

**PLANNING COMMISSION MEETING
MINUTES – APRIL 19, 2022**

The meeting of the Towanda Borough Planning Commission was held on Tuesday, April 19, 2022, in the Council Room of the Towanda Municipal Building, 724 Main Street, Towanda, PA.

The meeting was called to order by Planning Commission Chairman Kayla Saxon at 7:00 PM. Also, Borough Manager Lauren Egleston was present at this meeting

Members Present: Kayla Saxon, Chairman, Kevin Doupe', Erin Groves, Mark Christini, Shane Mize and William Kovalcin

Members Absent: Diane Siegmund, Jim Lacek, and Roger Hatch

Citizens to be Heard or Guests: - None present.

Minutes:

A motion to approve the January 18, 2022, meeting minutes was made by Mr. Christini and seconded by Mr. Kovalcin with 2 minor changes. Motion passed.

New Business:

- Roger Hatch was appointed (behind Jimmy Lacek) as Planning Commission Board Member. This was approved at the April 4th Borough Council meeting. Mr. Hatch could not attend this meeting, as he was out of town. Welcome Roger!

Old Business:

- Concerning the "Vacant Store Front" ordinance, Mr. Christini stated that at the last Borough Council meeting it was reviewed and approved to have Solicitor Smith review it and give us his legal opinion. We should hear something at the May 2nd Council meeting from Solicitor Smith.

FUTURE Business:

Update Regional Comprehensive Plan – Regional Comprehensive Plan 2008 links:

[Central Bradford Comprehensive Plan Executive Summary](#)

[Central Bradford Region Comprehensive Plan](#)

[Central Bradford Region Comprehensive Plan Appendix](#)

- Manager Egleston reviewed the "PA Municipalities Planning Code" section which gives the elements for preparing a Comprehensive Plan. She also spoke about the grant application for the plan which was sent to DCED. She spoke with an official from DCED last week who said that we put together a strong application. This grant would be at 50% with the other half split between Towanda borough, Towanda township, and North Towanda township. She is waiting to hear from them. Manager Egleston has spoken with a couple of companies that produce Comprehensive Plans for municipalities, and they gave her a couple of estimates.

Site Master Plan

- With the DCED grant approved, Manager Egleston told the Commission that we advertised for proposals for professional services in developing a Site Master Plan that will include the below projects. We only received 2 bids that were \$28,000 difference between them. Manager Egleston stated that we will probably rebid the project.
 1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
 2. Riverside Cemetery
 3. YMCA (SCI) Complex Master Plan (including the Memorial Park playground)
 4. Third Ward Park. (Note: The Pocket Park was taken out for now.)
 5. The TRAIL project with the possibility of connecting all Towanda Borough Parks and municipal grounds with the trail.

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6. Memorial Park – The Towanda Area School District would like this to be part of the Site Master Plan.

Adjournment:

Motion to adjourn was made by Mrs. Groves and seconded by Mr. Christini at 8:00 PM.



Recording Secretary
Planning Commission