

Towanda Borough Regular Council Meeting Minutes April 2, 2018

The **APRIL 2018**, regular meeting of the Towanda Borough Council was held on Monday, April 2, 2018, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7 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. Roof, Mr. Sweitzer, and Mr. Taylor

ABSENT: Mrs. Lacek

CITIZENS TO BE HEARD:

None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the March 5, 2018, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated there were no issues with any equipment; however the tower has not been certified yet. He is actively looking to replace this fire truck with a used one.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting and commended the fire department for doing a great job.

MAYOR'S REPORT:

Mayor Miller stated that April 28st is the Parade for Opening Day of Towanda Little League.

POLICE CHIEF REPORT:

Officers Lake, Edsell and Chief Epler attended a Heroes Breakfast at The Genetti Hotel in Williamsport, PA. This was an award ceremony held by the North Central Pennsylvania Chapter of the American Red Cross to recognize the Towanda Borough Police Department for their dedication and for putting their lives on the line for public safety.

Chief Epler stated that the award honors all of the Officers of the Towanda Police Department for their dedicated service to the community. He went on to say that all of the officers have done a heroic action and look at it as part of their duties. To be recognized is nice. The Bloomsburg Police Department was the only other police department to receive this honor

Also, Chief Epler stated on Friday, 3/9/2018, at 5:34 PM, Sgt. Lantz responded to a crash on the Merrill Parkway. The accident was right next to the station, and involved a single car rollover with ejection and entrapment. Sgt. Lantz and a passerby lifted the vehicle off the pinned male while another pulled the victim free. It was determined later that the vehicle was doing approximately 75 mph, and the female driver had twice the legal limit of alcohol. She faces a multitude of charges, including DUI.

Chief Epler reviewed the monthly report:

MARCH 2018 – Monthly Report

383	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
45	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
4	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
2	DUI ARRESTS	7	ANIMAL COMPLAINTS
59	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated the committee has agreed to change the meeting day to the first Monday of the month from 6 PM to 7 PM. Secretary Kulick will get this change advertised in the Daily Review.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight stated there were a couple addition errors on the Contractors Registration for month and year to date that have been corrected. For the month the number should be 52, and year to date should be 63.

There were 11 permits issued in March 2018
Permit fees paid in March were \$661.00 YTD - \$2,054.00
Code Inspections charges in March were \$150.00 YTD - \$850.00
The value of permits issued work in the borough YTD - \$96,573.00
Contractor's Registrations amount to \$6,300.00

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

He also stated there was not a quorum at the last Planning meeting, but the discussion was productive.

A Zoning Appeal for Charles & Karen Kovacs will be heard by the Zoning Hearing Board on Wednesday, May 9, 2018, at 7 PM, here in the Council Room. Again, this is on an amended application for a variance (submitted for use of a building in a C2 district). They are asking for a variance to use the first floor of their building as an apartment which is in the C-2 central business district, which by ordinance §325-17c (3) allows apartments on the second and higher floors as a Special Exception. The variance was denied by the Planning Commission as it is in a C2 District, and first floor living space is not permitted.

PARKING REPORT – MARCH 2018

# Green Tickets Issued:	-	5
# Yellow Tickets Issued:	-	3
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	1
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	2
\$ Amount Paid w/n 48 Hrs	-	\$40
# Paid After 48 Hrs	-	3
\$ Amount Paid After 48 Hrs	-	\$60
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citation	-	4
\$		\$80
Revenue from Reserved Parking Spaces	-	\$3,090
Hours on Parking per Month	-	50
Police - # of Tickets Written	-	10
\$ Amount Paid W/N 48 Hours	-	\$40
\$ Amount Paid After 48 Hours	-	\$10
<u>TOTAL MONTHLY REVENUE</u>	-	<u>\$3,320</u>

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

Manager Lane stated the general contractor continues to move forward. Back filling and laying block walls have been the main focus this month. Anticipating the alley to be reopened in the near future.

Steel deliveries will begin in April, and the contractor is confident the project will be completed by the original August 8th, 2018 deadline.

Manager Lane is still working with Office of Budget on reimbursement for Phase II.

2. College Run –

Manager Lane received a notification from PEMA to de-obligate the funds that were not used during the project. The total under run was \$772,090.36. Manager Lane was awaiting final closeout in order to receive the Borough’s final reimbursement of \$63,294 for engineering fees, legal fees and direct administration. This confirmation just came in today’s mail.

3. USDA GRANT/LOAN – BACKHOE –

Manager Lane received notification that the Borough has been awarded \$37,500 in grant funds and a \$50,000 loan from USDA Community Facilities grant/loan program. The total cost of the backhoe is \$102,552.60. Manager Lane plans on splitting the cost with the Municipal Authority. Solicitor Smith will be providing the closing documents to submit to USDA for their approval.

4. PennDOT Turnback -

PennDOT is presenting the turn back to their Union at their April meeting. Manager Lane anticipates things will move forward once that hurdle is cleared. He has received a proposal from Hunt Engineers for engineering services which includes Survey, Design, and Construction Administration. The cost is well within PennDOT's estimate and he will ask Council's approval to execute once he has the agreement in place with PennDOT.

