

Towanda Borough Reorganization & Regular Council Meeting Minutes January 4, 2016

The JANUARY Reorganization and Regular meeting of the Towanda Borough Council was held on Monday, January 4, 2016, at the Municipal Building. Mayor Garrett Miller called the meeting to order at 7:01 PM, with a moment of silence followed by the Pledge of Allegiance.

Before swearing in ceremony, newly elected borough officials each submitted/signed copies of residency affidavits and then took the oath of office. Sworn in by Mayor Miller were five newly elected Council members: Mark Christini, Ellen Lacek, Jean Miller, William Roof and Paul Sweitzer.

ROLL CALL:

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

ABSENT:

ELECTION OF OFFICERS

Mayor Miller asked for nominations for President of Council.

Mr. Kovalcin made a motion to nominate Mr. Sweitzer for President of Council and Mr. Long seconded it. Motion passed. Mr. Long called for the close of the nominations, and all were in favor. Mr. Sweitzer was unanimously elected Council President.

Mayor Miller asked for nominations for Vice President of Council.

Mr. Taylor made a motion to nominate Mark Christini for Vice President of Council and Mr. Sweitzer seconded it. Motion passed. Mr. Sweitzer called for the nominations to be closed, and all were in favor.

Mr. Christini was unanimously elected Vice President of Council.

Mayor Miller asked for nominations for President Pro Tem of Council.

Mr. Christini made a motion to nominate Mrs. Lacek as President Pro Tem of Council and Mr. Kovalcin seconded it. Motion passed. Mr. Long called for the nominations to be closed, and all were in favor.

Mrs. Lacek was unanimously elected President Pro Tem of Council.

Mayor Miller turned the meeting over to President Sweitzer, Council President at 7:05 PM. The [regular meeting](#) of the Towanda Borough Council continued at this time.

CITIZENS TO BE HEARD: None.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the December 7, 2015, regular meeting minutes with a minor correction on page 5 - read: "sum of month, should have read: "sum of money," was made by Mrs. Lacek and seconded by Mrs. Miller. Motion passed with correction to be made.

Motion to approve the December 28, 2015, special meeting minutes was made by Mr. Taylor and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reported a busy month with mutual aid calls. There were twelve (12) calls from November 27th to December 29th 2015.

He stated equipment is working well, and there is an "active shooter" training class this coming weekend at the station. The purpose of this training is to provide training and resources to enable local departments to effectively respond to active shooter scenarios. There is a large number of people signed up for this training.

FIRE BOARD REPORT:

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

MAYOR’S REPORT:

Mayor Miller introduced Michael Lamanna, the new part-time police officer, and administered the oath of office to the new officer. Afterwards, officer Lamanna was welcomed with clapping of hands from council.

POLICE CHIEF REPORT:

Chief Epler spoke about the new officer Lamanna, and officer Lamanna introduced his family and girlfriend who were in attendance for his swearing in ceremony. This is Officer Lamanna’s first position since graduating from law enforcement school, and he will be working alongside another officer until his training is complete.

Chief Epler presented to Council a “Memorandum of Understanding” for Towanda Police department to enter into with several local police departments. The Sayre police department is the coordinating party to this memorandum of understanding, and is acting as Administrator for all participating agencies. This is an agreement to share information using automated criminal justice information systems in an effort to coordinate investigations and perform criminal justice duties within individual jurisdictions. He explained the data sharing effort is known as “Bradford County Law Enforcement Visual Alert Server.” All agencies agree to maintain minimal equipment, the data shared will remain the data of the originating agency, and each agency agrees to share the cost of maintenance fee split equally among the agencies involved. The Chief gave a copy of this memorandum to Solicitor Smith for review. Chief Epler also shared that the total cost for maintenance each year is \$7,000. The first year it is free, the second year, Bradford County is paying, and the third year we agree to pay Towanda borough’s share of \$1,000. If the borough decides to terminate participation in information sharing as defined in the Memorandum of Understanding, we may do so at will upon notification to the Administrator, and the Administrator will have sixty (60) days to complete the severance process.

