

**Towanda Borough
Regular Council Meeting Minutes
April 3, 2023**

The Towanda Borough Council Meeting was held on Monday, April 3, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by Vice-President Eberlin.

Present: Vice President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schulze, & Mr. Parks

Absent: President Christini & Mrs. Hatch

CITIZENS TO BE HEARD:

Vice-President Eberlin stated that there is a resident on Kingsbury Avenue that expressed concern about the lack of street lighting on the block. There is a cost estimate from Penelec for the installation of a new street light included in tonight's packets.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve March 6, 2023, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mrs. Miller. The motion passed unanimously.

FIRE CHIEF REPORT:

Chief Roof's report was included. He stated that the fire company members are in training quite regularly. Cargill is buying one of the fire trucks from the fire department. Chief Roof is preparing the paperwork for that transaction.

FIRE BOARD REPORT:

Mr. Parks stated they did not have a meeting.

MAYOR'S REPORT:

- Mayor Miller did the swearing-in ceremony for full-time police officer Derek Campbell. Council welcomed Officer Campbell and Mayor Miller stated that he is a fine officer.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Chief Epler stated they have been demoing a T-Mobile camera option, that is wrapping up and they are not happy with them. Also, a dealership dropped off a Chevy to test out for a new patrol car, but it is more like a family car than a fit as a police car.
- The Police department had their Go Live Date with TraCS on March 12th. Everything seems to be up and running after a rocky start with AT&T being down, which is how ticketing is uploaded.
- Officer Hennessy and K-9 Hades did a presentation for Cub Scout Pack 30, it was reported that the kids had a great time.

MARCH 2023 – Monthly Report

357	COMPLAINTS RECEIVED	4	JUVENILE PETITIONS
5	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
18	NON-TRAFFIC CITATIONS	2	THEFT REPORTS
1	DUI ARRESTS	2	ANIMAL COMPLAINTS
77	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	2	WARNINGS ISSUED
2	OUT-OF-TOWN ASSISTS	18	MENTAL HEALTH CALLS
8	CRIMINAL ARRESTS		K-9 SERVICE (OTHER)

POLICE COMMITTEE REPORT:

Mr. Saring gave a summary of the meeting tonight.

- The Committee talked about looking into body camera software and it is very expensive, therefore the cameras and the software will both exceed the grant.
- Chief Epler will be doing a Zoom meeting on the 6th and the 12th to find out exactly what the police can use to be compatible with what cameras they now have and what they can purchase with this money. There are a lot of questions that need answers.

CODE ENFORCEMENT/ PUBLIC WORKS REPORT:

The property maintenance and rental inspection reports are included in the packet. There are no other reports included in this month's reporting.

PERMITS & CONTRACTORS

		MONTH	YTD
Permits Issued			
Permit Fees Paid	\$		
Code Inspections Fees	\$		
Borough Total after Code Inspections Fees	\$		
Permit Work Value	\$		
Contractors Registered			
Contractors Registrations Amount	\$		

UCC Reportable Permits

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

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental						
1 & 2 Family Rentals						
Commercial Rental Units						
Commercial Non-Rental						
TOTALS						

Rental Dwelling Unit Inspections

Month YTD

1st Inspection		
2nd Inspection		
3rd Inspection		
FEES PAID \$		

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued		
Paid		
Dismissed		
Warning		
Abandoned		
Citation		
Paid After Notice Sent		

Tickets by Street Location

	Month	Year-to-Date
Main Street		
Court Street		
Bridge Street		
Park Street		
Pine Street		
Washington Street		
State Street		
Parking Garage		
John B. Merrill Pkwy		
Second Street		
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter, Non-Payment		
Expired Meter, Payment Expired		
3 Hour Limit		
3 Hour Free Parking, Moved Locations		
Permit Required		
Parking Outside of Lines, Direction of Travel		
Snow Emergency-Secondary Roads		

Handicap/Disabled		
Non-Space		
Loading Zone		

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling was on vacation and Vice-President Eberlin reviewed her report.

