

## **Towanda Borough Regular Council Meeting Minutes July 1, 2019**

The JULY regular meeting of the Towanda Borough Council was held on Monday, July 1, 2019, at the Municipal Building. Council President 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. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

**ABSENT:** Mrs. Lacek

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### **CITIZENS TO BE HEARD:**

Gary and Charlotte Parks, 306 William Street, gave a second update on Kali's Mission (TNR – Trap, Neuter or Spay, Return) program. They have captured seven feral cats in the first ward (6 female & 1 male). These were spayed or neutered at Towanda Creek Animal Hospital before being returned to their habitats. Dr. Kaleta (the vet who did the procedures) stated that this saved between 72 & 96 lives due to preventing the cats from having any more litters. Mr. Parks stated that these cats did well and seemed to go back to their normal routines when released. The cost for the spaying and neutering this first batch was \$497 and Towanda Creek Animal Hospital also gave Kali's Mission a discount to help extend the funds. This is much appreciated.

The next capture event will be held on July 10, 2019, in the Second Ward area with the spaying and neutering taking place on July 11th. The Park's stated that they have received many requests from citizens wanting them to come to their Ward or Street, and Townships asking about the program. They are continuing to raise money (\$245 last week) for the Mission with donations and help from local businesses such as Tractor Supply, Endless Supply and Jones Diner with donation jars. Jones Diner also held a "Cones for Cats", with every ice cream cones sold, \$.50 was donated to Kali's Mission program.

They also have a Facebook page and have set up a slide show, and they are working on a "Go-Fund Me" page, and "You Too Animal Rescue" is working with them also. Kali's Mission will also be available at the "Concerts in the Park" events at Tom Fairchild Jr. Park and at the annual Riverfest they will have a donation booth set up.

Mr. Nate Jennings of 18 Packer Avenue was present to inform Council that he "got rid of the animals (he did mean roosters) on his property". He stated that he has had chickens for 6 years and roosters for over 4 years and had to get rid of the roosters due to the amended borough ordinance. He is not happy with it and feels he was not given enough time to prepare for it. President Sweitzer thanked him for being compliant and stated that Council was not intending to cause any hardship to him.

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

**Motion to approve the June 3, 2019, Regular meeting minutes was made by Mr. Long and seconded by Mr. Kovalcin. Motion passed.**

### **FIRE CHIEF REPORT:**

**Note: The Fire Report was not available this month (computer issues). It will be included with next month's report.**

Chief Roof said there were 17 calls this past month.

As stated last month, the tower fire truck did not pass certification this year. There were 7 issues

with 4 of them being major, and he feels that the cost of fixing these issues may not be huge. Chief Roof would like to have Dalton, our mechanic look at the brakes before it is driven to Ward Apparatus in Horseheads, NY for an estimate (on fixing the issues). He said one of the brake lines is frayed to the braid (another of the reasons it did not pass certification). He does not want to drive it to Horseheads and have the brakes give out on him.

On the flow test it showed the ladder was creeping down, and the low and high speed idle failed in and out of each, but this test may have not have been set up correctly according to Chief Roof. In addition, he stated that there might be air in the hydraulics (but he doesn't see any liquid leaking). The Chief said that Ward Apparatus acquired LaFRANCE Equipment Corporation Apparatus Business Unit that was on Lake Road in Elmira, and relocated it out near the Elmira Airport. The building is large enough to spread out the tower to make aerial repairs easier plus they have the same techs and mechanics (with their many years of experience) from LaFRANCE working there.

Chief Roof also stated they attended a fire truck show and he talked to a salesman. The Chief told him that \$30,000 per year payment is the most we can spend for a new truck (This is out of the ballpark for a new tower truck). He said they will continue to look for a 100 foot (reach) used ladder truck possibly coming off lease. In conclusion, the Chief stated that the fire company takes very good care of all their fire trucks and apparatus, but they are very old.

**Chief Roof asked Council to approve 3 newly certified fire truck drivers: Firemen Jarrett Sheets and Jimmy Sheets (both on the Engine Truck), and Fireman Justin Sheets (on the Tower Truck). Mr. Klinger made the motion to approve these firemen's certifications and Mr. Christini seconded it. Motion passed.**

#### **FIRE BOARD REPORT:**

Mr. Klinger stated there was no meeting held in June.

