will be done by October, November time frame.

Advertisement for bids is anticipated to be after the November council meeting. Bid opening and award is projected for January 2020 and construction would end by December 2020.

3. PennDOT Building – York Ave. (R-4 District)-

The latest information Manager Lane received was the project is still in the hopper, however it is currently sitting still.

4. Street Sweeper – USDA/CBPA –

Situation is still the same as last month. Manager Lane is waiting to hear something USDA. He was advised they passed our application to Harrisburg for approval. Once approved we will be sent a letter of conditions and funds will be obligated. As of later afternoon, on Friday, Chuck from USDA will be bringing the paperwork here on June 12th.

Dalton and Manager Lane did get a chance to demo a new Elgin Pelican (\$211,000) last Wednesday. The machine is exactly what they are looking to purchase.

5. Flooding August 2018 –

On May 22nd, Mr. Strickland and Manager Lane met with Federal Emergency Management Agency (FEMA) and showed them the damages to Cash Creek (23' deep / 350' long) caused by the August 2018 flooding disaster. It is his understanding once their report is submitted and approved, we will know whether they will provide financial assistance to make the repairs.

6. Paving 2019 –

Valley Energy will be replacing some antiquated gas main from Elm Street to Wilmot Drive. This work is scheduled to start the second week of June.

7. Ladder Truck – Fire Company –

In order to purchase a new ladder truck, Manager Lane has been researching to piece together a funding package. The cost of a ladder is more than the State Fire Commission's Volunteer Loan Assistance Program (VLAP) allowable loan amount. Manager Lane will discuss this with the USDA official when they come to the Borough on June 12th.

8. FEMA – FIRM Update –

FEMA recently announced the appeal period for Bradford County will start on June 13th and end on September 11, 2019. This is the time any property newly added into the Special Flood Hazard has to appeal the new maps.

Unlike the Flood Insurance Rate Map (FIRM) update in 2014, the Borough does not have any scientific data that will provide a valid argument regarding the State Housing Financing Agency (SHFA).

COMMERCIAL PARKING RATES

Mr. Christini stated that at the Finance & Administration (F&A) meeting on May 30th, the Committee discussed making changes to the Commercial Parking rules and establishing rates for the new Parking Garage covered under Ordinance 305 - Vehicles and Traffic, Article IX - Commercial Zone Parking Regulations, Chapters §305-68, 69, 70, 71, 74, 75, and §305-82 & 83.

After some discussion, Mr. Christini made a motion, seconded by Mrs. Lacek to set parking rates for the new Parking Garage at \$.50/hour (\$4.00/day) for the ground floor, and \$40/month for the gated floors above. Motion passed.

The existing rates for on-street downtown and 2nd Street parking spaces would remain at \$30/month and \$20/month, respectively.

An increase in parking violation fines in the Commercial District was discussed, and Mr. Christini made a motion to raise the parking violation fine from \$20 (as in §305-75) to \$30, and there will no longer be a 48-hour 1/2 reduction of the parking fine (as in §305-77). In addition, Council recommends that Solicitor Smith clean-up and advertise Article IX Commercial Zone Parking Regulations ordinance. Mrs. Lacek seconded the motion and motion passed.

The F&A Committee would also like Solicitor Smith to take a look at §305-86 amendment procedure, which says "This Article IX, in regard to the number, type and location of public parking spac-

es within the commercial parking zone, may be amended by resolution of the Council of the Borough.”

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith was on vacation; however, his paralegal was present to take notes for him.

BOROUGH SECRETARY REPORT:

Secretary Kulick had a request to place a banner up across Means Street for a local company to display that they have open job positions available. Council’ consensus was no for now, as we have always placed the banners up for non-profits and local community events.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORTS – Motion to pay the bills was made by Mr. Long and seconded by Mr. Klinger. Motion passed.

PLANNING COMMISSION REPORT:

The next planning commission meeting will be held on Tuesday, June 18th.

In the meeting of May 21st, the Planning Commission members present appointed Jim Lacek as the new Planning Commission Chairman (behind Larry Kacyon).

RECREATION REPORT:

Mr. Kovalcin, Recreation Committee Chairman stated the Thursday’s “Concerts in the Park”, starts this month. He also stated that the handball wall at Third Ward Playground has been taken down and the 4th basketball backboard and hoop is up.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Long. Meeting adjourned at 8:42 PM.



Diane M. Kulick
Towanda Borough Secretary

Addendum to June 3, 2019 - Borough Council Minutes

Kali's Mission

Report to Towanda Borough Council

June 3, 2019

The first meeting of Kali's Mission (TNR) program was held on Wednesday, May 29, 2019.

Individuals from the following organizations attended:

- 1) Bradford County Humane Society
- 2) The Animal Care Sanctuary from E. Smithfield
- 3) Towanda Creek Animal Hospital
- 4) You Too Animal Rescue

A total of 15 individuals were at the meeting

Topics Discussed Included:

Veterinarian Services:

- 1) Costs – Animal Care Sanctuary \$65.00 per cat
Available 1 time per month or by special appt.
- 2) Towanda Creek – Dr. Kaleta - \$54.00 male \$74.00 female
Available every other Thursday- next available 6/20/19
Both will include rabies vaccine and ear tipping

Traps can be obtained from:

- 1) Animal Care Sanctuary – deposit required but not stated in letter
- 2) Bradford County Humane Society - \$50.00 deposit per trap
- 3) You Too Animal Rescue – no deposit
Deposits will be refunded upon return of trap

Tracking System:

We were able to obtain information from an organization called Alley Cat Allies. This information included steps on how to start a TNR program as well as forms that can be used to track cats who have been involved in the TNR program.

Advertising:

We talked about the need for advertising. We need to make the community aware of the program.

Advertising will educate residents about the program and scheduled trappings in their area.

We will use social media (Facebook, Instagram, websites etc. to do as much free advertising as possible. We discussed the use of the Channel 17 (Leased access) advertising system and the borough website as additional options for advertising.

Funding:

Our plan is to obtain funding through fund raisers and donations as much as possible. We have already received 3 thirteen-pound bags of cat food from Tractor Supply in Wysox. We have also contacted Chewy.com and have been told that if we can get a program started, we may be able to receive some donations (i.e. supplies) from them.

Some possible grant programs include: Bissell Pet Foundation and the Bradford County Humane Society spay/neuter grants.

However, we still will need financial support from the borough to make this program successful. We are looking to council to provide funding to cover the veterinarian costs of the program.

Please keep in mind it is not the animal population that is at fault, it is the fault of people. There is a lot more that can be done with the program. We hope we have your support.



Animal Care
SANCTUARY
sharing our home until they share yours

Addendum to June 3, 2019 - Borough Council Minutes

May 30, 2019

Charlotte Parks

Dear Mrs. Parks:

Animal Care Sanctuary is anxious to participate in TNR in Towanda. The Community Clinic will spay or neuter all cats for \$65.00 including rabies and ear tipping. We also have traps to lend with deposit that is returned when traps are brought back.

If anyone needs assistance or training on how to trap we are happy to assist. ACS is proud to be a part of making Towanda a role model for other communities in the county.

Sincerely,

A handwritten signature in black ink that reads "Joan Smith-Reese".

Joan Smith-Reese
Executive Director

Towanda Borough Regular Council Meeting Minutes July 1, 2019

The JULY regular meeting of the Towanda Borough Council was held on Monday, July 1, 2019, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

ABSENT: Mrs. Lacek

CITIZENS TO BE HEARD:

Gary and Charlotte Parks, 306 William Street, gave a second update on Kali's Mission (TNR – Trap, Neuter or Spay, Return) program. They have captured seven feral cats in the first ward (6 female & 1 male). These were spayed or neutered at Towanda Creek Animal Hospital before being returned to their habitats. Dr. Kaleta (the vet who did the procedures) stated that this saved between 72 & 96 lives due to preventing the cats from having any more litters. Mr. Parks stated that these cats did well and seemed to go back to their normal routines when released. The cost for the spaying and neutering this first batch was \$497 and Towanda Creek Animal Hospital also gave Kali's Mission a discount to help extend the funds. This is much appreciated.

The next capture event will be held on July 10, 2019, in the Second Ward area with the spaying and neutering taking place on July 11th. The Park's stated that they have received many requests from citizens wanting them to come to their Ward or Street, and Townships asking about the program. They are continuing to raise money (\$245 last week) for the Mission with donations and help from local businesses such as Tractor Supply, Endless Supply and Jones Diner with donation jars. Jones Diner also held a "Cones for Cats", with every ice cream cones sold, \$.50 was donated to Kali's Mission program.

They also have a Facebook page and have set up a slide show, and they are working on a "Go-Fund Me" page, and "You Too Animal Rescue" is working with them also. Kali's Mission will also be available at the "Concerts in the Park" events at Tom Fairchild Jr. Park and at the annual Riverfest they will have a donation booth set up.

Mr. Nate Jennings of 18 Packer Avenue was present to inform Council that he "got rid of the animals (he did mean roosters) on his property". He stated that he has had chickens for 6 years and roosters for over 4 years and had to get rid of the roosters due to the amended borough ordinance. He is not happy with it and feels he was not given enough time to prepare for it. President Sweitzer thanked him for being compliant and stated that Council was not intending to cause any hardship to him.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the June 3, 2019, Regular meeting minutes was made by Mr. Long and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Note: The Fire Report was not available this month (computer issues). It will be included with next month's report.

Chief Roof said there were 17 calls this past month.

As stated last month, the tower fire truck did not pass certification this year. There were 7 issues

with 4 of them being major, and he feels that the cost of fixing these issues may not be huge. Chief Roof would like to have Dalton, our mechanic look at the brakes before it is driven to Ward Apparatus in Horseheads, NY for an estimate (on fixing the issues). He said one of the brake lines is frayed to the braid (another of the reasons it did not pass certification). He does not want to drive it to Horseheads and have the brakes give out on him.

On the flow test it showed the ladder was creeping down, and the low and high speed idle failed in and out of each, but this test may have not have been set up correctly according to Chief Roof. In addition, he stated that there might be air in the hydraulics (but he doesn't see any liquid leaking). The Chief said that Ward Apparatus acquired LaFRANCE Equipment Corporation Apparatus Business Unit that was on Lake Road in Elmira, and relocated it out near the Elmira Airport. The building is large enough to spread out the tower to make aerial repairs easier plus they have the same techs and mechanics (with their many years of experience) from LaFRANCE working there.

Chief Roof also stated they attended a fire truck show and he talked to a salesman. The Chief told him that \$30,000 per year payment is the most we can spend for a new truck (This is out of the ballpark for a new tower truck). He said they will continue to look for a 100 foot (reach) used ladder truck possibly coming off lease. In conclusion, the Chief stated that the fire company takes very good care of all their fire trucks and apparatus, but they are very old.