5. 2018 Paving –

The advertisement seeking bids was published in the Daily Review on Tuesday, March 27th. The bid opening is set for April 20th at 1:05 PM. Manager Lane will present the results for council's approval or rejection at the May meeting.

The streets that were chosen for this year's paving are the following:

- Third Street between Elizabeth Street and College Avenue
- Fifth Street from Thomas Street to the Borough line
and
- Washington Street from the railroad tracks to Main Street.

6. Superintendent Position -

Manager Lane stated that a small committee was formed to assist in the hiring of Fred Johnson's replacement. The committee consists of (2) TMA board members, (1) Council Member, Fred Johnson and Manager Lane. They have decided to conduct interviews on Tuesday the 3rd and Thursday the 5th. We have reviewed the resumes as a committee and chose just a few to interview. He will keep everyone updated.

7. 2017 Audit report – DCED –

Manager Lane stated that our independent auditor Lochen & Chase concluded our 2017 finance report for the DCED on March 23, 2018. The full financial statements will be provided in the near future. This will be the final year for the Borough to undergo a "single audit". In 2018, the borough will see back to normal audit expenses.

8. Parkway LED conversion –

Manager Lane stated that the Penelec is into the final stage of the Borough-wide streetlight LED conversion. They are currently on Main Street doing the decorative lights.

Manager Lane was recently made aware of possible rebates from Penelec if our Borough owned lights on the parkway are converted to LED. He has found a reasonably priced conversion bulb, however he will verify the bulb is on the DLC (designed light consortium) list to qualify for the rebate.

Mr. Christini stated that on Elm Street there are some silver post lights, and would we consider changing them also. He also mentioned South Main Street. Manager Lane stated that we do own the lights on Elm Street, but South Main Street lights are owned by Penelec. Manager Lanes also stated that we need to find compatible lights for these lights.

Chief Roof stated that there was an emergency on Park Street recently, and the Fire Department could not get down the street. They had to go down another street to reach the incident. It was decided that we will need to address the parking on this street when the parking garage is finished being built.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he may have to do a borrowing ordinance and will need Council's permission to draft the Ordinance (if we need it), in order for the Borough to take on a loan to purchase the new backhoe. President Sweitzer questioned if we needed an ordinance or adoption of a resolution. Solicitor Smith said he would make sure, but he would still need approval to do one or the other.

A motion to have Solicitor Smith draft the ordinance (if needed) or a resolution was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented a copy of the NTSWA guidelines for the Borough Clean-Up that will take place on Friday, May 18th and Saturday, May 19th. Mrs. Kulick will send the information and guidelines to the Daily Review to be featured as a news article.

Also, Secretary Kulick stated there will be a first ever "Survivor's Walk" and Resource Fair held on Thursday, April 12th at 5 PM starting at Hurley's (walking on the sidewalk) and ending at the Bradford County Courthouse where the Resource Fair (for survivors of all crimes) will be held. This walk is being held during "National Crime Victims Rights Week".

ADMINISTRATIVE REPORT:

Included in packet.

Also, Manager Lane and President Sweitzer attended the River Valley Regional YMCA Awards banquet in Williamsport and Towanda Borough received the Community Service Award for the year.

Mr. Christini stated that we should invite the local Towanda Branch Executive Director, Charity Field to report for us on how the branch is doing. Manager Lane stated he will invite Charity to come to the May meeting.

UNION SUB-COMMITTEE REPORT:

President Sweitzer stated the Public Works union employees new contract negotiations will be starting soon. President Sweitzer also did invite any members of TMA to sit in on the union negotiations if they desire. One person came forward from TMA, and that person will be involved with Committee members President Sweitzer, Mrs. Miller and Mr. Rick Lewis, along with Manager Lane.

FINANCIAL REPORT – A motion was made by Mr. Long and seconded by Mr. Klinger to pay the bills. Motion passed.

PLANNING COMMISSION REPORT:

The Planning Commission's March meeting did not have a quorum. However, District Magistrate Todd Carr was present and discussed Property Maintenance fines and answered questions. Magistrate Carr stated that he feels the fines imposed are good and enforceable. He does not feel there is a need to increase the fines to stop repeat offenders, but we need to improve upon what we have in place and practice firm and consistent enforcement.

RECREATION REPORT:

Mr. Kovalcin stated that the committee will soon have a list of all the bands for this summer's "Concerts in The Park", and they are working on getting new modern playground equipment for 3rd Ward Playground.

TMA/WMA/CBPA REPORTS:

Status and latest news is included in packet.

MISC items:

Manager Lane stated that Bill Manville, the Emergency Management Coordinator told him to start thinking about finding someone to take over his EMC position. He has been a volunteer since October, 2010.

Concerning the Trail Project Study, Manager Lane stated they are planning on scheduling another meeting soon.

Mr. Taylor commended the borough crew for their swiftness in fixing the problem with the plugged sewer on Pine Street recently.

ADJOURNMENT:

Motion to adjourn was made by Mr. Klinger and seconded by Mr. Christini. Meeting adjourned at 8:04 PM.



Towanda Borough Secretary