#### **MAYOR'S REPORT:**

Mayor Miller said that Officer Werner recently retired from the Police force after serving 20 years as fulltime and about 9 years as part-time. He wished him well.

Mayor Miller also stated that the "Concerts in the Park" is doing well and have had up to 100 people attend.

The Mayor informed Council that Officer Hennessy is healing well from the injury he suffered from the dog attack incident. Chief Epler stated that Officer Hennessy recently completed firearms qualification without any problem.

Also, Mayor Miller stated that the Universalist Church is now defunct and they may be planning on donating money to the K-9 fund according to Officer Hennessy.

#### **POLICE CHIEF REPORT:**

Chief Epler reported that during an incident along the river a radio was damaged and had to be sent out to be repaired.

Also, the Chief stated that the 2016 in car camera has a voltage problem, and it is still under warranty, so a new one is being sent to replace it. Also, he is going to upfit the 2016 from unmarked to a marked car and the 2020 new police car will be unmarked.

Officer Hennessy attended a week long SRO (School Resource Officer) school held in Mansfield. Officer Hennessy and Hades attended the annual K-9 seminar in Vestal and were certified by the Eastern Police Canine Association.

K9-Hades and Officer Hennessy attended a fundraiser for Happy Tails in Troy, PA, as Happy Tails provided the grave and grave stone for K9 Morrow when he passed.

As stated by Mayor Miller, Officer Werner has officially retired after 20 yrs. of full-time service. He was hired full time on 06/07/99, he worked about 9 years prior to that as a part-time Officer.

**JUNE 2019 – Monthly Report**

390	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
25	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
11	NON-TRAFFIC CITATIONS	6	THEFT REPORTS
0	DUI ARRESTS	10	ANIMAL COMPLAINTS
75	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	11	WARNINGS ISSUED
2	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.  
 Mr. Sluyter has been using the new software for Code Enforcement reporting.  
 The report has the current information recorded, and he will need to add the Rental Inspections to the report also.  
 In addition, Mr. Sluyter stated that he will input the historical unresolved Compliance Issues too.  
 Also, he stated that the 18 Mulberry Street property has been condemned and padlocked.

Manager Lane gave an update on the Parking Garage.  
 He stated the they have been doing painting and they parged the concrete piers.  
 The gates have arrived and the slits have to be cut in the drains.  
 In addition, one will be able to pay parking fines on line at the Borough Website.  
 He also stated that Solicitor Smith will be cleaning up the Parking Ordinance and it will be amended hopefully soon.  
 And, we will be hosting a Grand Opening soon.

**JUNE 2019 SUMMARY**

<b>PERMITS &amp; CONTRACTORS</b>	Month	YTD
Permits Issued	19	106
Permit Fees Paid	\$1,134.00	\$6,898.14
Code Inspections Fees	\$300.00	\$2,567.14
Borough Total after Code Inspections Fees	\$834.00	\$4,331.00
Permit Work Value	\$52,812.00	\$402,589.61
Contractors Registered	10	84

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Contractors Registrations Amount	\$800.00	\$6,600.00
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**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	2	20	\$9.00	\$90.00
#3 Commercial – New				
#4 Commercial – Other		10		\$45.00
<b>TOTALS</b>	<b>2</b>	<b>30</b>	<b>\$9.00</b>	<b>\$135.00</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	8	91	7	99	5	24
1 & 2 Family Rentals	16	77	16	86	7	35
Commercial Rental Units	3	29	3	31	1	11
Commercial Non-Rental	1	12	0	12	0	5
<b>TOTALS</b>	<b>28</b>	<b>209</b>	<b>26</b>	<b>228</b>	<b>13</b>	<b>75</b>

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	2	34
2nd Inspection	1	17
3rd Inspection	0	8
<b>FEEES PAID</b>	<b>\$0.00</b>	<b>\$0.00</b>

**ZONING CODES – Note: No June Report**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL		4		10		\$40.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN		4		1		\$160.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		

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TOTAL		8		11		\$200.00
Sign Permits Total:						\$160.00

**ZONING APPEALS – Note: No June Report**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**MONTH PERMITS ISSUED YTD**

\$724.00	Building	\$3,881.32
\$135.00	Electrical	\$995.44
	Plumbing	\$398.38
\$125.00	Mechanical/HVAC	\$578.00
	Energy	0
	Accessibility	\$345.00
	Fire Protection	0
	Demolition	0
	Sidewalk	0
	Other Driveways	0
\$150.00	Administrative	\$700.00
<b>\$1,134.00</b>	<b>Total Month</b>	<b>\$6,898.14</b>