Chief Roof asked Council to approve 3 newly certified fire truck drivers: Firemen Jarrett Sheets and Jimmy Sheets (both on the Engine Truck), and Fireman Justin Sheets (on the Tower Truck). Mr. Klinger made the motion to approve these firemen's certifications and Mr. Christini seconded it. Motion passed.

FIRE BOARD REPORT:

Mr. Klinger stated there was no meeting held in June.

MAYOR'S REPORT:

Mayor Miller said that Officer Werner recently retired from the Police force after serving 20 years as fulltime and about 9 years as part-time. He wished him well.

Mayor Miller also stated that the "Concerts in the Park" is doing well and have had up to 100 people attend.

The Mayor informed Council that Officer Hennessy is healing well from the injury he suffered from the dog attack incident. Chief Epler stated that Officer Hennessy recently completed firearms qualification without any problem.

Also, Mayor Miller stated that the Universalist Church is now defunct and they may be planning on donating money to the K-9 fund according to Officer Hennessy.

POLICE CHIEF REPORT:

Chief Epler reported that during an incident along the river a radio was damaged and had to be sent out to be repaired.

Also, the Chief stated that the 2016 in car camera has a voltage problem, and it is still under warranty, so a new one is being sent to replace it. Also, he is going to upfit the 2016 from unmarked to a marked car and the 2020 new police car will be unmarked.

Officer Hennessy attended a week long SRO (School Resource Officer) school held in Mansfield. Officer Hennessy and Hades attended the annual K-9 seminar in Vestal and were certified by the Eastern Police Canine Association.

K9-Hades and Officer Hennessy attended a fundraiser for Happy Tails in Troy, PA, as Happy Tails provided the grave and grave stone for K9 Morrow when he passed.

As stated by Mayor Miller, Officer Werner has officially retired after 20 yrs. of full-time service. He was hired full time on 06/07/99, he worked about 9 years prior to that as a part-time Officer.

JUNE 2019 – Monthly Report

390	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
25	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
11	NON-TRAFFIC CITATIONS	6	THEFT REPORTS
0	DUI ARRESTS	10	ANIMAL COMPLAINTS
75	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	11	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	2	K-9 SERVICES
8	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

There was no meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.
 Mr. Sluyter has been using the new software for Code Enforcement reporting.
 The report has the current information recorded, and he will need to add the Rental Inspections to the report also.
 In addition, Mr. Sluyter stated that he will input the historical unresolved Compliance Issues too.
 Also, he stated that the 18 Mulberry Street property has been condemned and padlocked.

Manager Lane gave an update on the Parking Garage.
 He stated the they have been doing painting and they parged the concrete piers.
 The gates have arrived and the slits have to be cut in the drains.
 In addition, one will be able to pay parking fines on line at the Borough Website.
 He also stated that Solicitor Smith will be cleaning up the Parking Ordinance and it will be amended hopefully soon.
 And, we will be hosting a Grand Opening soon.

JUNE 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	19	106
Permit Fees Paid	\$1,134.00	\$6,898.14
Code Inspections Fees	\$300.00	\$2,567.14
Borough Total after Code Inspections Fees	\$834.00	\$4,331.00
Permit Work Value	\$52,812.00	\$402,589.61
Contractors Registered	10	84

Borough Council Meeting Minutes
July 1, 2019

Contractors Registrations Amount	\$800.00	\$6,600.00
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UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	2	20	\$9.00	\$90.00
#3 Commercial – New				
#4 Commercial – Other		10		\$45.00
TOTALS	2	30	\$9.00	\$135.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	8	91	7	99	5	24
1 & 2 Family Rentals	16	77	16	86	7	35
Commercial Rental Units	3	29	3	31	1	11
Commercial Non-Rental	1	12	0	12	0	5
TOTALS	28	209	26	228	13	75

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	2	34
2nd Inspection	1	17
3rd Inspection	0	8
FEEES PAID	\$0.00	\$0.00

ZONING CODES – Note: No June Report

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL		4		10		\$40.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN		4		1		\$160.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		

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 July 1, 2019

TOTAL		8		11		\$200.00
Sign Permits Total:						\$160.00

ZONING APPEALS – Note: No June Report

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

MONTH PERMITS ISSUED YTD

\$724.00	Building	\$3,881.32
\$135.00	Electrical	\$995.44
	Plumbing	\$398.38
\$125.00	Mechanical/HVAC	\$578.00
	Energy	0
	Accessibility	\$345.00
	Fire Protection	0
	Demolition	0
	Sidewalk	0
	Other Driveways	0
\$150.00	Administrative	\$700.00
\$1,134.00	Total Month	\$6,898.14

Compliance Action – JUNE 2019

52	New Violations
47	Unresolved
5	Resolved

Status of **PAST** Compliance Action – Info not on report

	Prior Violations Unresolved – 2018 (& prior years)
	Prior Months' Violations Unresolved - 2019 (current year)
	Resolved

Rental Inspections Status – JUNE 2019

3	Total Inspections in June 2019
1	Passed 1st Time
1	Failed 1st Time
1	Failed 2nd Time
	Passed 2nd Time

Status of **PAST** Rental Inspections

8	Failed	Passed on 2nd or 3rd Time
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2	Failed 2nd time	
	Failed 3rd time	

PARKING REPORT – JUNE 2019 **YEAR-TO-DATE**

# Green Tickets Issued:	-	4	25
# Yellow Tickets Issued:	-	1	15
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	0	
# Yellow Tickets Forgiven	-	0	
# Paid W/N 48 Hrs @ ½ Cost	-	2	13
\$ Amount Paid w/n 48 Hrs	-	\$20	\$140
# Paid After 48 Hrs	-	2	10
\$ Amount Paid After 48 Hrs	-	\$40	\$190
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-		\$0
Delinquent Tickets before Citation	-		
\$		\$80	\$620
Revenue from Reserved Parking Spaces	-	\$2,380	\$2,320
Hours on Parking per Month	-	25	185
Police - # of Tickets Written	-	12	90
\$ Amount Paid W/N 48 Hours	-	\$60	\$390
\$ Amount Paid After 48 Hours	-	\$40	\$560
TOTAL REVENUE		TOTAL	YTD
		\$2,620	\$16,220

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

Manager Lane stated that he is still awaiting date for the gates and Kiosk to be installed. The items were purchased through two different companies and coordination has been slightly difficult.

The parking software and handheld ticketing device training is set up for July 2nd at 11:00 am. Manager Lane, Jeremy Sluyter, and Keith Long will be trained. This software will track our “Commercial Parking Zone” as well as track and produce tickets.

We have been allowing parking on the ground level of the garage at no charge. This needed to happen as the gates and kiosk are taking much longer than originally anticipated.

2. PennDOT Turnback SR 3020 –

The Engineers are currently in the design process, Borough crews have been locating and marking the water, sewer and any other notable items that will be affected during the project.

Manager Lane anticipates the final payment for the curbing to arrive any day. The curbing funds were separated from the "Turnback Payment" due to PennDOT's process.

3. PennDOT Building – York Ave. (R-4 District)-

No new information. Manager Lane will keep this on the report just a little longer.

4. Street Sweeper – USDA/CBPA –

Manager Lane received the approval letter from USDA for the \$214,800 loan for the new street sweeper. The funds will be used to purchase a 2019 Elgin Pelican NP Three Wheel Broom Street Sweeper.

The terms of the "Community Facilities Loan" are 4.25% for 15 years. He will use a portion of the annual liquid fuels allocation for the debt service. There is no early payoff penalty in the off chance that the Borough falls into a pile of cash.

At this time Manager Lane presented [Resolution # 2019-5](#).

RESOLUTION 2019-4

[Authorization to incur debt for a portion of the cost to purchase a Street Sweeper for Towanda Borough with assistance from USDA.](#)

[Mr. Kovalcin made a motion seconded by Mr. Klinger to adopt, Resolution #2019-5 as presented.](#)

[The roll was called and recorded as follows:](#)

[AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer](#)

[NAY/NO:](#)

[ABSTAIN:](#)

[ABSENT: Mrs. Lacek](#)

[Resolution 2019-5 carried.](#)

5. Flooding August 2018 –

Manager Lane has engaged Stiffler & McGraw to begin the design and permitting process to replace the August 2018, Flood damaged portion of Cash Creek. The pipe will be replaced from Third Street to Second Street with a new pipe.

In addition to this portion of the pipe being replaced, there will be 160 feet of pipe replaced from Third Street West towards Fourth Street during the Turnback project.

6. Paving 2019 –

Valley Energy start their relocation and replacement of their gas line on North Fourth Street. Once complete we will install our new storm drainage system.

7. Ladder Truck – Fire Company –

In order to purchase a new ladder truck, Manager Lane has been researching to piece together a funding package. The cost of a ladder is more than the State Fire Commission's VLAP program allowable loan amount.

He has briefly discussed with the Progress Authority about utilizing the County's "Non-Profit" loan program.

Our current ladder did not pass certification at this time. Chief Roof can discuss this further.

8. FEMA – FIRM Update –

FEMA recently announced the appeal period for Bradford County will start on June 13th and end on September 11, 2019. This is the time any property newly added into the Special Flood Hazard has to appeal the new maps.

Unlike the FIRM update in 2014, the Borough does not have any scientific data that will provide a valid argument regarding the SHFA.

Manager Lane is bringing this up again to make property owners that are affected by the increased flood area aware that if they wish to appeal, they should contact him and he will collectively submit all the appeals on their behalf. Property owners will need to have scientific justification for the appeal via elevation certificates or other professionally prepared documentation.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that the 30-day appeal time from June 21, 2019 on the Ludlow Zoning issue will end on July 21st. Judge Beirne denied Mr. Ludlow's appeal. The Zoning Hearing Board did not err in affirming the violation for the use of a property in a residential zoning district as temporary housing for parolees. Mr. Christini said that he feels we should consider changing the definition of "FAMILY" in §221-2 Definitions., "unrelated from 5 adults to 3 adults".

Manager Lane stated that he has discovered that we will need to amend Chapter 305 Vehicles and Traffic, Article VI to revise standards for downtown parking and establish standards for the new Parking Garage. He will work with Solicitor Smith on this zoning code amendment.

Also, Manager Lane stated that Towanda Area School District needs an agreement from us for the services of an SRO (School Resource Officer), his duties and costs.

BOROUGH SECRETARY REPORT:

Secretary Kulick had a request from the Towanda/Wysox Chamber of Commerce to host a Block Dance Party on Main Street on August 23, 2019, from around 6 to 7 PM to set up, 7 to 10 PM for the event, and 10-11 PM for clean-up.

Mrs. Kulick stated that Canton Borough has done this before and received approval for a Special Event from PennDOT. After much discussion, the Board felt that there is not enough time to coordinate everything and denied the Chamber's request for now.

