

**Towanda Borough  
Regular Council Meeting Minutes  
December 5, 2016**

The DECEMBER 2016 regular meeting of the Towanda Borough Council was held on Monday, December 5, 2016, at the Municipal Building. Council Vice-President Mark Christini called the meeting to order at 7:02 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, and Mr. Taylor

ABSENT: Mr. Sweitzer

**CITIZENS TO BE HEARD:** Mr. Rick Lewis, of 222 Poplar Street (2nd Ward) was present to voice his concerns about the in town “burning issue”. Mr. Lewis stated that he is a firm believer in burning and is opposed to it being banned. He stated that he would like to see the current ordinance enforced. Mr. Christini stated that enforcement is tough and the police are busy. He also stated that they would need to find these fires also, and at night, it is a challenge. Mr. Christini thanked Mr. Lewis for his commentary.

**APPROVAL OF PREVIOUS MONTH’S MINUTES:**

Motion to approve the November 7, 2016, regular meeting minutes was made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof reported a busy month with 9 calls. He stated that a tanker has to be filled from a hydrant, as the pump will not pull water from the river. He is looking into getting this fixed.

**FIRE BOARD REPORT:**

Mr. Klinger attended the meeting but there is nothing to report this month.

**MAYOR’S REPORT:**

Mayor Miller did a proclamation for the Music Society declaring November as “American Music Month” locally. In addition, Mayor Miller also presented a special “Citation of Appreciation” certificate for the promotion of National Music Week every year in Towanda.

Mayor Miller also stated that the Halloween Parade was very nice and believed to be the largest number of participants this year.

**POLICE CHIEF REPORT:**

Chief Epler stated that vacation hours are whittled down this year, as he is working on the acceptable 80 hours or less (that can be carried over to the next year). Chief Epler asked that the few (minimal amount) that are over the 80 hours be approved to roll over to 2017. **Motion was made by Mrs. Lacek and seconded by Mr. Kovalcin that it is OK for the Chief to do this. Motion approved.**

**November - 2016**

260	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
37	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
20	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
3	DUI ARRESTS	4	ANIMAL COMPLAINTS

36	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	9	WARNINGS ISSUED
0	OUT OF TOWN ASSISTS	1	K-9 SERVICES
9	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there is nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight was absent and Manager Lane reported that the tree on Lombard Street (McKernan property) has been taken down. It was removed in the time it should have been. Mr. Haight also went to the property to check out the "sinkhole". He stated that it does not classify as a (sink) hole.

Included in his report: There were 28 permits issued in November 2016, with a work value of \$88,247. The value of the work for permits issued in the borough year-to-date is \$2,931.494. Permit fees paid in November 2016 is \$1,751. There were no Code Inspections charges in November, and the UCC reportable permits amount year-to-date is \$196.

Mr. Haight also had in the packets the approval decision of the zoning hearing board concerning the Terrie Scarboro property at 308 York Avenue. They concluded that the the owner has complied to the prescribed procedures in accordance with PA Statutes, P.S. Title 65, Section 265 ("Sunshine Law"). The owner is also to comply with all other applicable zoning requirements and building codes.

**PARKING REPORT: Due to construction about town there is no report for November 2016.**

- # Green Tickets Issued: -
- # Yellow Tickets Issued: -
  
- # Green Tickets Forgiven -
- # Yellow Tickets Forgiven -
  
- # Green Tickets Excused -
- # Yellow Tickets Forgiven -
  
- # Paid W/N 48 Hrs @ ½ Cost -
- \$ Amount Paid w/n 48 Hrs -
  
- # Paid After 48 Hrs -
- \$ Amount Paid After 48 Hrs -
  
- # Tickets to Magistrate as Citations -
- Amount Received from Magistrate -
  
- Delinquent Tickets before Citations -
  
- Revenue from Reserved Parking Spaces -
  
- Hours on Parking per Month -

Police # of Tickets Written	-
\$ Amount Paid W/N 48 Hours	-
\$ Amount Paid After 48 Hours	-
TOTAL MONTHLY REVENUE	-

**BOROUGH MANAGER’S REPORT** -

Manager Lane reviewed his monthly report for Council.

**1. College Run –**

Manager Lane stated that the Project is nearing an end for the season. The plan (as of right now) is to stop with the 60” pipe at College Ave. and Second Street and finish with the 48” pipe going up College Ave. in the spring. Curbs, inlets, and paving have been complete on Elizabeth Street from Second Street to the Susquehanna River. Most of all the utility relocations are complete. There is a section of sanitary sewer to finish on Fourth St. and College Ave. however, that will not happen until the contractor starts back up in the spring. Some ancillary pipe and inlets will be installed on Third Street in the spring as well. Overall, the project is slightly more than 50% complete.

