

**Towanda Borough  
Regular Council Meeting Minutes  
June 5, 2017**

The **JUNE 2017**, regular meeting of the Towanda Borough Council was held on Monday, June 5, 2017, at the Municipal Building. Council President Paul 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, Mrs. Lacek, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor

ABSENT: Mr. Christini, Mr. Long

**CITIZENS TO BE HEARD:**

Mrs. Mary Brown, owner of New 2U Consignment/Craft Shop, 207 Main Street, Towanda, was present to talk about the parking issue in town and when the parking garage is being constructed in the near future.

President Sweitzer stated Ben Franklin is a key store, and council tried to help in the effort to keep it open by granting the 10 spaces to the manager, Jay Cory, who said he was buying the business. However, this was contingent upon Mr. Cory presenting a legal contracted sales agreement between him and Ben Franklin Store's current owner.

Mrs. Melanie Manchester, owner of Main Street Hair & Nails Salon introduced herself and asked why one store is getting spots for free. She stated that she contacted the Ben Franklin store owner, and he told her that the Towanda store has been losing money for the last year.

Mrs. Brown stated that that she would like to share the 10 spots with all the other stores rather than just 1 store having all 10 spots. If not, she would like to rent 3 spots for her store while the parking garage is being built. At this time, President Sweitzer stated that council will talk about this under advisement and come forward with some answers.

Mr. Rick Lewis of 222 Poplar Street stated that he has a problem with 2 letters he received for "weeds". He received one on May 20th, and one on May 23rd, but he had taken care of the weeds on May 20th. He was a little aggravated about this because last year he received a letter dated May 12, 2016, that stated he has unlicensed, uninspected cars on his property. He invited Chief Epler and another officer to his property to verify that they were all licensed, inspected and insured. Mr. Lewis feels that property maintenance needs to do a better job of checking on things before sending out notices to citizens. He stated they still have houses without numbers on them, and this needs to be followed up. He also stated that he felt a phone call would accomplish the communication needed to get him to comply instead of 2 letters that waste tax payer money.

Mr. Lewis also stated that he has been going back through records, and there is a property on Pine Street that has been listed on the non-compliance report for 4 to 5 years. He wondered why is it still not in compliance, as we have borough personnel assigned to take care of these issues. Also, he noticed on a report that an apartment at 607 Second Street did not pass inspection the first time due to non-compliance issues. He stated that he noticed something listed on the sheet that needed maintenance, and to date, it has not been fixed. He claimed he checked further into the records and could not find where it had been inspected again and passed, but he observed the apartment is currently rented.

As far as further compliance issues that were listed, Mr. Lewis stated the code report has 53 properties with weeds. He wanted to know who they are and are the weeds noxious or obnoxious. He stated his property has cultivated (weeds). He said there are weeds on borough properties as well. In ending, he said that he would like to see the property maintenance person out on the street. President Sweitzer thanked Mr. Lewis for his comments.

Mr. Tom Neilson, an Elder of the First Presbyterian Church, 5 Court Street, Towanda, was present concerning the church's request to add 1 sign, plus an additional internally illuminated sign (LED) facing Merrill Parkway. President Sweitzer stated that for the second month there was not a quorum at the Planning Commission meeting held on May 16th. They must meet to discuss and make a recommendation to council. The next Planning Commission meeting will take place on June 20th (with a quorum) to discuss and consider the church's request.

Manager Lane stated that we do have 3 people (NOTE: There are 4 at the time of preparing these minutes.) that are interested in being on the planning commission board, and we do currently have 1 opening. The plan is to talk to these 3 people and fill the open spot, plus ask if there is anyone that is on the commission now who would like to step down, we should be able to fill their spot(s).

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

**Motion to approve the May 1, 2017, regular meeting minutes was made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed.**

**FIRE CHIEF REPORT:**

Chief Roof stated that everything was in good working order, however, the tower truck needs some repair work that could cost \$10,000 to \$15,000, with some of the work done in house. He stated that we may not want to keep putting \$10,000 plus into the truck every year. We paid \$40,000 for the tower truck in 2009 or 2010 and have put \$140,000 to \$150,000 into it. We may want to think about looking at replacement fire truck coming off a lease program. Chief Roof has been looking at some trucks that are from year 2002 & 2007 that cost from \$135,000 to \$200,000. These trucks are reconditioned and certified (ready to go).

