

**Towanda Borough  
Regular Council Meeting Minutes  
May 1, 2017**

The **MAY 1, 2017** regular meeting of the Towanda Borough Council was held on Monday, May 1, 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. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Sweitzer and Mr. Taylor

ABSENT: Mrs. Lacek, Mr. Roof

**CITIZENS TO BE HEARD:**

Mr. Tom Neilson, an Elder of the First Presbyterian Church, 5 Court Street, Towanda, was present to ask if there were any updates from last month's meeting. The FP Church requested consideration for an additional sign facing Merrill Parkway, and also having an internally illuminated sign.

Vice President Christini stated that nothing has happened since the Planning Commission meeting, and tonight Mr. Haight will report on the meeting and Council will choose to take action or not.

**APPROVAL OF PREVIOUS MONTH'S AND YEAR-END MINUTES:**

Minutes approved with the following change - Mr. Taylor stated on page 5, #10, Bridge Street, the last sentence reads: "Also, Manager Lane stated the paving will be done at night." This should be the last sentence on page 4, #9, as last sentence under Main Street Paving (Main Street will be paved at night).

**Motion to approve the April 3, 2017, regular meeting minutes, with the change listed above was made by Mr. Taylor and seconded by Mr. Klinger. Motion passed.**

**FIRE CHIEF REPORT:**

Chief Roof was absent. There was no report for fire incidents. Mr. Klinger stated that there is nothing new to report.

**FIRE BOARD REPORT:**

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

**MAYOR'S REPORT:**

Mayor Miller stated that on April 30th Towanda Little League held the opening day parade & home run derby. He said it was a great turnout and bad weather held off.

**POLICE CHIEF REPORT:**

Chief Epler submitted the 2016 year end review and the 2017 April monthly report.

In the monthly report he reported the following:

In an audit by the Commission on Crime and Delinquency for Juvenile reporting and recordkeeping, the department passed and was granted and upgrade in status from reporting monthly to reporting per event.

An officer attended mandatory DUI conference in State College. Some equipment was ordered for the DUI trailer, and the department will be reimbursed in full for this from a state grant.

Chief Epler also stated that there have been approximately 12 violations of the Open Burning Ban since last month. All received a verbal warning and were made to extinguish the fire. There have been no repeat offenders.

**April 2017 – Monthly Report**

428*	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
26	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
13	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
1	DUI ARRESTS	6	ANIMAL COMPLAINTS
66	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	10	WARNINGS ISSUED
4	OUT OF TOWN ASSISTS	0	K-9 SERVICES
9	CRIMINAL ARRESTS		

\*Updated amount for entire month the Chief stated in this meeting.

In the 2016 yearly report Chief Epler listed the following:

**Yearly Report - 2016**

3326	COMPLAINTS RECEIVED	9	JUVENILE PETITIONS
392	TRAFFIC CITATIONS	120	THEFT REPORTS
90	NON-TRAFFIC CITATIONS	68	ANIMAL COMPLAINTS
22	DUI ARRESTS	58	VEHICLE DOORS OPENED
456	DISTURBANCE CALLS	118	WARNINGS ISSUED
95	CRIMINAL ARRESTS	53	MOTOR VEHICLE CRASHES

**POLICE COMMITTEE REPORT:**

*Mrs. Miller had nothing new to report, but Mr. Long stated that he attended the Police Civil Service Commission meeting on April 17th, and it was discovered that Mr. Long was on both the Police Civil Service Commission and the Police Committee. This raises a “conflict of interest”. Therefore, Mr. Long resigned from the Police Committee. Mr. Taylor was assigned to the Police Committee by President Sweitzer in this meeting.*

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight reviewed the report for April 2017.

In addition, Mr. Haight discussed the results of the Planning Commission meeting that took place on April 17th, to discuss the sign request from First Presbyterian Church - asking permission to add an additional sign facing Merrill Parkway, and to have an internally illuminated sign as well.

There was not a quorum at the meeting to enable them to make a recommendation to council. The next Planning Commission meeting will take place on May 16th, to discuss this (with a quorum) once again, and make a recommendation to council. Also, it was said that the Planning Commission committee normally has 8 members, and they now have 1 vacancy. This vacancy/opening will be mentioned in the Daily Review by reporter Mr. Lowenstein, who attended this meeting.

Manager Lane added that if the Planning Commission has a quorum, and presents formal minutes to Council as a recommendation, Council will then decide to have the Borough Solicitor make a change, or they may decide to not make a change.

**PARKING REPORT: April 2017**

# Green Tickets Issued:	54
# Yellow Tickets Issued:	7
# Green Tickets Forgiven	0
# Yellow Tickets Forgiven	1
# Green Tickets Excused	1
# Yellow Tickets Forgiven	1
# Paid W/N 48 Hrs @ ½ Cost	13
\$ Amount Paid w/n 48 Hrs	\$130
# Paid After 48 Hrs	5
\$ Amount Paid After 48 Hrs	\$100
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before Citations	8
	\$150
Revenue from Reserved Parking Spaces	\$2,620
Hours on Parking per Month	60
Police # of Tickets Written	6
\$ Amount Paid W/N 48 Hours	\$50
\$ Amount Paid After 48 Hours	\$0
<b>TOTAL MONTHLY REVENUE</b>	<b>\$3,050</b>

**BOROUGH MANAGER’S REPORT** -

Manager Lane reviewed his monthly report for Council.