There are specific details needed such as police control, fire police volunteers, state police notification, a PA Special Event permit approval to close Main Street (Route 6) obtained through PennDOT in Montoursville, PA, a certificate of insurance for liability insurance coverage naming the Borough as an additional insured, and a certificate of insurance listing the Commonwealth of Pennsylvania, Department of Transportation, as a certificate holder & additional insured. In addition, if there are food and beverages and the providers thereof, sanitary facilities, waste disposal and post gathering clean-up of the roadway area.

Also, the Borough Picnic will be held on August 9th at the Towanda Fire Hall grounds beginning at 4 PM.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORTS – Motion to pay the bills was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

PLANNING COMMISSION REPORT:

Mr. Jimmy Lacey stated that we did not have a meeting in June and the next Planning Commission meeting will be held on Tuesday, July 16th at 7 PM. This will be a Public Hearing for use of Special Consideration for a Home Occupation – Hair Salon, within the residence at 10 Elliott Street in the R-1 District.

Also, Council asked that the Daily Review Representative who was present to please post in the newspaper that we have a [Planning Commission open spot for any borough resident who might want to apply](#).

RECREATION REPORT:

Mr. Kovalcin, Recreation Committee Chairman stated that the Thursday night “Concerts in the Park” are going well.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets. Manager Lane stated on July 12th at 11 AM the groundbreaking ceremony will be held at new wells construction site off James Street.

Misc:

Mr. Christini made note that the home on Lombard and Third Street is gone and the ground has been seeded.

ADJOURNMENT:

Motion to adjourn was made by Mr. Klinger and seconded by Mrs. Miller. Meeting adjourned at 8:45 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes August 5, 2019

The AUGUST regular meeting of the Towanda Borough Council was held on Monday, August 5, 2019, at the Municipal Building. Pro Tem Mrs. Lacek called the meeting to order at 7 PM with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof,

ABSENT: VP Mr. Christini, Mr. Lacek and Pres. Mr. Sweitzer

CITIZENS TO BE HEARD:

Gary and Charlotte Parks, 306 William Street, gave a second update on Kali's Mission (TNR – Trap, Neuter or Spay, Return) program. Mrs. Parks stated that there is \$85 left of the donation received from the Borough of Towanda. The Donation Fund balance is \$1,933.05. The list of donors is from Towanda, Milan, Rome, Wysox, Monroeton and even Endicott, NY.

Mrs. Parks reviewed the proposed budget for 2020, and the Monthly plan is to take care of 10 feral (stray) males (\$54 each) or \$540, and 10 feral (stray) females (74.00 each) or \$740.

For the 2020 season they would like to take care of 20 cats X \$740 per month for 6 months, which equals \$4,440.00, and around \$560 to cover expense of food or additional captures, (rounded to \$5,000).

Kali's Mission will do fundraising over the fall and winter season (when they won't be trapping). They have several ideas to raise money, and one is they will send out a letter to local businesses explaining how the program works and asking for their support to the program.

Mr. Parks stated that in the last trapping they spayed and neutered 8 females and 2 male cats. Also, they had an incident where a resident shot a 4-month-old kitten on Charles Street (where the majority of cats are located). As they were preparing to set traps the resident brought out a BB gun and shot at the kittens that were in the yard. The Towanda police were called and it is under investigation. The kitten had a BB lodged in its spinal column which caused it's left hind leg to be paralyzed and surgery was not an option. The kitten is now in its forever home, but will need to have special care and monitoring. The police department reported to us that charges are pending on the individual who did the shooting. The charges could amount to a felony.

Mr. Parks stated that for 30 cats X 3 trappings = 90. 90 X 4 (average kittens born) = Feral cat population reduction 360. That is a good start.

Council praised "Kali's Mission" for their success thus far and wanted to see how they do at their donation booth at Riverfest this year before discussing a donation again next year.

A second "Citizen to be Heard" was a request from a resident to Borough Council to move the handicap parking sign from State street (on right side off Main street) to Main Street which is back around the corner. His condition makes it difficult to walk around the corner from his residence due to lung, cardiac and other chronic health issues.

Mr. Klinger made the motion to move the handicap sign seconded by Mr. Kovalcin. Motion passed.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the July 1, 2019, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof presented the months of June 1 through July 31, 2019, Towanda Fire Department report. They have been busy, and he said the tower is still not in service. The Chief is waiting for our Mechanic to take a look at it. The crew has been training a lot (on Tuesdays and Wednesdays). The borough Picnic will be held on Friday, August 9th.

FIRE BOARD REPORT:

Mr. Klingler attended the meeting but had nothing to report.

MAYOR'S REPORT:

Mayor Miller was on vacation.

POLICE CHIEF REPORT:

Chief Epler stated that he attended Safe School meeting held at Towanda High School. He ordered 5 new protective vests to replace armor that is about to expire.

Officer Hennessy and Hades did presentations at Camp Connection and for the Boy Scout Camp at Remsynder Field.

The 2016 police car was sent to 911 Rapid Response for upfit and is back in service as a marked car.

Chief Epler stated 3 of his officers and 1 State Trooper became physically involved with a resistant wanted male on the Towanda bridge. Two of his officers went to the emergency room and were treated for minor injuries. The suspect was taken into custody and after being treated at the hospital for a broken jaw and broken ribs, he was taken to jail where he remains at this time. The body cameras that were purchased work perfectly during this altercation.

JULY 2019 – Monthly Report

360	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
19	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
5	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
2	DUI ARRESTS	10	ANIMAL COMPLAINTS
89	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	1	K-9 SERVICES
13	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

There was no meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.

Mr. Klinger stated that he was asked to inquire about a possible rooster in the 1st Ward. There were 2 complaints concerning a noise that sounds like a rooster. Mr. Sluyter talked to the owner and she stated that there were a couple of hatchings and out of them she had 5 roosters. She has rehomed 4 of them and the 5th one is in the process of being rehomed.

JULY 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	10	116
Permit Fees Paid	\$961.00	\$7,859.14
Code Inspections Fees	\$300.00	\$2,867.14
Borough Total after Code Inspections Fees	\$661.00	\$5,734.28
Permit Work Value	\$88,698.00	\$491,287.61
Contractors Registered	11	95
Contractors Registrations Amount	\$800.00	\$7,400.00

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	4	24	\$18.00	\$108.00
#3 Commercial – New				
#4 Commercial – Other		10		\$45.00
TOTALS	4	34	\$18.00	\$153.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	101	8	107	6	30
1 & 2 Family Rentals	12	89	11	97	8	43
Commercial Rental Units	5	34	5	36	4	15
Commercial Non-Rental	2	14	20	32	1	6
TOTALS	29	238	44	272	19	94

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	5	39
2nd Inspection	1	18
3rd Inspection	1	9
FEES PAID	\$0.00	\$0.00

ZONING CODES

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL	1	4		10	\$10.00	\$40.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN	2	4	1	1	\$80.00	\$160.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		
TOTAL	3	8		11		\$200.00
Sign Permits Total:		2				\$160.00

ZONING APPEALS

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

PARKING REPORT – JULY 2019		YEAR-TO-DATE	
# Green Tickets Issued:	-	2	27
# Yellow Tickets Issued:	-	2	17
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	0	1
# Yellow Tickets Forgiven	-	0	1
# Paid W/N 48 Hrs @ ½ Cost	-	1	14
\$ Amount Paid w/n 48 Hrs	-	\$10	\$150
# Paid After 48 Hrs	-	2	12
\$ Amount Paid After 48 Hrs	-	\$40	\$230
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-		
Delinquent Tickets before Citation	-		
\$		\$60	\$680
Revenue from Reserved			
Parking Spaces	-	\$2,380	\$16,700
Hours on Parking per Month	-	40	225
Police - # of Tickets Written	-	10	100
\$ Amount Paid W/N 48 Hours	-	\$80	\$470
\$ Amount Paid After 48 Hours	-	\$60	\$620
TOTAL REVENUE		TOTAL	YTD
		\$2,630	\$18,850

BOROUGH MANAGER’S REPORT:

1. **Downtown Revitalization Project –**

Manager Lane stated the pay station was installed on Wednesday July 24th. The reserved parking gates are scheduled to be operational this week. The garage will be fully open for business.

Manager Lane asked Council to approve the hiring of Mr. Keith Long who is a member of Council as our new Parking Attendant, part-time. Mr. Long has started working has a badge and will start issuing tickets. A motion to approve his hiring was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

Drainage issues being caused by internal curbing was addressed by the contractor. They installed small tubes to allow water to run into the drains below.

The final walk through with the contractor will be next week.

2. **PennDOT Turnback SR 3020 –**

Manager Lane stated the design is on schedule. The survey is complete and he anticipates reviewing the plans within the month with the Engineer.

3. **Street Sweeper – USDA/CBPA –**

Solicitor Smith will be presenting an ordinance that is required for the borrowing from USDA for the Street sweeper. Sweeper is set for delivery in mid-September.

4. **Flooding August 2018 –**

Manager Lane has engaged Stiffler & McGraw to begin the design and permitting process to replace the August 2018 Flood damaged portion of Cash Creek. The pipe will be replaced from Third St. to Second Street with a new pipe. In addition to this portion of the pipe being replaced, there will be 160 feet of pipe replaced from Third Street West towards Fourth Street during the Turnback project.

Manager Lane also provided the estimate to FEMA for Fifth Street and Mulberry Street. If approved Borough crews will complete the work. They are replacing the damaged 15-inch galvanized storm pipe and replacing three catch basins.

5. **Paving 2019 –**

Valley Energy finished the gas line, TMA finished the sanitary sewer work and we are now installing 500 feet of stormwater pipe and adding three catch basins. Bishop Brother Paving will follow.

6. **Ladder Truck – Fire Company –**

Manager Lane is working with Chief Roof on a plan of action regarding the ladder truck. There are loans available through PA and Federal Government.

7. **FEMA – FIRM Update –**

Manager Lane state that FEMA recently announced the appeal period for Bradford County will start on June 13th and end on September 11, 2019. This is the time any property newly added into the Special Flood Hazard has to appeal the new maps.

Unlike the FIRM update in 2014, the Borough does not have any scientific data that will provide a valid argument regarding the SHFA.

Manager Lane is bringing this up again to make property owners that are affected by the increase flood area that if they wish to appeal, they should contact him and he will collectively submit all the appeals on their behalf. Property owners will need to have scientific justification for the appeal via elevation certificates or other professionally prepared documentation.

8. **Riverfest 2019 –**

Manager Lane stated that Riverfest is fast approaching. Dalton and the committee are doing a great job organizing and fund raising for the event. They have plenty of entertainment lined up for attendees.

The dates are August 15, 16 and 17.