Chief Epler asked for council’s approval to enter into this agreement. [A motion to give Chief Epler approval to enter into the “Memorandum of Understanding” pending Solicitor Smith reviews it, was made by Mr. Klingler and seconded by Mr. Kovalcin. Motion passed unanimously.](#)

POLICE COMMITTEE REPORT:

Nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the code enforcement report.
There were 8 permits issued in December 2015.
Permit fees paid in December is \$994.00.
Code Inspections charges were \$524.00.
The value of permits issued work in the borough year-to-date is \$1,761,383.75.

Mr. Haight reviewed the compliance actions, permits issued and rental inspections.

PARKING REPORT – OCTOBER 2015

# Green Tickets Issued:	-	42
# Yellow Tickets Issued:	-	8
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	2
# Yellow Tickets Forgiven	-	1
# Paid W/N 48 Hrs @ ½ Cost	-	16
\$ Amount Paid w/n 48 Hrs	-	\$160
# Paid After 48 Hrs	-	7
\$ Amount Paid After 48 Hrs	-	\$140
# Tickets to Magistrate as Citations	-	0

Borough Council Meeting Minutes
January 4, 2016

Amount Received from Magistrate	-	Need figure from Controller
Delinquent Tickets before Citation	-	4
\$		\$70
Revenue from Reserved Parking Spaces	-	\$3,180
Hours on Parking per Month	-	70
Police # of Tickets Written	-	12
# of \$10 tickets (Police Dept.)	-	3
\$ Amount Paid W/N 48 Hours	-	\$30
# of \$20 Tickets (Police)	-	1
\$ Amount Paid After 48 Hours	-	\$20
TOTAL MONTHLY REVENUE	-	\$3,600

BOROUGH MANAGER'S REPORT:

1. 2016 Police Car

Manager Lane started shopping for loans from local banks. So far, the lowest interest rate he received was 3.5%. Manager Lane is waiting for rates from two others. He will be placing the order for the vehicle once he secures the financing.

2. Borough Hall Generator

Two electricians have been contacted to procure quotes for a backup generator at the Police station. It is agreed that we need a generator with enough power to run the entire building. Manager Lane will have more information at next month's council meeting.

3. Downtown Revitalization Project

Manager Lane stated that Towanda Terrace is 99% complete, and The Flying Cow final design is with the architect and should be finished shortly. He received the Environmental Review report from CDBG (Community Development Block Grant Program), and they found no issues. The next step, he stated will be working with Penelec on the relocation of power lines, and to complete the land development with Bradford County Planning.

4. Resolution No. 2016-1 – 2016 Emergency Operations Plan Update

Manager Lane asked for a resolution to adopt the Bradford County 2016 Emergency Operations Plan's most recent update this month.

Voting Results are: Motion to adopt the plan was made by Mr. Klinger, Motion seconded by Mr. Taylor
Aye/Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor

Nay/No:

Resolution No. 2016-1 carried unanimously.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith has nothing to report this month, but he stated he is working on the "definition of a vehicle" in our borough code.

BOROUGH SECRETARY REPORT

Secretary Kulick had nothing to report.

ADMINISTRATIVE REPORT – Mr. Christini stated that under the state code, the borough has to approve an employment contract with Manager Lane every two years. The agreement terms that went into effect two years

ago will remain the same. At this time Mr. Christini made a motion to renew the employment contract for Manager Lane for another two years. This was seconded by Mr. Kovalcin. The motion passed unanimously, and Manager Lane thanked council for approving the new agreement.

UNION SUB-COMMITTEE REPORT – Nothing to report.

FINANCIAL REPORT – There were no bills to pay at this meeting, as they were paid at the year-end special meeting on December 28, 2015.

PLANNING COMMISSION REPORT - Nothing to report at this time.

RECREATION REPORT – No meeting held.

TMA/WMA/CBPA REPORTS

In addition, Manager Lane updated council on the recent trip he and Fred Johnson (Water & Sewer Superintendent) made to DEP (Department of Environmental Protection) in Williamsport, Pennsylvania, on December 23, 2015. The purpose of the meeting was to discuss the two municipal wells that were drilled for TMA (Towanda Municipal Authority) on borough purchased property. This property is located at the east end of Campbell Road in North Towanda Township. He stated that DEP is okay with the design of our two (2) wellheads. According to President Sweitzer, these two new wells will provide enough water for the “next 100 years or more for water.” Mr. Sweitzer also stated that TMA has been looking for a new water source for ten years before finding these two locations.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 7:48 PM.

Diane M. Kulick
Towanda Borough Secretary