1. SCI Pool Feasibility Study-DCNR Grant

- a. Manager Hotaling asked to submit a DCNR Planning Grant for a feasibility study for the SCI pool complex. We applied for their special Fall round of funding but were not awarded. In speaking with Christine Dettore with DCNR, she recommended that we reapply for the Spring round because we will be wrapping up our Parks Master Plan this Fall. The grant will cover 50% of the costs of the Feasibility study, and Manager Hotaling suspects the study will cost around \$40,000. It is also important to mention that DCNR will not provide any grant funding for the reconstruction of the pool unless the feasibility study is completed. She thinks the construction of a new pool will be a very costly project, and grant funding will be necessary for us to rebuild the pool. She asked council to pass a **resolution** to request funding through the DCNR C2P2 program.

2. New Mechanic

- a. We have made an offer to Claude Gave for the Mechanic Position. We hope to have him begin working with us soon.

3. Code Enforcement Officer Position

- a. Jim Haight and Manger Hotaling conducted interviews with several individuals this month to fill the Code Enforcement Officer position. She thanked Jim for his time and assistance through this process as his knowledge and background in the position are invaluable. Vicki continues to conduct rental inspections and assists with property maintenance. She has offered to stay with us through April and we hope to have someone join us to take over before her leaving.

4. Summer Internship Position Advertised

- a. Manager Hotaling has advertised a Summer Internship position for a College Student for the Borough to primarily assist with the development of the asset inventory of our Public Works systems. This will include developing our GIS database for roads, signs, water, sewer, parks, grounds, etc. She has received numerous resumes and looks forward to having someone here with us again this summer.

5. PennDOT Street Paving

- a. Steve Kehoe, PennDOT District 3-0 provided paving estimates for several streets throughout the Borough. Upon review of the estimates, the list of roads that will be submitted for bid proposals next month includes the following:
 - i. Packer Ave from Williams line to Merrill Parkway
 - ii. Spruce Street from Packer to Williams Street
 - iii. Olive St from Second to Fourth St
 - iv. Kingsbury from Main to Merrill Parkway
- b. The bid documents will be advertised beginning this week, and all bid proposals will be sealed and submitted to me to open on April 2th at 2 p.m. We will award the bid at our May Council meeting.

6. CodeCite Demo

- a. Manager Hotaling was able to have a demonstration with CodeCite, a UPSafety program regarding our newly adopted Quality of Life Ordinance. We currently use UPSafety for our Parking Ticketing system, and we can use our current handheld device in the same manner to enforce this ordinance. She feels it would be beneficial to keep the same program for consistency's sake and ease.

SCI POOL COMPLEX FEASIBILITY STUDY (Applying for Grant)

Motion made by Mr. Saring and seconded by Mr. Kovalcin

The roll was called and recorded as follows:

AYE/YES: Vice-President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schulze, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Christini, Mrs. Hatch

RESOLUTION 2023-7– Carried

MISC

Vice-President Eberlin stated that there is a letter included from Frank Innes of the Shade Tree Commission who, along with Forester Jim Lacek and Borough Manager Hotaling agreed the dead maple tree on the tree lawn at the corner of Mrs. Myrna Walker's property at 15 Walnut Street between her sidewalk and the eastern edge of the cartway of Cherry Street qualifies for reimbursement of half the reasonable cost of removal of the dead tree by her (the landowner). She received an estimate from Steve Homet to perform the work and Mrs. Walker will complete the proper paperwork provided by the Borough to request one-half reimbursement.

BOROUGH SOLICITOR

- Solicitor Smith had nothing to report this month.

BOROUGH SECRETARY

Borough Secretary Kulick had nothing to report this month.

FINANCIAL & ADMINISTRATIVE REPORT:

- There was an audit for the year 2022, and we received a letter from the auditor with no findings or issues.
- A motion for the bills to be paid for March was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated negotiations are set to begin soon.

PLANNING COMMISSION REPORT:

February minutes were included in the council packet.

RECREATION REPORT:

Mr. Kovalcin stated that they are still working on the entertainment.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

Included in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Roof and seconded by Mr. Kovalcin. The meeting adjourned at 7:20 PM.



Diane M. Kulick
Towanda Borough Secretary