9. **Parking Ordinance Update –**

Manager Lane has been working with Solicitor Smith to update the parking ordinance to reflect some changes over the years since the last update as well as add the parking garage and increase the fine amounts.

Note: Manager Lane stated that our current Emergency Management Coordinator, Bill Manville cannot do this any longer. Maybe a member of Council would be interested. The newspaper reporter who was present was asked to mention this in his article on this meeting.

Also, Manager Lane stated that the NARM (Notification and Resource Manual) for the Emergency Operations Plan is being updated.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he has rough drafts of an SRO Agreement and 2 ordinances. PARKING will be an amendment to the ordinance and the funding for the Street Sweeper is also an ordinance. Solicitor Smith will ask for a Special Meeting on the purchase of the Street Sweeper soon.

The School Resource Officer is a Memorandum of Understanding between the Police Department and Towanda Area School District will be available soon for Council to review and the Chief of Police, Randy Epler to sign.

BOROUGH SECRETARY REPORT:

Mrs. Kulick had nothing to report.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORTS – Motion to pay the bills was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

PLANNING COMMISSION REPORT:

The Zoning Hearing Board Committee meeting will hold their meeting on August 8, 2019. The meeting is for use of Special Consideration for a Home Occupation – Hair Salon, within the residence at 10 Elliott Street in the R-1 District,

RECREATION REPORT:

Mr. Kovalcin, Recreation Committee Chairman stated over 125 people attended “Concerts in the Park” last week and this Thursday night is the last night for it for the Summer.

Borough Council Meeting Minutes
August 5, 2019

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets.

ADJOURNMENT:

Motion to adjourn was made by Mr. Klinger and seconded by Mrs. Miller. Meeting adjourned at 8:45 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes September 3, 2019

The SEPTEMBER regular meeting of the Towanda Borough Council was held on Tuesday, September 3, 2019, at the Municipal Building. Vice-President Mr. Christini called the meeting to order at 7 PM with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: VP Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof

ABSENT: Pres. Mr. Sweitzer left meeting - medical

CITIZENS TO BE HEARD:

Gary and Charlotte Parks, 306 William Street, gave another update on Kali's Mission (TNR – Trap, Neuter or Spay, Return) program. Mr. Parks stated they collected \$200 in donations at Riverfest. 15 cats were trapped in the last trapping event. 9 were spays and 6 were neuters. The vet cost was \$923.26. He stated the \$2,000 Towanda Borough donated a few month ago has totally been put to use.

In all, Mr. Parks stated there has been 45 total cats trapped which prevented 720 kittens from being born next year, which amounts to around 180 litters (average).

Mrs. Parks stated that tomorrow night (Tuesday) is the next trapping in various areas of the borough. They have enough money to do about 10 more cats (financially). They have applied for a 501C, non-profit status, which cost \$275 to apply and they can check on the status of the application on September 19th. They are also working on their state tax exemption, and when the non-profit status is approved, they can look into grants to fund and continue the program.

In the future, there will be a Pasta/Spaghetti dinner fund raiser to be held at Beeman's Restaurant in the Valley on December 9th. In closing, Mrs. Parks asked council to consider a donation to the spay/neuter program in 2020. Mr. Parks stated that in preventing 750 cats from being born in the borough for 4 or 5 years in a row, that would help tremendously.

Mrs. Parks stated they are many cats still out there and the local shelters are full of kittens waiting for adoption. The trapped cats are not tame enough to be adopted, so there has to be a program to keep the population down. Vice President Christini stated they should send a note from Kali's Mission stating what amount they would hope to receive. The borough is limited but if we have something after Manager Lane has put the budget together, we will see what we can do as far as a donation. Mrs. Parks will let Manager Lane know what Kali's Mission budget will be for 2020.

Once again, Council praised "Kali's Mission" for their hard work and success with this program.

A second "Citizen to be Heard" was a request from Mr. William Roach, Office Manager at the local Red Cross. He is requesting a "Loading Zone Parking Spot" at 411 Main Street. Council did not agree to allow the loading zone parking spot. Chapter 278, Article II, §278-3 states loading or unloading for longer than 15 minutes is a violation of the code. However, there is 3-hour parking available every day. Manager Lane will address a letter to Mr. Roach.

A third "Citizen to be Heard" was a request from Ms. Christini Fleury asking for a handicap parking sign be placed in front of her office at 517 Main Street. Ms. Fleury has a rare genet-

ic disease that severely hinders her standing and walking abilities. There was a handicap sign and parking space at the former Pringle Law Office and it is not being used. Therefore, Manager Lane had it moved to 517 Main Street, in front of Ms. Fleury's office. The borough tries to keep handicap spaces at a minimum of 1 per block, so this worked out fine. Also, according to Borough Code, she would be allowed to park there for 4 hours.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the August 5, 2019, Regular meeting minutes was made by Mrs. Lacey and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof presented the months of August 1 through August 28, 2019, Towanda Fire Department report. The borough mechanic fixed the brakes on the tower. Chief Roof talked to **Ward Apparatus** in Horseheads, New York, and they will take a look at the tower. He will make an appointment this week with them to look at it.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting and stated that they have decided to put together a new ladder fire truck committee and will meet next week.

MAYOR'S REPORT:

Mayor Miller thanked the Riverfest Committee and the volunteers who worked at the event.

Concerning the renovations to Third Ward Playground, he also thanked the Recreation Board and Ms. Vicki Wells for persistent dedication to getting this project completed. He thanked the BC Commissioners and other businesses and individuals for their financial help in this project. Also, he said soon there will be a painting of the Black Knight (school mascot) added to the surface by some Art students from Towanda High School.

Mayor Miller swore in new part-time Officer Dalton Spencer and stated that part-time Officer Derek Campbell is back on duty after being deployed out of the country for a year.

POLICE CHIEF REPORT: Mayor Miller reported for Chief Epler who was absent.

The Chief's report stated that he welcomed in our new part-time Officer Dalton Spencer. Dalton has worked in Sayre for several years as a part time Officer, as well as in Montoursville, PA.

The Chief's notes stated that he also welcomed back Officer Derek Campbell, who has returned safely from a year plus deployment overseas.

Part-time Officer Smith has received training and is now certified on the Taser.

Officer Hennessy and Hades did 2 tours at the police station for YMCA kids camp, and did a presentation for Camp Sensation. Officer Hennessy was also interviewed by WETM for Child Support Awareness.

Incidents at Riverfest were up considerably and several fights were dealt with.

The Chief's report stated the new police vests are ordered and if the officers don't like them, they can be sent back.

Also, there have been some serious incidents happening in town. There have been guns being fired and domestic incidents are on the rise.

Officer Lake has taken over the DUI task force program.

AUGUST 2019 – Monthly Report

362	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
18	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
15	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
2	DUI ARRESTS	12	ANIMAL COMPLAINTS
95	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	1	K-9 SERVICES
8	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

There will be a meeting next month per Jimmy Lacek (Police Committee Chairman) at the scheduled meeting time of 6 PM, the same day as the October council meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.

He also stated there is a dangerous tree on Chestnut Street determined by Mr. Lacek of the Shade Tree Commission, and steps are being taken to inform the homeowner to take action.

AUGUST 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	13	129
Permit Fees Paid	\$5,924	\$13,783.14
Code Inspections Fees	\$425.00	\$3,292.14
Borough Total after Code Inspections Fees	\$5,499.00	\$10,491.00
Permit Work Value	\$35,109	\$526,396.61
Contractors Registered	5	100
Contractors Registrations Amount	\$400.00	\$7,800.00

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	2	26	\$9.00	\$117.00
#3 Commercial – New				
#4 Commercial – Other	1	11	\$4.50	\$49.00
TOTALS	3	37	\$13.50	\$166.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	15	116	12	119	5	35
1 & 2 Family Rentals	8	97	8	105	4	47
Commercial Rental Units	6	40	4	40	2	17
Commercial Non-Rental	3	17	2	34	1	7
TOTALS	32	270	26	298	12	106

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	6	45
2nd Inspection	1	19
3rd Inspection		9
FEES PAID	\$0.00	\$0.00

ZONING CODES

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL		4		10		\$40.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN		4		1		\$160.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		
TOTAL	3	8		11		\$200.00
Sign Permits Total:		2				\$160.00

ZONING APPEALS

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

PARKING REPORT – AUGUST 2019

YEAR-TO-DATE
to JULY

# Green Tickets Issued:	-	27
# Yellow Tickets Issued:	-	17
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	1
# Yellow Tickets Forgiven	-	1
# Paid W/N 48 Hrs @ ½ Cost	-	14
\$ Amount Paid w/n 48 Hrs	-	\$150
# Paid After 48 Hrs	-	12
\$ Amount Paid After 48 Hrs	-	\$230
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	
Delinquent Tickets before Citation	-	
\$		\$680
Revenue from Reserved		
Parking Spaces	-	\$16,700
Hours on Parking per Month	-	225
Police - # of Tickets Written	-	100
\$ Amount Paid W/N 48 Hours	-	\$470
\$ Amount Paid After 48 Hours	-	\$620
TOTAL REVENUE	TOTAL	YTD
		\$18,850

AUGUST 2019 – PARKING (Started in mid-August)

<u>Tickets by Violation (Last 30 Days)</u>		\$
3 Hour Limit	242	
Expired Meter	8	
Permit Required	6	
Non Space	0	
Parking Outside of Lines	0	
<u>Ticket by Status (Last 30 Days)</u>		\$
Warning	177	
Issued	52	
Abandoned	26	
Paid	18	\$424
Dismissed	13	

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

Manager Lane stated the garage is officially open for business! The gates have been installed, the pay station is up and running and signs are in place. He will put 1 or 2 more signs that point an arrow to the location of the pay station.

He started the process to close the contract with the builder. They owe the borough a final cleaning of the stair towers, elevator and some door hardware for a closet. We are holding retainage until complete.

Manager Lane also had the final “Construction Monitoring Meeting” with the Office of the Budget. She will issue her report and we get in line for the final audit. Once audit is complete, they will release the remaining grant funds for us to pay the County interim loan.

Also, Manager Lane stated that he and Paul Sweitzer had a meeting with the Commissioners concerning the Borough’s infrastructure loan (\$250,000) on the Parking Garage. They discussed a “Payment in Lieu of” agreement for 100 spaces for X amount of years, which would mean we have no more debt on the Parking Garage. Solicitor Smith will look at the details and draft an agreement which will be a good deal for everyone. This would result in zero debt for the Parking Garage.

2. PennDOT Turnback SR 3020 –

Manager Lane stated this project is in the design phase, but still on schedule. He has scheduled a meeting for September 11th to go over the details. This turnback will start at Bridge Street to include two blocks of Third Street to two blocks of Poplar Street and one block of Convent Avenue to the Borough line on State Street.

