

**Towanda Borough
Regular Council Meeting Minutes
April 1, 2019**

The APRIL regular meeting of the Towanda Borough Council was held on Monday, April 1, 2019, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:04 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

PRESENT: Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Sweitzer

ABSENT: Mr. Christini (business travel), Mr. Roof

CITIZENS TO BE HEARD: Mr. Donald Barto of 800 South Fifth Street asked council if he could build a small kiln that would use a small amount of wood. Council told Mr. Barto that they would do some research on using a kiln and look at the Borough Code. Mr. Barto will provide images of the kiln design to Mr. Sluyter and discuss it with him.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the March 4, 2019, Regular meeting minutes was made by Mr. Long and seconded by Mr. Lacek. Motion passed.

FIRE CHIEF REPORT:

Chief Roof's report is included in the packet. He was unable to attend.

FIRE BOARD REPORT:

Mr. Klinger stated he attended the meeting but had nothing to bring before Council.

MAYOR'S REPORT:

Mayor Miller stated that the Towanda Little League Opening day parade is coming up on April 27th.

POLICE CHIEF REPORT:

Chief Epler stated that he has hired a new part time Officer. Garret Smith started on 03/04/19, and is currently being trained with all shifts and Officers.

Officer Hennessy and K-9 Hades trained in Vestal on March 19th. They also did a drug search of student's luggage for the 11th and 12th grade trips.

Officer Hennessy and Hades walked in the YMCA/ ARCC 5K as security.

Also, Chief Epler showed the body camera that he is now wearing.

MARCH 2019 – Monthly Report

360	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
25	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
14	NON-TRAFFIC CITATIONS	8	THEFT REPORTS

1	DUI ARRESTS	4	ANIMAL COMPLAINTS
67	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	7	WARNINGS ISSUED
3	OUT OF TOWN ASSISTS	2	K-9 SERVICES
8	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

There was no meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council. There are a couple Zoning Variances that will go to the Planning Board's next meeting. Mr. Sluyter stated that the parking software (IWORQ) is now on board here.

MARCH 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	17	46
Permit Fees Paid	\$1,820.14	\$3,673.14
Code Inspections Fees	\$947.14	\$1,592.14
Borough Total after Code Inspections Fees	\$873	\$2,081
Permit Work Value	\$78,000	\$234,818
Contractors Registered	16	22
Contractors Registrations Amount	\$1,250	\$1,650

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	3	8	\$13.50	\$36.00
#3 Commercial – New				
#4 Commercial – Other	4	5	\$18.00	\$22.50
TOTALS	7	13	\$31.50	\$58.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	11	54	8	65	3	13
1 & 2 Family Rentals	6	41	5	52	2	16
Commercial Rental Units	4	19	4	21	2	7
Commercial Non-Rental	1	5	1	7	0	3
TOTALS	22	119	18	145	7	39

Rental Dwelling Unit Inspections Month YTD

1st Inspection	7	20
2nd Inspection	2	8
3rd Inspection	3	5
FEES PAID	\$0	\$0

PERMITS ISSUED YTD

10	Building	20
2	Electrical	7
1	Plumbing	6
2	Mechanical/HVAC	5
	Energy	
	Accessibility	2
	Fire Protection	
	Demolition	
	Sidewalk	
	Other Driveways	
	Administrative	4
15	Total Month	44

Compliance Action – March 2019

5	New Violations
4	Unresolved
1	Resolved

Status of PAST Compliance Action

10	Prior Violations Unresolved – 2018 (& prior years)
2	Prior Months' Violations Unresolved - 2019 (current year)
16	Unresolved Total
1	Resolved Total

Rental Inspections Status

10	Total Inspections in March 2019
6	Passed 1st Time
4	Failed 1st Time
1	Passed 2nd Time
1	Failed 2nd Time

Status of PAST Rental Inspections		Status in March
10	Failed	0
1	Failed 2nd time	
1	Failed 3rd time	

PARKING REPORT – MARCH 2019 **YEAR-TO-DATE**

# Green Tickets Issued:	-	7	15
# Yellow Tickets Issued:	-	5	10
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	1	1
# Yellow Tickets Forgiven	-	1	1
# Paid W/N 48 Hrs @ ½ Cost	-	4	8
\$ Amount Paid w/n 48 Hrs	-	\$40	\$90
# Paid After 48 Hrs	-	3	5
\$ Amount Paid After 48 Hrs	-	\$60	\$100
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-	\$0	\$0
Delinquent Tickets before Citation	-	80	360
\$			\$0
Revenue from Reserved Parking Spaces	-	\$2,080	\$7,180
Hours on Parking per Month	-	30	100
Police - # of Tickets Written	-	17	57
\$ Amount Paid W/N 48 Hours	-	\$90	\$230
\$ Amount Paid After 48 Hours	-	\$80	\$380
TOTAL REVENUE		FEB TOTAL	YTD
		\$270	\$800

BOROUGH MANAGER'S REPORT:

1. **Downtown Revitalization Project-**
Manager Lane spoke with E.R. Stuebner two weeks ago, they are closely watching the weather in order to finish the garage. When the temperature goes up, they plan to be back on site, maybe in the next week or two.
2. **PennDOT Turnback SR 3020 –**
The "check is in the mail" today according to PennDOT. When the check arrives Manager Lane will execute the contract with Hunt Engineers to design the reconstruction. The plan is to seek construction bids in January of the 2020.
3. **PennDOT Building – York Ave. (R-4 District)-**
We have not received any new information regarding PennDOT's plans. Manager Lane will update Council when he is provided with more information.
4. **Trail Extension –**
The feasibility study is complete and in its final version. Manager Lane presented it to the public and will submit the document to DCNR this week. The grant funds arrived last week and Manager Lane will be collecting the other municipalities' share of the grant.