Mr. Kevin Doupe (citizen) asked about certifying the firemen to work on the trucks. However; Chief Roof stated that this may be an expensive insurance liability cost. Also, Manager Lane stated that the fire trucks cannot fit in our borough garage. Our mechanic could go to the fire station to work on the trucks, however, the equipment to do work on these trucks is very expensive to purchase. Chief Roof said his volunteers spend a lot of time on training (for certification).

The fire incident report included in packet was for April 1st through June 1st.

**FIRE BOARD REPORT:**

Mr. Klinger stated he attended the meeting and there was nothing new to report.

**MAYOR'S REPORT:**

Mayor Miller stated that the street sweeper was on Route 6 in Wysox and was blowing dust one day as he was traveling behind it and wondered if this is hard on the sweeper. Manager Lane stated that we do sweeping for North Towanda and Wysox for a charge. The street sweeper was rebuilt 3 years ago and the rent does pay for new brushes for the machine. The sweeper does run on water (Correction: changed to "sweeper uses water"), and he may have run out that day. PennDOT has zero responsibility for Route 6 and Wysox, and only sweep Wysox 1 time per year which is not enough, so the township pays to have the borough sweep it.

Mayor Miller also stated that the loader trucks (Correction: changed to "load") coming down Elizabeth Street are traveling very fast and there's a potential for someone getting hurt. Manager Lane stated that there was one driver who is not on this job now, and Chief Roof stated that one driver was told about it and has since slowed down. He stated that we are doing what we can to address this issue and if you see this happening, contact the police department.

Mayor Miller also asked about the square of paving on Elizabeth and further up that has sunk down. Manager Lane said that this is a base and it will be paved after they are finished with the College Run project. He said that the zig-zag pattern that the construction company cut on College Avenue has been addressed. He added the streets are paved only where they had to dig to complete this project, as these were the terms of the FEMA Grant.

Mayor Miller also said that he attended the ribbon cutting for the new Army recruiting center located at Towanda Terrace.

**POLICE CHIEF REPORT:**

Chief Epler was out of town, therefore Mayor Miller reviewed his report to council. Mandatory first aid and CPR training was conducted on the 24th at the Station. This is a required training by the State to maintain Police certification and needs to be updated every 2 yrs.

A 4 hour SFST (Standardized Field Sobriety Training) refresher training was also held at the station. This is required by the state to be part of a DUI checkpoint, and needs to be updated every 2 yrs as well.

DUI roves were held throughout the Borough during the Memorial weekend.

The 2016 SUV has been used very sparingly do to a lighting problem which causes the rear emergency lights to come on when the brake pedal is pushed. The problem can only be fixed by the installer, 911 Rapid Response, in Hersey Pa. and we have not had time to take it to them.

**May 2017 – Monthly Report**

338	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
40	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
15	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
2	DUI ARRESTS	7	ANIMAL COMPLAINTS
60	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	2	K-9 SERVICES
9	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller had nothing new to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight reviewed the report for May 2017.

He discussed the constant violations and citations for 307 Pine Street on roof issues. They started working on the job and did not finish it. This has been on-going since 2012. Also, the same person owns 309 and 327 Pine Street, and these properties have rubbish issues. A lot of these violations end up going to the magistrate and the person either pays the fine or the magistrate gives them a certain amount of time to get things taken care of, and that day comes and goes with nothing more done about it. It was stated that Manager Lane has a meeting scheduled with Magistrate Clark to talk about these repeat offenders. Council discussed maybe raising fines as a possible way to get action from violaters. This is an on going issue that will continue to be discussed.

**PARKING REPORT: May 2017**

# Green Tickets Issued:	77
# Yellow Tickets Issued:	11
# Green Tickets Forgiven	3
# Yellow Tickets Forgiven	0
# Green Tickets Excused	1
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	36
\$ Amount Paid w/n 48 Hrs	\$360
# Paid After 48 Hrs	4
\$ Amount Paid After 48 Hrs	\$80
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before Citations	11
	\$150
Revenue from Reserved Parking Spaces	\$2,680
Hours on Parking per Month	70
Police # of Tickets Written	2
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$0
<b>TOTAL MONTHLY REVENUE</b>	<b>\$3,270</b>

**BOROUGH MANAGER’S REPORT:**

Manager Lane reviewed his monthly report for Council.

**1. Downtown Revitalization Project-**

Manager Lane stated the Parking Garage construction bids will be opened on Wednesday, June 7th at 3:00 PM. He would like to plan for a special meeting to accept or decline the bids on Monday the 12th. Council agreed to hold a special meeting to accept or decline the bid(s) on Monday, June 12th at 12 Noon. (Although as of this writing it did not happen due to Manager Lane further reviewing the bids).