3. Street Sweeper – USDA/CBPA –

Council passed an ordinance required by the “Local Indebtedness Act” on August 26th. We now have submitted a request for approval from DCED, and will schedule the loan closing within the next 30-40 days. The street sweeper has arrived at the dealer’s and the invoice was sent to us today. The sweeper is “**ORANGE**”, just like the old one. Manager Lane told the dealer that we can’t close until 30 days or so.

4. Flooding August 2018 –

Manager Lane has engaged Stiffler & McGraw to begin the design and permitting process to replace the August 2018 Flood damaged portion of Cash Creek. The pipe will be replaced from Third Street to Second Street. In addition to this portion of the pipe being replaced, there will be 160 feet of pipe replaced from Third Street West towards Fourth Street during the Turnback project.

He also provided the estimate to FEMA for Fifth Street and Mulberry Street. If approved Borough crews will complete the work. We are replacing the damaged 15-inch galvanized storm pipe and replacing three catch basins.

5. Paving 2019 –

The paving project should be complete by today. Bishop Brother's Paving began work on Wednesday with the anticipation of finishing Friday. Storm drain and sewer work was complete.

6. Ladder Truck – Fire Company –

Manager Lane stated there has been no movement so far on the Ladder Truck, as there is a lot involved in working on this project.

7. FEMA – FIRM Update –

FEMA recently announced the appeal period for Bradford County which started on June 13th will end on September 11, 2019. This is the time any property newly added into the Special Flood Hazard has to appeal the new maps.

Unlike the FIRM update in 2014, the Borough does not have any scientific data that will provide a valid argument regarding the SFHA (Special Flood Hazard Area).

Manager Lane in bringing this up again, is to make property owners that are affected by the increase in the flood area be informed that if they wish to appeal, they should contact him and he will collectively submit all the appeals on their behalf. Property owners will need to have scientific justification for the appeal via elevation certificates or other professionally prepared documentation.

8. 2020 Police Pension MMO –

The 2020 MMO for the Towanda Borough Police Pension will be \$131,260. Manager Lane requested a motion to approve the 2020 actuarial valuation for the Police Pension Plan.

RESOLUTION 2019-6

Minimum Municipal Obligation for 2020 – Police Pension Plan

Mr. Klinger made a motion seconded by Mrs. Lacek to adopt the 2020 MMO by resolution.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, and Mr. Roof

NAY/NO:

ABSTAIN:

ABSENT: Mr. Sweitzer

Resolution 2018-3 carried.

9. Parking Ordinance Update

Manager Lane stated that a second draft of the ordinance has been completed. We thought in order to have another option for parking in the downtown district, language be added to allow contractors working on downtown buildings an option to purchase a day pass to park without violation. The pass would cost \$5.00 per day and must be accompanied with the building permit.

10. Demolition Fund -

Manager Lane has been researching the possibility of starting a Redevelopment Authority or Land Bank; however, one would need startup money. There are tools available to Municipalities and Counties for funding to address abandoned properties. There are several properties in the borough that need to be demolished or redeveloped. He has had conversations with the Commissioners regarding [Act 152-2016](#) (See <https://dced.pa.gov/county-demolition-fund-reporting/>) and will continue to report his findings.

11. TMA Board Member

Manager Lane stated that AJ Brandt, a resident of the borough, resigned from TMA last month. Council needs to appoint a new member to the board. The new member must live in Towanda Borough.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he has submitted the loan package to the Department of Community and Economic Development (DCEd) in order to purchase the new Street Sweeper.

At 8:14 PM, Solicitor Smith asked for an Executive Session to discuss a potential legal matter.

At 8:22 PM, the Executive Session ended and the meeting continued.

BOROUGH SECRETARY REPORT:

Mrs. Kulick had nothing to report.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORTS – Motion to pay the bills was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.

PLANNING COMMISSION REPORT:

The Planning Committee did not hold a meeting in August. The next meeting is scheduled for September 17th.

RECREATION REPORT:

Mr. Kovalcin, Recreation Committee Chairman stated they are planning for Fall activities and he will inform them of the plans next month.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets. Manager Lane stated the water project is moving along at a good pace.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mrs. Miller. Meeting adjourned at 8:30 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes October 7, 2019

The OCTOBER regular meeting of the Towanda Borough Council was held on Monday, October 7, 2019, at the Municipal Building. President Mr. Sweitzer called the meeting to order at 7:02 PM with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: VP Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mrs. Miller, Mr. Roof, Mr. Sweitzer

ABSENT: Mr. Lacek, Mr. Long

CITIZENS TO BE HEARD:

Ms. Vicki Wells, 24 Mechanic Street (who is retired from Towanda Borough and is also on the Recreation Committee) spoke to the board about the Victorian Lights on Main Street. She feels they need to be cleaned and painted as well as the trash receptacles. Manager Lane stated that Penelec owns the Victorian Lights on Main Street and it would be up to them to maintain or replace them. The lights on the Parkway are owned by the borough and the globes were cleaned and replaced last year. He suggested that she call the local Penelec and talk Jody Place (External Affairs Manager).

President Sweitzer commended Ms. Wells and the Parks and Recreation Committee for the much-needed renovations at the Third Ward playground. It looks really good. Ms. Wells stated she plans on getting some more impact fee grant money from the BC Commissioners to finish the Third Ward Park and get started with renovations at Memorial Park. Also, she is involved with the committee of Endless Mountains Heritage group which is anticipating an award to work toward improving the façade of downtown Main Street.

Mrs. Eileen Allen of 106 Poplar Street (corner of Third Street) addressed Council concerning water issues she is having since Third Street was paved. The road is now tipped or sloped toward her side of the street, and when we have heavy rain or downpour, the runoff from another house across the road on Third Street goes across Third Street and drains down on the driveway of the property next to hers and then runs over to her property. She stated that it has caused the corner of her garage to start cracking. President Sweitzer assured her that this will be addressed and Manager Lane stated that they plan on installing a lip on her neighbor's driveway to navigate the water away from running down it and into her property. Mrs. Allen also stated that in the winter the water freezes at the start of her driveway making it difficult for her to back out onto Poplar Street to exit. President Sweitzer assured her that the freezing water issue in her driveway will also be addressed by the Borough.

Vice-President Christini gave an update on Kali's Mission (TNR-Trap, Neuter or Spay) for Gary and Charlotte Parks, 306 William Street, who were not present. They stated that they would be trapping for the last time this season next Wednesday (Oct 16th). Also, from June 19 through September 23, there has been 65 cats spayed/neutered preventing 260 new litters or a total of approximately 1,000 new kittens from being born without homes.

The proposed budget for 2020 is \$6,000 for veterinary services, \$500 miscellaneous expense, with total budget proposed at \$6,500. The miscellaneous expense would include application fees for grants and paper and ink supplies. Once again, Council praised "Kali's Mission" for their hard work and success with this program.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the Special Meeting (August 26, 2019), and the Regular September meeting minutes was made by Mr. Klinger and seconded by Mrs. Lacek. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reviewed the September Towanda Fire Department report. He stated that September had few incidents, however, the tower (fire truck) was still not working properly. Dalton our mechanic fixed the brakes, so Chief Roof will be able to drive it to Ward Apparatus in Horseheads, NY, for an appointment on October 28th. They will be able to evaluate and quote a repair cost.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting and had nothing to bring before council. He stated that he read the latest Borough News magazine article concerning volunteer fire companies lack of volunteers in recent years.

MAYOR'S REPORT:

Mayor Miller stated he signed the proclamation for the Lions Club "White Can Days" program. thanked the Riverfest Committee and the volunteers who worked at the event. Mayor Garrett Miller state he recently signed a proclamation officially naming Thursday, Oct. 12 and Friday, Oct. 13 as "Lions White Cane Days." On these days, members of the Towanda Lions Club will be soliciting donations for funds to be used in helping the needy with sight problems.

Mayor Miller also stated that Kali's Mission has received an anonymous \$500 donation in memory of supporter Sylvia Ellis, who recently passed away. Sylvia donated a lot of her time to help the mission, as she had a great love for both cats and dogs. She volunteered at fundraisers, helped with the trappings, and she also took the time to make baskets for the Chinese Auction for Riverfest and helped at the booth even though she was not feeling well.

POLICE CHIEF REPORT:

Chief Epler reported that they had a very busy month with 435 complaints received. Also, he said the new body armor has arrived to replace the ones that expired, as the standard is 5-year life span.

The Chief stated that he received a mutual aid agreement for local police departments. Solicitor Smith stated that he talked to Attorney Thompson and he understood that there is no formal mutual aid agreement in the township Thompson represents. However, Chief Epler said there is a standing mutual aid agreement in Pennsylvania and this one he received was a little more in depth (it may be a resolution). The Chief has forwarded it to Solicitor Smith and the Solicitor will follow up on it.

Chief Randy Epler read a letter he received from a retired former Deputy Chief of Police in Los Alamos, New Mexico, (who resides in Canton, Texas) who also served as Emeritus Dean of SUNY Broome Community College. He wrote that in September saw a Facebook posting from a dear friend who posted that he was going to take 4 bottles of pills and no one would find him. The former deputy thought he had moved to Towanda and made a couple calls and contacted the Towanda Police department. He talked to one of the officers on duty and found that another person had called the situation in to the police also and was assured that the department would follow up on it. He gave the officer his friend's phone number and our officer was able to ping the friend's phone to find his location. He wrote that he appreciated the Chief's officer for his professionalism and he wrote that, "Had your officer been my officer 25 years ago, I would give him a letter of commendation for keeping his cool and being thorough with his assignment, which of course is the purpose of this letter. His actions saved a life, and please commend the officer working dispatch that day".

Chief Epler stated that the officers who aided in saving the person from suicide were Sergeant David Lantz and Officer Ryan Edsell.

Chief Epler stated, "I've said we have the best, and this confirms it," of the quality of Towanda's police officers.

Towanda Borough Council President Paul Sweitzer agreed and stated that we have a great police department and council commends them for handling this case professionally, as their work is much appreciated and they don't always get a thank you.

SEPTEMBER 2019 – Monthly Report

435	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
29	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
7	NON-TRAFFIC CITATIONS	16	THEFT REPORTS
0	DUI ARRESTS	1	ANIMAL COMPLAINTS
107	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	10	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
10	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Regular monthly meetings have started.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council. Per Vice-President Christini, the parking maps will be done soon.