**Compliance Action – JUNE 2019**

52	New Violations
47	Unresolved
5	Resolved

Status of **PAST** Compliance Action – Info not on report

	Prior Violations Unresolved – 2018 (& prior years)
	Prior Months' Violations Unresolved - 2019 (current year)
	Resolved

**Rental Inspections Status – JUNE 2019**

3	Total Inspections in June 2019
1	Passed 1st Time
1	Failed 1st Time
1	Failed 2nd Time
	Passed 2nd Time

Status of **PAST** Rental Inspections

8	Failed	Passed on 2nd or 3rd Time
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2	Failed 2nd time	
	Failed 3rd time	

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

# Green Tickets Issued:	-	4	25
# Yellow Tickets Issued:	-	1	15
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	0	
# Yellow Tickets Forgiven	-	0	
# Paid W/N 48 Hrs @ ½ Cost	-	2	13
\$ Amount Paid w/n 48 Hrs	-	\$20	\$140
# Paid After 48 Hrs	-	2	10
\$ Amount Paid After 48 Hrs	-	\$40	\$190
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-		\$0
Delinquent Tickets before Citation	-		
\$		\$80	\$620
<b>Revenue from Reserved Parking Spaces</b>	-	<b>\$2,380</b>	<b>\$2,320</b>
Hours on Parking per Month	-	25	185
Police - # of Tickets Written	-	12	90
\$ Amount Paid W/N 48 Hours	-	\$60	\$390
\$ Amount Paid After 48 Hours	-	\$40	\$560
<b>TOTAL REVENUE</b>		<b>TOTAL</b>	<b>YTD</b>
		<b>\$2,620</b>	<b>\$16,220</b>

**BOROUGH MANAGER’S REPORT:**

1. Downtown Revitalization Project-

Manager Lane stated that he is still awaiting date for the gates and Kiosk to be installed. The items were purchased through two different companies and coordination has been slightly difficult.

The parking software and handheld ticketing device training is set up for July 2nd at 11:00 am. Manager Lane, Jeremy Sluyter, and Keith Long will be trained. This software will track our “Commercial Parking Zone” as well as track and produce tickets.

We have been allowing parking on the ground level of the garage at no charge. This needed to happen as the gates and kiosk are taking much longer than originally anticipated.

2. PennDOT Turnback SR 3020 –

The Engineers are currently in the design process, Borough crews have been locating and marking the water, sewer and any other notable items that will be affected during the project.

Manager Lane anticipates the final payment for the curbing to arrive any day. The curbing funds were separated from the "Turnback Payment" due to PennDOT's process.

3. PennDOT Building – York Ave. (R-4 District)-

No new information. Manager Lane will keep this on the report just a little longer.

4. Street Sweeper – USDA/CBPA –

Manager Lane received the approval letter from USDA for the \$214,800 loan for the new street sweeper. The funds will be used to purchase a 2019 Elgin Pelican NP Three Wheel Broom Street Sweeper.

The terms of the "Community Facilities Loan" are 4.25% for 15 years. He will use a portion of the annual liquid fuels allocation for the debt service. There is no early payoff penalty in the off chance that the Borough falls into a pile of cash.

At this time Manager Lane presented [Resolution # 2019-5](#).

**RESOLUTION 2019-4**

[Authorization to incur debt for a portion of the cost to purchase a Street Sweeper for Towanda Borough with assistance from USDA.](#)

[Mr. Kovalcin made a motion seconded by Mr. Klinger to adopt, Resolution #2019-5 as presented.](#)

[The roll was called and recorded as follows:](#)

[AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer](#)

[NAY/NO:](#)

[ABSTAIN:](#)

[ABSENT: Mrs. Lacek](#)

[Resolution 2019-5 carried.](#)

5. Flooding August 2018 –

Manager Lane has engaged Stiffler & McGraw to begin the design and permitting process to replace the August 2018, Flood damaged portion of Cash Creek. The pipe will be replaced from Third Street to Second Street with a new pipe.

In addition to this portion of the pipe being replaced, there will be 160 feet of pipe replaced from Third Street West towards Fourth Street during the Turnback project.