**2. 2017 Paving -**

Manager Lane stated the contract and change order have been executed with Bishop Brothers Construction. All work will be complete by August 18th.

3.

College Run –

Manager Lane stated College Run project is now in the “Clean up” phase. The contractor is finished installing the new pipe. There are a handful of catch basins and manholes to wrap up. Base pavement is currently being placed. The upstream portion of the creek between Fourth Street and Fifth Street is restored and plantings will be installed shortly.

He notified FEMA that the project is very close to being complete. Manager Lane and Susan Miller will be closing out the project with PEMA over the next several months.

4. Central Bradford Trail –

Manager Lane stated the RFP (Request for Proposals) is complete and was sent out to (6) professionals for proposals. There will be a pre-bid meeting on June 21st to discuss the project with potential bidders. The due date for the proposals is June 28th.

5. Main Street Paving –

Manager Lane stated that the contractor for PennDOT will be starting on Sunday night June 11th weather permitting.

The schedule for nights:

Sunday 6/11: Base Repairs

Monday 6/12: Base Repairs

Tuesday 6/13: 9.5MM Scratch Course Mainline

Wednesday 6/14: 9.5MM Scratch Course Shoulders

Thursday 6/15: 9.5MM Wearing Course on Mainline

Sunday 6/18: 9.5MM Wearing Course on Shoulders

Monday 6/19: 9.5MM Side Road/Drive Tie-ins

Tuesday 6/20: 9.5MM Side Road/Drive Tie-ins

Manager Lane stated that the the Borough is responsible for painting the parking stalls. He has received a quote from the same contractor that will be painting the double yellow, stop bars, and crosswalks. The cost to the borough will be \$2,457. This will be paid out of the Liquid Fuels account.

6. Bridge Street -

The project continues to progress. The PennDOT contractor is now working on the curbing and storm water system, however the sewer is just about complete.

**Note: Manager Lane also added that he has executed the electric generation contract for the borough. He was able to get the rate of .0539 kwh fixed for 24 months beginning December of this year (2017).**

**BOROUGH SOLICITOR’S REPORT:**

Solicitor Smith was on vacation.

**BOROUGH SECRETARY REPORT:**

Secretary Kulick presented council with the following resolution:

**Resolution 2017-10 – Towanda Borough Impaired Driving Grant for Year 2018.**

Motion to approve the resolution was made by Mr. Taylor and seconded by Mr. Kovalcin. The vote was as follows:

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

Nay/No: None.

Absent: Mr. Christini, Mr. Long

**Resolution No. 2017- 10 carried.**

**ADMINISTRATIVE REPORT** – Pension statement was in packet.

**UNION SUB-COMMITTEE REPORT** – Nothing to report this month, but the committee will be meeting on the police contract soon.

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

**PLANNING COMMISSION REPORT** – There is a meeting scheduled as stated earlier in the meeting for June 20th. Hopefully they will have a quorum. Manager Lane stated that he has 3 (NOTE: There are 4 at the time of preparing these minutes.) residents interested in being on the Planning Commission.

Also, Manager Lane stated that with council's approval Ryan Eberlin, 610 Third Street, who is currently an alternate on the Zoning Board, would like to become a regular board member behind Joel Christian, who is moving out of town. A motion was made by Mrs. Lacek and seconded by Mr. Klinger to approve Mr. Eberlin's appointment. Motion passed.

Manager Lane also stated that we need 2 alternates for the Zoning Hearing Board, and Mr. Lowenstein (of the Daily Review) agreed to post a note in the paper concerning this need.

**RECREATION REPORT** – Mr. Kovalcin reported that the committee has received some confirmations from performers for "Concerts in the Park" for the summer. The concerts will be held on Thursday's at 7 PM, beginning in mid-June.

**TMA** – It was noted that Mr. Christian is moving out of town. Therefore, there will be an opening on the Towanda Municipal Authority Board. Visitor Mr. Kevin Dupree was present at this meeting and did express an interest in joining this board also. He will get in touch with Manager Lane if he desires to be considered for this board.

**WTMA** – Included in packets.

**CBPA REPORTS** – Included in packets.

**MISCELLANEOUS** – Nothing further to add.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 8:42 PM.

*Diane M. Kulick*  
Towanda Borough Secretary