SEPTEMBER 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	26	155
Permit Fees Paid	\$5,924	\$13,783
Code Inspections Fees	\$495	\$3,787
Borough Total after Code Inspections Fees	\$1,114	\$11,605
Permit Work Value	\$124,200	\$650,597
Contractors Registered	7	107
Contractors Registrations Amount	\$500.00	\$8,350

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	6	32	\$27	\$144.00
#3 Commercial – New				
#4 Commercial – Other		11		\$49.50
TOTALS	6	43	\$27	\$193.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	5	121	4	123	3	38
1 & 2 Family Rentals	12	109	12	117	8	55
Commercial Rental Units	5	45	4	44	3	20
Commercial Non-Rental	2	19	2	36	1	8
TOTALS	24	294	22	320	15	121

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	10	55
2nd Inspection	2	21
3rd Inspection	0	9
FEES PAID	\$0.00	\$0.00

ZONING CODES

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL		4		10		\$40.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN		4		1		\$160.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		
TOTAL		8		11		\$200.00
Sign Permits Total:		2				\$160.00

ZONING APPEALS

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

PARKING REPORT – AUGUST 2019

YEAR-TO-DATE
 to JULY

# Green Tickets Issued:	-	27
# Yellow Tickets Issued:	-	17
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	1
# Yellow Tickets Forgiven	-	1
# Paid W/N 48 Hrs @ ½ Cost	-	14
\$ Amount Paid w/n 48 Hrs	-	\$150
# Paid After 48 Hrs	-	12
\$ Amount Paid After 48 Hrs	-	\$230
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	
Delinquent Tickets before Citation	-	
\$		\$680
Revenue from Reserved		
Parking Spaces	-	\$16,700
Hours on Parking per Month	-	225
Police - # of Tickets Written	-	100
\$ Amount Paid W/N 48 Hours	-	\$470
\$ Amount Paid After 48 Hours	-	\$620
TOTAL REVENUE	TOTAL	YTD
		\$18,850

AUGUST 2019 – PARKING (Started in mid-August)

<u>Tickets by Status (Last 30 Days)</u>	<u>\$</u>
Issued	61
Paid	30
Dismissed	23
Abandoned	22
Warning	14

<u>Tickets by Violation (Last 30 Days)</u>	<u>\$</u>
3 Hour Limit	98
Expired Meter	18
Over Night Parking	7
Non-Space	3
Parking Outside of Lines	0
Permit Required	0

BOROUGH MANAGER LANE’S REPORT:

1. Downtown Revitalization Project-

Manager Lane is working with the Office of the Budget to close out the grant. He has filed for a time extension of the grant at their request.

The final amount owed to the County will be paid with parking spaces and Solicitor Smith will draft the final agreement in the near future.

2. PennDOT Turnback SR 3020 –

Manager stated they completed walk through of all the streets involved with the project. They also discussed storm drainage, curbing and a few large trees that need to be removed. Also, TMA will be replacing portions of the sanitary sewer main and water main.

3. Street Sweeper – USDA/CBPA –

The loan closing for the sweeper was October 3rd here at the Municipal Building. The sweeper arrived Friday and training was held this morning. Manager Lane stated It could not have been delivered at a better time. The leaves are starting to Fall!

4. Flooding August 2018 –

Manager Lane stated they are navigating through the final steps with FEMA for funding to make permanent repairs to two portions of Cash Creek. The section between Second and Third Street will be a rather large project. The project near Fifth St. and Mulberry will be handled by borough forces.

5. Paving 2019 –

The 2019 Paving project is complete. The Borough will do some additional curb in the area in the spring. North Fourth Street is now newly paved from Elm St. to Oak Street.

6. Ladder Truck – Fire Company –

The Irons are still warming.

7. FEMA – FIRM Update –

The appeal period for the new Flood Insurance Rate maps ended on September 11th, 2019. Manager Lane will be hearing from FEMA over the next few months. We will be required to update our Flood Plain Ordinance to reflect the new map, and he does not see many other changes to the ordinance since we just updated it in 2014.

8. Parking Ordinance Update

Manager Lane stated that they have completed a second draft of the ordinance. This ordinance will now fall in line with the new parking garage and the different types of parking spaces throughout the town. The parking fine will change to \$30 once the amended ordinance is adopted. They also added language to allow contractors working on downtown buildings an option to purchase a day pass to park without violation. The pass would cost \$5.00 per day and must be accompanied with the building permit.

Manager Lane asked for a motion to advertise the ordinance to the public. A motion to advertise the amended parking ordinance was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.

9. Demolition Fund/ Redevelopment Authority -

Manager Lane has discovered some old newspaper clippings pertaining to a “Bradford County Redevelopment Authority”. The progress Authority is helping him locate any information available with the hopes to resurrect the program.

10. TMA Board Member

As Manager Lane mentioned during last month’s meeting, Council needs to appoint a new board member who would represent the Borough. He would like to recommend to Council the appointment of Fred Johnson. Fred was the Superintendent for TMA for 30 years and would be a great addition to the board.

Manager Lane asked for a motion to appoint Fred Johnson to the TMA Board. A motion to approve Mr. Johnson’s appointment was made by Mrs. Lacek and seconded by Mr. Kovalcin. Motion passed.

11. CBPA Resolution – Guthrie Health Care Refinance –

Manager Lane asked council if they reviewed the memo and resolution from Executive Director Ventello of the Progress Authority. Guthrie is re-financing a bond that the Authority administered and needs Council’s approval to move forward with it. He asked for a motion to do so.

RESOLUTION 2019-7

REISSUANCE OF THE 2016 GUTHRIE BONDS

Mrs. Lacek made a motion seconded by Mr. Klinger authorizing approval of the issuance of revenue bonds by the Central Bradford Progress Authority (CBPA) in an approximate principal amount not to exceed \$110,000,000, for the purpose of making a loan to The Guthrie Clinic.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mrs. Miller, and Mr. Roof & President Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mr. Lacek, Mr. Long

RESOLUTION 2019-7 CARRIED.

Manager Lane concluded with the announcement that T. Thompson has been added to the staff at CBPA. T. comes to the Authority with years of banking experience from First Citizens Community Bank in Towanda.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated he is working on the parking ordinance and noted that the signage will have to match the amended ordinance. He will send it to the paper for advertising and the meeting date.

Solicitor Smith stated that a settlement stipulation was written regarding the Vishva Corporation tax assessment matter. He will get updated on this and let Manager Lane know the status.

Also, Solicitor Smith related a letter from a local lawyer asking that a handicap parking space used by another lawyer who has difficulty walking be made unlimited parking instead of the 4 hours that is currently allowed.

Manager Lane stated that he needed to do some research on it.

PA Disabled Parking Regulations say:

If you have a handicap parking placard or license plate, you may park:

- In **designated disabled parking places.**
- Up to 60 minutes longer in spaces with time limits, unless prohibited by local law (which in Towanda would be 4-hour limit).

BOROUGH SECRETARY REPORT:

Mrs. Kulick reported that the Halloween Parade will be held on Saturday, October 26, 2019 at 7 PM. See the Towanda Fire Department website for details.

Also, Trick-or-Treating will be held on Halloween, October 31, 2019 from 6 to 8 PM.

A reminder will be in the Daily Review: The **fall leaves** will be picked up beginning Tuesday, November 12, 2019. Leaves are to be bagged and at curbside in the Borough.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORTS – Motion to pay the bills was made by Mr. Klinger and seconded by Mrs. Lacek. Motion passed.

PLANNING COMMISSION REPORT:

The Planning Committee did not hold a meeting in September. The next meeting is scheduled for October 15th (if needed).

RECREATION REPORT:

Mr. Kovalcin, Recreation Committee Chairman stated they have 65 signed up for the Maple Street Pumpkin Roll (by the Library) with 200 interested. Some pumpkins are being donated as well as the prizes are being donated. Willie, Garrett and Kyle will be judges. It should be a good time for all who participate or watch the roll as there will be an apple cider press there also.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets. Manager Lane stated the water project is ahead of schedule.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mrs. Miller. Meeting adjourned at 8:39 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes November 4, 2019

The NOVEMBER regular meeting of the Towanda Borough Council was held on Monday, November 4, 2019, at the Municipal Building. President Mr. Sweitzer called the meeting to order at 7:00 PM with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

ABSENT: VP Mr. Christini, Mrs. Lacek

CITIZENS TO BE HEARD:

None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the Regular October meeting minutes was made by Mr. Klinger and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reviewed the October Towanda Fire Department report. He stated the tower truck is at Ward Apparatus in Horseheads, NY, for repair estimate. He was told that parts are very hard to find due to the age of the firetruck. A price estimate of repairs (if we can afford to fix it) should be ready by the middle of this coming week. In the interim, Chief Roof stated that they are continuing to look for a used ladder truck. Wysox has a 75-foot ladder truck (the length of the ladder is not always useful for higher buildings in town on Main Street). Canton has a 100-foot ladder truck if we need to use it.

FIRE BOARD REPORT:

Mr. Klinger stated there was no meeting held last month.

MAYOR'S REPORT:

Mayor Miller stated that the Halloween parade was excellent, and he was glad the trick or treat date was moved from the 31st to the 30th due to impending bad weather on the 31st (which happened).

He stated that next year the Rec Committee were thinking about having the Pumpkin Roll event, the bonfire & smores making, and trunk or treat may be all together on a night other than parade night. It just would be easier for participants and their parents.

Mayor Miller also gave a big thank you to Farmer Fred's (donated pumpkins) and Barrett's Century Farm for donating hay bales, and to Jeff Nash for delivering them.

POLICE CHIEF REPORT:

OCTOBER, 2019

CHIEF EPLER REPORTED THE FOLLOWING:

A DUI rove was conducted this month.

Officer Lake attended training for advanced tactics for Officers.

Officer Hennessy and Hades did a presentation for the 5th grade students at the Rural Health and Safety day.

Officers Hennessy and Edsell were at the Bonfire held at Riverfront Park by the Rec Board (Trunk or Treat) after the Halloween Parade.

Stacy Schoonover (Accts. Payable) has started cleaning the station on Sunday mornings and it looks a lot better, she is doing a great job.

We have had another very busy month with a rape case, a fire under investigation, 3 unattended deaths and a large marijuana lab besides the normal arrests and investigations.

Trick for a Treat night saw only a few small problems, 2 extra Officers were put on to cover during the candy gathering event.

The new police car is in (Pittsburg), and needs to be taken to 911 Rapid Response in Annville, PA, to be outfitted.

October 2019 – Monthly Report

415	COMPLAINTS RECEIVED	3	JUVENILE PETITIONS
27	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
12	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
1	DUI ARRESTS	6	ANIMAL COMPLAINTS
96	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
8	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
10	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

The committee did not meet last month.

President Sweitzer asked if the idea of having computers in the cars was looked into yet. Chief Epler stated that if we move forward with this is to reach out to the Athens Township and Sayre Police departments, as they are already running them.

We have the new parking software that would probably work with it, and Chief Epler stated that the new 2016 police car would be a good one to start with using a tablet that pops out of the clamps to take with you. But he said there is also the issue of a printer to be used in the car if you are going to do ticketing. He said Visual Alert would work well, but ticket writing would be outside of this software. President Sweitzer stated that we need to address this now and not months down the road and it may need to be in the budget.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.