6. Paving 2019 –

Valley Energy start their relocation and replacement of their gas line on North Fourth Street. Once complete we will install our new storm drainage system.

7. Ladder Truck – Fire Company –

In order to purchase a new ladder truck, Manager Lane has been researching to piece together a funding package. The cost of a ladder is more than the State Fire Commission's VLAP program allowable loan amount.

He has briefly discussed with the Progress Authority about utilizing the County's "Non-Profit" loan program.

Our current ladder did not pass certification at this time. Chief Roof can discuss this further.

8. FEMA – FIRM Update –

FEMA recently announced the appeal period for Bradford County will start on June 13th and end on September 11, 2019. This is the time any property newly added into the Special Flood Hazard has to appeal the new maps.

Unlike the FIRM update in 2014, the Borough does not have any scientific data that will provide a valid argument regarding the SHFA.

Manager Lane is bringing this up again to make property owners that are affected by the increased flood area aware that if they wish to appeal, they should contact him and he will collectively submit all the appeals on their behalf. Property owners will need to have scientific justification for the appeal via elevation certificates or other professionally prepared documentation.

**BOROUGH SOLICITOR'S REPORT:**

Solicitor Smith stated that the 30-day appeal time from June 21, 2019 on the Ludlow Zoning issue will end on July 21st. Judge Beirne denied Mr. Ludlow's appeal. The Zoning Hearing Board did not err in affirming the violation for the use of a property in a residential zoning district as temporary housing for parolees. Mr. Christini said that he feels we should consider changing the definition of "FAMILY" in §221-2 Definitions., "unrelated from 5 adults to 3 adults".

Manager Lane stated that he has discovered that we will need to amend Chapter 305 Vehicles and Traffic, Article VI to revise standards for downtown parking and establish standards for the new Parking Garage. He will work with Solicitor Smith on this zoning code amendment.

Also, Manager Lane stated that Towanda Area School District needs an agreement from us for the services of an SRO (School Resource Officer), his duties and costs.

**BOROUGH SECRETARY REPORT:**

Secretary Kulick had a request from the Towanda/Wysox Chamber of Commerce to host a Block Dance Party on Main Street on August 23, 2019, from around 6 to 7 PM to set up, 7 to 10 PM for the event, and 10-11 PM for clean-up.

Mrs. Kulick stated that Canton Borough has done this before and received approval for a Special Event from PennDOT. After much discussion, the Board felt that there is not enough time to coordinate everything and denied the Chamber's request for now.

There are specific details needed such as police control, fire police volunteers, state police notification, a PA Special Event permit approval to close Main Street (Route 6) obtained through PennDOT in Montoursville, PA, a certificate of insurance for liability insurance coverage naming the Borough as an additional insured, and a certificate of insurance listing the Commonwealth of Pennsylvania, Department of Transportation, as a certificate holder & additional insured. In addition, if there are food and beverages and the providers thereof, sanitary facilities, waste disposal and post gathering clean-up of the roadway area.

Also, the Borough Picnic will be held on August 9th at the Towanda Fire Hall grounds beginning at 4 PM.

**ADMINISTRATIVE REPORT:**

Included in packet.



**UNION SUB-COMMITTEE REPORT:**

Nothing new to report.

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

**PLANNING COMMISSION REPORT:**

Mr. Jimmy Lacey stated that we did not have a meeting in June and the next Planning Commission meeting will be held on Tuesday, July 16th at 7 PM. This will be a Public Hearing for use of Special Consideration for a Home Occupation – Hair Salon, within the residence at 10 Elliott Street in the R-1 District.

Also, Council asked that the Daily Review Representative who was present to please post in the newspaper that we have a [Planning Commission open spot for any borough resident who might want to apply](#).

**RECREATION REPORT:**

Mr. Kovalcin, Recreation Committee Chairman stated that the Thursday night “Concerts in the Park” are going well.

**TMA/WMA/CBPA REPORTS:**

The latest minutes are included in the packets. Manager Lane stated on July 12th at 11 AM the groundbreaking ceremony will be held at new wells construction site off James Street.

**Misc:**

Mr. Christini made note that the home on Lombard and Third Street is gone and the ground has been seeded.

**ADJOURNMENT:**

Motion to adjourn was made by Mr. Klinger and seconded by Mrs. Miller. Meeting adjourned at 8:45 PM.



Diane M. Kulick  
Towanda Borough Secretary