He plans to begin the next steps to make the Parkway trail extension a reality, and getting our hands-on design funding is priority number one.

5. **Flood Insurance Rate Maps –**
The notification letters went out over a month ago and Manager Lane has had only one response. He has not received any new information from FEMA regarding the dates for the new FIRM.
6. **Street Sweeper – USDA/CBPA –**
Manager Lane is still working through the USDA process and playing phone tag. The Borough's sweeper had been working some but it is broken down again.
7. **Flooding August 2018 –**
The program delivery manager contacted Manager Lane today and a meeting is scheduled for August 10th. He has the inventory damage sheet ready to upload on the FEMA portal.

In town we had damage on Western Ave, Fifth Street and Mulberry Street, and we had a sink hole opening up between 2nd and 3rd Street. We have logged man hours as well as equipment hours which are eligible for reimbursement.

Also, the Fire Company has use hours on their boat and the Ford Excursion during the flooding. Manager Lane is hoping that FEMA will reimburse this usage also.

8. **Paving 2019 –**
On March 25th we publicly opened bids for the 2019 Paving Project. Manager Lane plans to finish the remainder of North Fourth Street, from just north of Wilmot Drive to Elm Street. The bids came in as follows:

Bishop Brothers Construction – total \$65,721.07

Dalrymple Gravel & Contracting Co. Inc. – total \$67,682.75

Manager Lane requested council make a **motion** to award the low bid of \$65,721.07 from Bishop Brothers Construction. Also, as part of this paving project, Borough Crews will be installing (3) new catch basins and 500' of storm pipe, rehabbing a catch basin, and removing a sewer manhole near the intersection with Wilmot Drive.

Mr. Klinger made the motion to approve Bishop Brothers as the low bidder (\$65,721.07) for the 2019 paving project and seconded by Mr. Kovalcin. Motion passed.

9. **2020 Police Interceptor –**

Manager Lane will be placing the order for the new police car in the next several days. The dealer informed him that the 2019 cars are no longer available (being manufactured) and the 2020 (being manufactured starting in June) car will not actually be here until November or more than likely December of this year.

In addition, Manager Lane stated the Borough made the final payment on the 2016 police vehicle last month.

10. **Ladder Truck – Fire Company –**

Manager Lane has been in discussions with Chief Roof and the two assistant chiefs regarding the replacement of the 1983 tower truck. While working with USDA on the sweeper he discovered they will assist us in securing funding for a replacement for the tower truck. There will be multiple funding sources and he is working to come up with scheme that makes it affordable for the Borough.

He stated this is a huge undertaking, and we want to buy "used" coming off a lease. A sum of \$400,000 is a lot of money and USDA is one source of funding and the Volunteer Loan Assistance Program (VLAP - 2% interest loan) which provides low interest loans to volunteer fire companies, ambulance services and rescue squads for the purpose of purchasing and modernizing apparatus, facilities and equipment. However, the above sources will not cover the whole cost, so we have to look at several sources for funding.

Remembering Tom Fairchild

Manager Lane stated that there will be a Memorial Celebration of Tom's life held on May 18th at 11 AM, at Riverfront Park. There will be music, hot dogs and cherry pie.

He asked Council to discuss how to properly memorialize former Borough Manager Tom Fairchild who recently passed on. In last month's Towanda Municipal Authority meeting, some members of Council who also sit on the TMA board floated ideas of naming either the new Parking Garage or Merrill Parkway after Fairchild.

Those ideas were echoed in Monday's meeting, but no action was taken. The Council had considerable absences in the meeting and decided to hold off on making a decision because of the lack of input from the absent members. The Council also urges residents of the borough to give input to the council on how to memorialize Fairchild's contribution to the borough.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he is working on some changes in the Water & Sewer Ordinance and the tax reassessment appeal is still pending (Re: A business owner who is seeking to reduce the fair market value of their business property).

BOROUGH SECRETARY REPORT:

Nothing to Report.

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ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

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

PLANNING COMMISSION REPORT:

The planning commission meeting for March 19th was cancelled and the next meeting will be held on April 16th. This meeting will be a public meeting to discuss 2 properties whose owner's applied for Special Exception for use of the property.

RECREATION REPORT:

Mr. Kovalcin reported that the entertainment schedule is almost complete for "Concerts in the Park". He also stated that Craftmaster Credit Union donated \$200 to put toward sponsoring a band.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets.

MISC:

The annual Spring clean-up is taking place on Friday, May 17th and Saturday, May 18th at 7 PM. It has been in the newspaper once and is requested to be posted in there again.

Mr. Klinger stated that he received an email from a resident that sent a link to an ordinance in another town on feral cats, that one can be fined for feeding these cats. Manager Lane stated that PSAB (Pennsylvania State Assoc. of Boroughs) officials say that you cannot fine someone who is feeding a cat. Mr. Klinger stated he does believe that the Catch-Spay-Release is the better way to deal with this problem.

ADJOURNMENT:

Motion to adjourn was made by Mr. Long and seconded by Mr. Lacek. Meeting adjourned at 8:35 PM.



Diane M. Kulick
Towanda Borough Secretary