**1. Downtown Revitalization Project-**

Manager Lane stated that Phase I of Phase II (The Flying Cow) is wrapping up. The details are being worked out for the property transaction, which has many moving parts and not a typical transaction.

Manager Lane then stated the final design for the Parking Garage is complete, and he asked for approval by council to advertise for bids for the construction of the garage. **A motion to give him approval was made by Mr. Long and seconded by Mr. Klinger. Motion passed.**

**2. 2017 Paving -**

As discussed at last month’s council meeting, Manager Lane, has issued a change order to add two more blocks of Pine Street to the 2017-paving project. The change order will add \$18,384.30 to the

contract with Bishops. The new total with the change order for the project is \$88,899.91. This amount is still within what was budgeted, and the borough will use all liquid fuels money for the project. Manager Lane requested permission from council to add the change order to the contract with Bishops.

**A motion was made by Mr. Klinger and seconded by Mr. Taylor to allow Manager Lane to sign the change order contract.**

Manager Lane also stated that all required documentation will be executed this week with Bishops.

3. SCI Lease –

Manager Lane presented the “Lease addendum” to the Bradford County YMCA advisory board and they agreed to the amendment. Once returned, he will submit the amendment to the “Land and Water Conservation Fund”

4. Electric Generation –

Manager Lane recommends the Borough go with a 24 month “all in” fixed rate (a 25% reduction in our current “generation” cost). Manager Lane discussed the rates he has been offered and asked for permission from council to sign the best possible contract.

**A motion was made by Mr. Taylor and seconded by Mrs. Miller to allow Manager Lane to sign a contract with an electric generation supplier.**

5. Snow Storm Stella – FEMA

Manager Lane stated that most of us are aware by now that the 10 counties included in the snow emergency (including Bradford), did not meet the state threshold for FEMA funding.

6. College Run –

Manager Lane stated the project has once again began. G. DeVincentis decided to bring in three crews in an effort to complete the project by June. They have made great progress up College Ave. and plan to divert the creek this week.

Central Bradford Trail –

Manager Lane stated that he has started work on the RFP (Request for Proposal) for the trail study. DCNR has very specific requirements and he has reached out to them for assistance, and should be hearing back from them shortly.

7. Main Street Paving –

Manager Lane stated the base repair work for Main Street is complete. PennDOT’s contractor is planning to start milling and paving in June. Manager Lane stated that the borough will have the street sweeper run through this area this week.

8. Bridge Street -

Manager Lane stated the water line work is complete. All street interconnections and lateral connections are finished. Work will begin on the sewer main next.

9. CDBG – Resolution –

Manager Lane stated the proposed Federal Fiscal Year 2017-2018 Budget calls for the elimination of the Community Block Grant Program also known as CDBG. This program has played an integral role in our community. He said Towanda has used CDBG funds for many projects over the years. CDBG has replaced sidewalks and storm drains, ADA upgrades, demolition of 319 Poplar Street,

and most recently the handicap sidewalk ramp at the Parking garage site. Therefore, he asked Council to adopt a resolution opposing the elimination of these funds.

**Resolution 2017-7 – Council opposes elimination of the Community Development Block Grant Program (CDBG).**

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

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

Nay/No: None.

Absent: Mrs. Lacek, Mr. Roof

**Resolution No. 2017- 7 carried.**

#### **10. Abandoned Vehicles –**

The Public Works and Code Enforcement Committee has been meeting to discuss Borough Code Chapter 298 “Abandoned Vehicles”. Jim Haight and Manager Lane with Solicitor Smith and provided him with the information collected from the committee. The committee plans on meeting again soon.

#### **11. Spring Clean Up**

Spring Clean-up is scheduled for May 19th and May 20th. Please spread the word. This is a great opportunity for residents to discard their burn barrels at no cost to them.

#### **BOROUGH SOLICITOR’S REPORT:**

Solicitor Smith asked for the following resolution:

**Resolution 2017-8 – Resolution to Extend the Agreement of Sale with Christopher D. Carr, II.**

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

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

Nay/No: None.

Absent: Mrs. Lacek, Mr. Roof

**Resolution No. 2017- 8 carried.**

#### **BOROUGH SECRETARY REPORT:**

Secretary distributed a letter to Council from Jay Cory, a 26 year employee of Ben Franklin store, who desires to purchase the store. Mr. Cory’s talking points were that the construction of the parking garage would impact his business because the lot (where the public can park) will be consumed by construction. Mr. Cory asked for temporary consideration of parking spaces outside his door. It was decided there was enough support for a resolution.

**Resolution 2017-9 – To convert (10) 3 hour limited free, parking spaces on the north side of Park Street, from Main Street to Bill Sick Lane, to reserved parking spaces for the Ben Franklin store, enacted until the parking garage project is complete. This resolution is contingent upon Mr. Jay Cory presenting the borough with a legal, contracted sales agreement to purchase the Ben Franklin store.**

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

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

Nay/No: None.

Absent: Mrs. Lacek, Mr. Roof

**Resolution No. 2017- 9 carried.**

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

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

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

Also, Manager Lane stated that the Borough received the 1st “Payment in Lieu of Taxes” from the Towanda Terrace.

**PLANNING COMMISSION REPORT** – See notes under CODE ENFORCEMENT/PUBLIC WORKS REPORT part of this meeting.

**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 the board. 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 Mr. Klinger and seconded by Mr. Kovalcin. Meeting adjourned at 8:47 PM.

*Diane M. Kulick*  
Towanda Borough Secretary