**2. Downtown Revitalization Project-**

Manager Lane stated the Flying Cow building is progressing very quickly. The contractor is anticipating being complete in early 2017 dependent on there are no unforeseen issues.

UpStreet Architects is working on the garage design. Still shooting to go out for bid at the end of February 2017.

The Office of the Budget has satisfied the “Special Conditions” requirement for Phase 1 of the Towanda Downtown Revitalization Project. The first payment application will now be reviewed and Manager Lane expects to start seeing reimbursements in the near future.

Now that Phase 1 “special conditions” are done, we will begin to put together a Phase 2 “Special Conditions” package and go through the process again.

The CDBG project bids were opened on Nov. 18th. The low bid was for \$7,500 submitted by Middendorf Contracting. (They were the only bidder)

**3. PennDOT Projects:**

**A. Main Street ADA Ramps –**

Manager Lane stated the contractor is finished for the season. They will complete any unfinished work while they pave in April of 2017.

**B. Bridge Street –**

Manager Lane also stated that work is finished for the season. HRI will finish the water connections from Fifth Street east in the spring and replace the sewer main during road construction next year.

**4. 2017 Budget -**

Manager Lane reviewed the proposed 2017 budget for all Borough accounts. There will not be a tax increase but Manager Lane is reducing the General Fund millage by .5 mills and increasing the Street Light millage by .5 mills. Overall, the property tax rate remains unchanged at 18.56 mills. He recommended Council make a motion to have the budget advertised and be adopted at the year-end meeting on December 27th at 6:00 PM. **Motion was made by Mr. Klinger and seconded by Mr. Kovalcin to advertise the 2017 budget as proposed in the Daily Review. Motion passed.**

**Street Lighting Agreement –** Manager Lane stated Penelec’s proposed rate increases that are waiting for approval (more than likely will happen), will cost the borough approximately 20% more to operate the streetlights (with the exception of the Merrill Parkway, which are lights owned by the borough). To help the borough offset these extra charges, Penelec is offering to convert the streetlights to energy efficient LED fixtures. We currently have 376 of the high-pressure sodium vapor street lights that will need converting. He presented a Street Lighting Agreement with a 10-year term for adding, replacing, removing and providing any additional or replaced units. Manager Lane asked for council’s permission to enter into this street lighting agreement. **Motion was made by Mr. Taylor and seconded by Mr. Kovalcin to enter into the agreement. Motion passed with Mr. Klinger abstaining from voting due to Penelec being his employer.** Note: Manager Lane stated that he would look into the Victorian Street Light fund to see if we can use some of this money to convert the Merrill Parkway lights to LED also.

**BOROUGH SOLICITOR’S REPORT:**

Solicitor Smith brought a few ordinances from other boroughs/townships concerning open burning for council members to review. One of the problems with enforcement is “not being sure what it is the residents are burning”. He suggested that a committee get together to give him direction in drafting a new ordinance.

Solicitor Smith also said the state statute reads that if you have a recycle program, you cannot burn what can be recycled. In addition, for boroughs over 5,000 people it is mandatory (may not apply to us).

Solicitor Smith also stated that he is waiting to hear from the county’s (Bradford) solicitor concerning the assignment of our state money. We would like to have the state send the money directly to the county to pay back our loan from them. He will give the county solicitor another phone call on this matter.

**BOROUGH SECRETARY REPORT:**

Secretary Kulick informed council about the request from North Rome Christian School to hold their annual 5K (or 10K) Eagle Run in the spring of 2017. Route # 2 will again be used. Secretary Kulick will be contacting the school to inform them of approval and that as usual, they will need to provide traffic control the day of the event.

Secretary Kulick presented **Resolution 2016-15** to Council. This resolution is to authorize CBPA (Central Bradford Progress Authority) issue Revenue Bonds as a loan to Guthrie Health, a PA non-profit corporation for \$48,000,000.

Motion to approve the resolution was made by Mrs. Lacek and seconded by Mr. Klinger. The vote was as follows:

Aye/Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof and Mr. Taylor

Nay/No: None.

Absent: President Sweitzer

**Resolution No. 2016-15 carried.**

**ADMINISTRATIVE REPORT** - In packet.

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

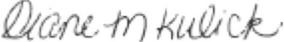
**FINANCIAL REPORT** – Motion was made by Mrs. Lacek and seconded by Mr. Klinger to pay the bills. Motion passed.

**PLANNING COMMISSION REPORT** – The special exception and Airbnb has been OK'd by both planning and zoning commission for Terrie Scarboro of 308 York Avenue.

**RECREATION REPORT** – Nothing to report.

**TMA/WMA/CBPA REPORTS** – Included in packets.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Roof. Meeting adjourned at 7:46 PM.

  
Diane M. Kulick  
Towanda Borough Secretary