In a discussion of fines, he stated the International Property Maintenance Code does not have snow removal in its provisions, but it does include most other code subjects.

Mr. Sluyter suggested that Council amend the latest version of the adopted standards of the International Property Maintenance Code as it applies to fines for violations concerning grass, junk cars and many other things; and also, to amend Towanda Code Chapter 264 Streets and Sidewalks, Article II, §264-3 Violations and Penalties.

They discussed making the minimum at least \$100 for first offense, \$200 for second offense and \$300 for third offense. Motion made by Mr. Lacek and seconded by Mr. Kovalcin to have Solicitor Smith draft an amendment of these codes. Motion passed. Solicitor Smith will do the **draft** and present it to Council.

Also, Mr. Sluyter stated that the packet contained a new Parking Map for Towanda Borough.

OCTOBER 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	18	173
Permit Fees Paid	\$1,570	\$16,962.14
Code Inspections Fees	\$170	\$3,957
Borough Total after Code Inspections Fees	\$1,400	\$13,005
Permit Work Value	\$103,302	\$753,898
Contractors Registered	4	111
Contractors Registrations Amount	\$500.00	\$8,350

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	4	36	\$18	\$162
#3 Commercial – New				
#4 Commercial – Other	1	12	\$4.50	\$54
TOTALS	5	48	\$22.50	\$216

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	13	134	10	133	6	44
1 & 2 Family Rentals	8	117	7	124	5	60
Commercial Rental Units	4	49	4	48	2	22
Commercial Non-Rental	1	20	1	37	1	9
TOTALS	26	320	22	342	14	135

Rental Dwelling Unit Inspections

Month YTD

Borough Council Meeting Minutes
November 4, 2019

1st Inspection	8	63
2nd Inspection	0	21
3rd Inspection	0	9
FEES PAID	\$0.00	\$0.00

ZONING CODES

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL		4		10		\$40.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN		4		1		\$160.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		
TOTAL		8		11		\$200.00
Sign Permits Total:		2				\$160.00

ZONING APPEALS

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

PARKING (Started in mid-August)

Tickets by Status (Last 30 Days)

Issued	26
Paid	17
Dismissed	21
Abandoned	14
Warning	8

Tickets by Violation (Last 30 Days)

3 Hour Limit	60
Expired Meter	10
Over Night Parking	0
Non-Space	2
Parking Outside of Lines	0
Permit Required	0

Tickets by Street Location (Last 30 Days)

Main	28
Bridge	3
Park	9
Pine	8
Towanda	7
State	6
Court	10
Washington	1

BOROUGH MANAGER LANE'S REPORT:

1. Downtown Revitalization Project-

They are finishing up a few loose ends regarding the construction punch list. Closing out with RACP.

2. PennDOT Turnback SR 3020 –

Meeting with Engineer this week to determine a bid, award and construction schedule. Plan is to advertise for bid this winter and start construction in the spring.

3. Street Sweeper – USDA/CBPA –

The street sweeper arrived and has been heavily utilized so far. We did display the sweeper at the Halloween Parade.

4. Flooding August 2018 –

Continue to work through details with FEMA. The site inspection done this summer was sub-par and it seems we are going through the process again. Getting closer however I have not given up yet.

5. FEMA – FIRM Update –

The appeal period for the new Flood Insurance Rate maps ended on September 11th, 2019. I will be hearing from FEMA over the next few months. We will be required to update our Flood Plain Ordinance to reflect the new map. I do not see many other changes to the ordinance since we just updated it in 2014.

6. Parking Ordinance Update

The final draft of the ordinance is available for the Councils review. Solicitor Smith has advertised the notice. Enclosed is the updated parking map that will be available on the Boroughs Website and in the office.

7. Demolition Fund/ Redevelopment Authority -

Working with CBPA to revitalize The Bradford County Redevelopment Authority. Also, as you may have read in the newspaper, we had a visit from Joe DeFelice, the Regional Administrator of HUD. We discussed some of the issues we have in the Borough as well as the County and he may be a good connection in the future for addressing blight and abandoned properties.

2020 Borough Budget

I have the first draft of the budget complete. The current draft does not include a tax adjustment as I have not received the assessment information yet, does not cut any Borough services. We will continue to tweak the budget until next month's meeting. The general fund is business as usual.

The 2020 capital budget includes:

1. Debit service for the Street sweeper which will be paid for with our Liquid Fuels allocation.
2. The Tennis Court to be resurfaced (Tennis Court Fund)
3. Municipal Building Parking lot pavement

Council will meet at 5 PM on November 21st to discuss the drafted 2020 Budget that Manager Lane has prepared. The meeting will be advertised.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith presented a draft on the amended parking ordinance (No. 2019-5) to Council. **A motion was made by Mr. Kovalcin and seconded by Mr. Klinger to have Solicitor Smith advertise the ordinance with a couple minor changes. Motion passed.**

BOROUGH SECRETARY REPORT:

Mrs. Kulick had nothing to report.

*An Executive session was called for to discuss a potential legal issue at 8:27 PM.
The Executive session ended at 8:47 PM and the regular council meeting continued.*

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORTS – Motion to pay the bills was made by Mr. Long and seconded by Mr. Klinger. Motion passed.

PLANNING COMMISSION REPORT:

The Planning Committee did not hold a meeting in October (nothing to discuss). The next meeting is scheduled for November 19th (if needed).

RECREATION REPORT:

Mr. Kovalcin thanked his committee for the success of the Pumpkin Rolling contest and also Gannon's Insurance for letting people park in their lot. Also, the committee is planning on entering a float for the Hometown Christmas Parade.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets

ADJOURNMENT:

Motion to adjourn was made by Mr. Klinger and seconded by Mrs. Miller. Meeting adjourned at 8:55 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes December 2, 2019

The DECEMBER regular meeting of the Towanda Borough Council was held on Monday, December 2, 2019, at the Municipal Building. Vice-President Christini chaired the meeting in President Sweitzer's absence. The meeting was called to order at 7:00 PM with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Vice-President Christini, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Roof

ABSENT: Mr. Klinger, Mr. Lacek, Mrs. Lacek, & President Sweitzer

CITIZENS TO BE HEARD:

Gary and Charlotte Parks reported on Kali's Mission's activities to date. See attached. Also, they asked Council to write a letter of support which may help Kali's Mission get money from grant programs. Manager Lane obliged to write the letter.

Also, local Congressman Fred Keller will be sending a letter of support to USDA for the organization. In other business, Vice-President Christini asked Mr. Sluyter about abandoned houses in the borough. Mr. Sluyter stated that there were 2 and 1 was flipped and the other one is in foreclosure.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the Regular November meeting minutes was made by Mr. Long and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof presented a letter from the Towanda Fire Department requesting a small fire tax increase in order to pay debt service on a replacement aerial apparatus to serve Towanda Borough. The current unit (1987 KME Duplex 95' Tower) has been out of service since April of 2019 after failing certification.

FIRE BOARD REPORT:

Mr. Klinger stated the meeting was cut short due to a fire call and they did discuss the Tower truck briefly.

MAYOR'S REPORT:

Mayor Miller covered Chief Epler's report

POLICE CHIEF REPORT:

November 2019

CHIEF EPLER REPORTED THE FOLLOWING:

A DUI rove was conducted this month.

Officer Hennessy and Hades did a presentation for the preschool students.

Officers Hennessy and Bellows are in full swing with Operation Blue Santa.

The 2014 and 16 patrol cars had some tires changed in preparation for winter driving, and the 14 was discovered to have a coolant leak which is being addressed.

Chief Epler is currently anticipating being over about 126 hrs. of vacation for the Dept. this year.

This was caused mostly to having to cover all of (ret.) Officer Werner's sick and vacation time with a

few part-time Officers. Mayor Miller asked for council to approve a “rollover” of the officers’ remaining vacation time.

A motion was made by Mr. Long and seconded by Mrs. Miller to allow the vacation “rollover”. Motion passed.

Mayor Miller also told council that Chief Epler is researching having computers in the police cars and talked to the Sayre Police Department about their setup. Approximately \$5,200 was quoted from 911 company for the hardware and installation. Vice-President Christini recommended that the Police Committee research this and make a recommendation to council.

November 2019 – Monthly Report

340	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
10	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
8	NON-TRAFFIC CITATIONS	6	THEFT REPORTS
1	DUI ARRESTS	6	ANIMAL COMPLAINTS
57	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
6	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

No Meeting

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.

NOVEMBER 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	17	190
Permit Fees Paid	\$1,608	\$18,570.14
Code Inspections Fees	\$725	\$4,682.14
Borough Total after Code Inspections Fees	\$883	\$13,888
Permit Work Value	\$93,523	\$847,421.18
Contractors Registered	0	111
Contractors Registrations Amount	0	\$8,550*

*Correction from last month

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	1	37	\$4.50	\$166.50
#3 Commercial – New				
#4 Commercial – Other	2	14	\$9.00	\$63.00
TOTALS	3		\$13.50	\$229.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	8	142	8	141	6	50
1 & 2 Family Rentals	10	127	7	131	6	66
Commercial Rental Units	3	52	3	51	2	24
Commercial Non-Rental	2	22	2	39	2	11
TOTALS	23	343	20	362	16	151

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	9	72
2nd Inspection		21
3rd Inspection		9
FEES PAID	\$0.00	\$0.00

ZONING CODES

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL		4		10		\$40
COMMERCIAL						
MANUFACTURING						
SIGN		4		1		\$160
OCCUPANCY						
OTHER						
TOTAL		8		11		\$200
Sign Permits Total:		2				\$160

ZONING APPEALS

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

PARKING (Started in mid-August)

Tickets by Status (Last 30 Days)

Issued	43
Paid	36
Dismissed	26
Abandoned	11
Warning	13

Tickets by Violation (Last 30 Days)

3 Hour Limit	94
Expired Meter	18
Over Night Parking	0
Non-Space	0
Parking Outside of Lines	0
Permit Required	5
Non-Space	?

Tickets by Street Location (Last 30 Days)

Main	5
Bridge	12
Park	13
Pine	5
Towanda	11
State	4
Court	11
Washington	0
Parking Garage	55
John B. Merrill Pkwy	2

Vice-President requested that Mr. Sluyter show the percentage of people that pay.

BOROUGH MANAGER LANE'S REPORT:

1. **Downtown Revitalization Project-**

Manager Lane is working on written agreement with the County regarding parking spaces in lieu of the remainder of construction costs. A verbal agreement was made in August and the County has since been using 105 spaces in the garage.

Concerning closing out with RACP, Manager Lane stated that he requested it from them.

2. **PennDOT Turnback SR 3020 –**

Meeting with Engineer this week to determine a bid, award and construction schedule. Plan is to advertise for bid this winter and start construction in the spring.

3. **Flooding August 2018 –**

Manager Lane stated he will continue to work with FEMA regarding Cash Creek. We are very close and I feel we will have a determination very soon. He engaged Stiffler and McGraw to flesh out a few more details for FEMA. Their cost will be reimbursable.

4. **FEMA – FIRM Update –**

Manager Lane stated that he has not received any updates regarding the new FIRM maps. He anticipates the beginning of the year we will start hearing from FEMA again.

5. **Parking Ordinance Update**

The updated Parking ordinance has been advertised. Solicitor Smith will cover the details.

6. **Demolition Fund/ Redevelopment Authority -**

Planning continues of revitalizing the Bradford County Redevelopment Authority. Manager Lane stated the existing one on the books needs redone. He feels this may help with the problem housing that we currently have here.

7. **2020 Budget**

The 2020 Borough Budget is complete. A budget work session was held on Thursday November 21st, to review the budget in detail.

The general fund anticipates \$1,424,324 in revenue and \$1,416,978 in expenses with no tax increase.

Capital and improvements include paving the Municipal Building Parking Lot, Repairing and resurfacing the Borough tennis Courts, Rebuilding SR 3020 via the turnback agreement, repair Cash Creek in two locations and consulting funds to assist the extension of the Trail.

Total of all 16 funds anticipates \$3,113,489 in revenue and \$3,165,662 in expenses.

Manager Lane mentioned some projects that need to be done in 2020 such as paving the parking lot, resurfacing the tennis court and providing some funds for the trail project.

Manager Lane asked for a motion to advertise the budget in the Daily Review. He stated if council does raise the fire tax 1 mill, he can do an amendment to the budget in the fire fund (fund #30).

A motion was made by Mr. Long and seconded by Mr. Kovalcin. Motion passed.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith completed and presented **ORDINANCE NO. 2019-5** to council for acceptance. The ordinance was advertised on November 24, 2019 in the Daily Review, with the intention to amend it at tonight's meeting.

This amends Chapter 305, Sections 305-68, 305-71, 305-72.B, 305-73.C, 305-74, 305.75.A, 305-77, 305-80, 305-82 and 305-83.

ORDINANCE 2019-5

PARKING ORDINANCE AMENDMENT - Amend Chapter 305 of the Towanda Borough Code with minor editorial changes to be made by Solicitor Smith.

Motion to approve was made by Mr. Kovalcin and seconded by Mrs. Miller

The roll was called and recorded as follows:

AYE/YES: Vice-President Christini, Mr. Kovalcin, Mr. Long, Mrs. Miller, and Mr. Roof

NAY/NO:

ABSTAIN:

ABSENT: Mr. Klinger, Mr. Lacek, Mrs. Lacek, & President Sweitzer

ORDINANCE 2019-5 – Carried with minor editorial changes.

BOROUGH SECRETARY REPORT:

Mrs. Kulick had 2 Resolutions:

RESOLUTION 2019-8

Approval of Frank Pinkosky, of the Guthrie Medical Group, P.C., be reappointed to Central Bradford Progress Authority (CBPA) as Member-At-Large.

Motion was made by Mr. Long and seconded by Mrs. Miller

The roll was called and recorded as follows:

AYE/YES: Vice-President Christini, Mr. Kovalcin, Mr. Long, Mrs. Miller, and Mr. Roof

NAY/NO:

ABSTAIN:

ABSENT: Mr. Klinger, Mr. Lacek, Mrs. Lacek, & President Sweitzer

Resolution 2019-5 – Carried

RESOLUTION 2019-9

Bradford County TCC (Tax Collection Committee) Voting Delegate Appointment Resolution to appoint required delegates: 1) Towanda Borough Manager; 2) Towanda Borough Secretary; and 3) Business Manager, Towanda Area School District to be our required TCC Representatives

Motion was made by Mr. Kovalcin and seconded by Mrs. Miller

The roll was called and recorded as follows:

AYE/YES: Vice-President Christini, Mr. Kovalcin, Mr. Long, Mrs. Miller, and Mr. Roof

NAY/NO:

ABSTAIN:

ABSENT: Mr. Klinger, Mr. Lacek, Mrs. Lacek, & President Sweitzer

Resolution 2019-9 – Carried

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORTS – Motion to pay the bills for November was made by Mr. Roof and seconded by Mr. Long. Motion passed.

PLANNING COMMISSION REPORT:

The Planning Committee did not hold a meeting in November (nothing to discuss).

Vice-President Christini presented three (3) task ideas for the Planning Commission:

- 1) They include updating of Regional Comprehensive Plan (need to apply for DCED or a county grant to help with the cost of this project)
- 2) Update of SCI Master Plan
- 3) Possible Pocket Park on Park Street east of the Police Station
- 4) Manager Lane also included: SCI Master Plan for updating. The Y should be part of this as the "Trail Project" will tie into the YMCA also.

RECREATION REPORT:

Mr. Kovalcin stated the committee is having a float in the Hometown Christmas parade on December 5th.

Other Business:

Manager Lane mentioned that we still need an EMA (Emergency Management Coordinator).

The year-end meeting will be held on December 26, 2019 at 6 PM. This will be to approve the 2020 Budget and 2020 Tax Levy.

Also, January 2, 2020 will be a Reorganization Meeting.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mrs. Miller. Meeting adjourned at 9:30 PM.



Diane M. Kulick
Towanda Borough Secretary

"Citizens to be heard."

**KALI'S MISSION
ACTIVITY REPORT
DECEMBER 2, 2019**

Grant Program Applications

- 1). Animal Grantmakers. Org
- 2). Bissell Pet Foundation
- 3). ASPCA Grants
- 4). Doris Day Animal Foundation
- 5). Maddie's Fund
- 6). Petco Foundation
- 7). Pet Smart Charities
- 8). Walmart Foundation – currently enrolled \$25.00 gift cards on occasion
- 9). United Way
- 10). Chewy.com – for any new customer that uses our code, chewy will donate \$20.00 to Kali's Mission
- 11). Barry Foundation – Jackson Galaxy – My Cat From Hell TV Show
- 12). Ellen DeGeneres
- 13). Pedigree Foundation
- 14). USDA Grant Program

Events/Fundraisers

- 1). All You Can Eat Pasta Dinner – Beeman's Restaurant – December 9th
- 2). Tractor Supply – general donations – so far received \$130.00
- 3). Hometown Christmas – setting up display for donations and to sell dinner tickets

Letters

- 1). Letters to following businesses for donations:
 - Pappa V's
 - Gannon Insurance
 - Griffin, Dawsey, DePaola & Jones
 - Daily Review
 - First Citizens Bank
 - Wendy's
 - Henry Dunn Insurance
 - Murphy, Niemic, Smith & Pellingner

Letters cont.

**Citizens & Northern Bank
Sturzen Furniture
Vincent's Pizza
Dandy Mini Marts**

- 2). **Letters to auto dealers/gas companies for donation of vehicle or cash:**
**Williams Auto Group
Chesapeake Energy
Sherwood Groves
Flynn Energy
Frontier Communications
Comcast
Chief Oil
Distribution Now**

Currently we are using our private vehicles to transport cats to and from Vet.

- 3). **Representative Tina Pickett**
- 4). **Representative Fred Keller**
- 5). **Attended a meeting with the Community Foundation to find out how their programs get funding and what grants they have available.**

NEW PROGRAMS

Feral Kitty Condos

Slide Show Presentation

TOWANDA BOROUGH SPECIAL COUNCIL

MEETING MINUTES

DECEMBER 26, 2019

A **SPECIAL** meeting of the Towanda Borough Council was held on Thursday, December 26, 2019, at the Municipal Building. The meeting was called to order at 6:00 PM, by Council President Paul Sweitzer, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. Roll was called and recorded as follows:

PRESENT: Vice-President Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, & President Sweitzer

ABSENT:

CITIZENS COMMENTS

None.

OTHER BUSINESS:

At this time, President Sweitzer asked for a discussion of “other business” (item 8 on agenda), being the purchasing of a new ladder fire truck. Motion was made by Mr. Roof and seconded by Mr. Klinger. Motion passed.

Council reviewed the information on a 2019 Spartan LT 75’ Quint Fire Truck that was seen by Manager Lane, Chief Roof, and Bill Sheets. The Fire company has been researching a new/used truck for a long time. A Campbell Supply Representative was at the meeting with a proposal/contract that includes lettering the unit. The price is substantially lower (under a million) for a newer unit that meets the fire company’s criteria. Chief Roof stated that this unit takes on the job of 3 different units they currently own. The contract states they will hold the unit for 90 days for us. It will take 30 to 60 days to get it, lettering included, and 3 days training.

President Sweitzer asked for a motion to have Campbell Supply hold the truck with our commitment to purchase. Mr. Klinger made the motion to move forward on the purchase of this fire truck seconded by Mr. Kovalcin. Motion passed and Manager Lane signed the proposal/contract and will be working with Chief Roof on obtaining funding.

PAYMENT OF 2019 YEAR-END BILLS

Mr. Klinger made a motion seconded by Mrs. Miller to approve payment of bills as presented in the “List of Bills.” Motion carried.

ADOPTION OF THE 2020 GENERAL FUND BUDGET & SPECIAL FUNDS

President Sweitzer asked if there were any questions regarding the proposed 2020 Borough and Special Funds Budgets.

Mrs. Lacek made a motion seconded by Mr. Kovalcin to adopt, by resolution, the 2020 Borough and Special Funds Budget as presented and advertised.

RESOLUTION 2019-10

The roll was called and recorded as follows:

AYE/YES: Vice-President Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and President Sweitzer

NAY/NO:

ABSTAIN:

ABSENT:

Resolution 2019-10 carried unanimously by council.

ADOPTION OF 2020 REAL ESTATE TAX LEVY

Mr. Long made a motion seconded by Mr. Klinger to adopt, by resolution, the 2019 Real Estate Tax Levy Ordinance as presented.

ORDINANCE 2019-6

The roll was called and recorded as follows:

AYE/YES: Vice-President Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, President Sweitzer

NAY/NO:

ABSTAIN:

ABSENT:

Ordinance 2019-6 carried unanimously by council.

The next meeting of the borough council is a reorganizational meeting scheduled for Monday, January 6, 2020 at 7 PM.

President Sweitzer also stated that if anyone wants his seat as President of Council, he would make it available to them. Also, he thanked everyone on the board for their dedication to Council and any who are also on TMA (Towanda Municipal Authority).

Also, Mr. Roof (Chief) thanked council on behalf of the Fire Company for pursuing the purchase of the fire truck.

ADJOURNMENT

Mrs. Lacek made the motion, seconded by Mr. Klinger. Meeting adjourned at 6:23 PM.



Diane M. Kulick
Borough Secretary