

**Towanda Borough
Regular Council Meeting Minutes
March 4, 2019**

The MARCH regular meeting of the Towanda Borough Council was held on Monday, March 4, 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. Long, Mr. Roof, Mr. Sweitzer (7:35 PM – James B. Lacek arrived and was sworn in by Mayor Miller.)

ABSENT: Mrs. Lacek, Mrs. Miller (& Mayor Miller)

CITIZENS TO BE HEARD: None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

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

FIRE CHIEF REPORT:

Chief Roof stated that he had a busy month (12 call out incidents on report). They also took the tower truck out yesterday to make sure it functioned with no issues and it did. He stated there is a lot of training scheduled for the Firemen in the next couple months.

Manager Lane stated that he would like to have the borough employees become certified in First Aid. Chief Roof said that could easily be arranged as there are these types of courses being taught regularly.

FIRE BOARD REPORT:

Mr. Klinger had nothing to report, as there was not a meeting due to inclement weather.

MAYOR'S REPORT:

Mayor Miller did not attend this meeting due to illness.

POLICE CHIEF REPORT:

Chief Epler stated the new video system from Watchguard is up and running, being used every day and they have seen the positive impact of it almost daily.

Officer Werner is doing well in his recovery. Chief Epler has started the process to hire 2 new part-time Officers to cover his hours. They are making do covering his shifts with their current personnel.

Officer Hennessy and K-9 Hades trained in Vestal on 2/26. Officer Hennessy and K-9 Hades were also called to Athens to assist in a drug search that resulted in a large amount of methamphetamine being seized.

There was an incident at the High School that the department had to respond to and is still under investigation. To err on the side of caution, Chief Epler asked for assistance from Pennsylvania State Police, the Bradford County Sheriff's Office and BC Probation for a 3-day period

from February 13th thru February 15th. All went well other than an accidental trip of a Fire Alarm, that was handled quickly, but did cause some alarm to an already nervous student body.

Chief Epler also attended a Safe School meeting on February 27th. Safe School is a group of select members of Departments and professionals that handle some aspect of the school or school emergencies in a combined effort to come up with a plan or procedure to handle major incidents.

FEBRUARY 2019 – Monthly Report

325	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
10	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
17	NON-TRAFFIC CITATIONS	12	THEFT REPORTS
1	DUI ARRESTS	3	ANIMAL COMPLAINTS
65	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
5	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 stated that there may be a request for Special Exception on 2nd Street for a Children’s House for Futures Community Support Services Inc.

FEBRUARY 2019 SUMMARY

PERMITS & CONTRACTORS

	Month	YTD
Permits Issued	9	29
Permit Fees Paid	\$744	\$1,853
Code Inspections Fees	\$125	\$645
Borough Total after Code Inspections Fees	\$619	\$589
Permit Work Value	\$65,600	\$153,618
Contractors Registered	9	29
Contractors Registrations Amount	\$400	\$400

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	1	5	\$4.50	\$22.50
#3 Commercial – New				
#4 Commercial – New		1		\$4.50
TOTALS	1	6	\$4.50	\$27.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	13	43	27	57	10	10
1 & 2 Family Rentals	10	35	22	47	14	14
Commercial Rental Units	8	15	12	17	5	5
Commercial Non-Rental	4	4	6	6	3	3
TOTALS	35	97	67	127	32	32

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	3	13
2nd Inspection	5	6
3rd Inspection	2	2
FEES PAID	\$0	\$0

PERMITS ISSUED

		YTD
2	Building	10
1	Electrical	5
1	Plumbing	5
2	Mechanical/HVAC	3
	Energy	
1	Accessibility	2
	Fire Protection	
	Demolition	
	Sidewalk	
	Other Driveways	
2	Administrative	4
9	Total Month	29

Compliance Action – February 2019

4	New Violations
4	Unresolved
0	Resolved

Status of **PAST** Compliance Action

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

Rental Inspections Status

4	Total Inspections in February 2019
3	Passed 1st Time
1	Failed 1st Time
0	Failed 2nd Time

Status of **PAST** Rental Inspections Passed in February

15	Failed	5
4	Failed 2nd time	
1	Failed 3rd time	

Note: 1 that failed in July 2016 is now condemned.

PARKING REPORT – FEBRUARY 2019

YEAR-TO-DATE

# Green Tickets Issued:	-	5	8
# Yellow Tickets Issued:	-	2	5
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Paid W/N 48 Hrs @ ½ Cost	-	3	4
\$ Amount Paid w/n 48 Hrs	-	\$30	\$50
# Paid After 48 Hrs	-	2	2
\$ Amount Paid After 48 Hrs	-	\$40	\$40
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-	\$0	\$0
Delinquent Tickets before Citation	-	80	280
\$			\$0
Revenue from Reserved Parking Spaces	-	\$2,080	
Hours on Parking per Month	-	30	70

Police - # of Tickets Written	-	14	40
\$ Amount Paid W/N 48 Hours	-	\$80	\$140
\$ Amount Paid After 48 Hours	-	\$100	\$300
TOTAL REVENUE		FEB TOTAL	YTD
		\$230	\$530

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

Manager Lane stated the project is currently on hold for warmer weather. The only remaining items are the concrete sealer, line painting, other painting, pavement and seeding.

Pay app # 18 was submitted to RACP last week. Pay app # 17 reimbursement was received last week as well.

He is currently working with a pay station company (Hectronic) and United Public Safety to ensure their software is compatible with our overall Borough Parking system, and setting up meetings within the month.

Manager Lane also stated that concerning the parking database, we need to have software compatible with the garage operation and one that will give notice when parking time runs out.

2. PennDOT Turnback SR 3020 -

Manager Lane executed the turn-back agreement and mailed all the copies to PennDOT Montoursville. Once they sign off it goes to Harrisburg for payment. He is in the process of setting up the design currently.

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

No new information regarding their plans, but he will keep everyone updated as we are provided information. As stated in the zoning ordinance, no new commercial buildings are allowed in that residential district.

4. Trail Feasibility Study

A public meeting will be held March 5th at 5:00 PM to present the study. DCNR has been provided a copy and once meeting is complete the project is complete.

Manager Lane attended the latest Recreation committee meeting on February 12th to discuss the future of the Borough Parks. A fundraising effort has been started and they are looking to come up with a Park Master Plan. The Borough had one for the SCI complex and property in 2003. He stated that the committee would essentially like to tie in 3rd Ward Park and the proposed “THS Trail Spur” into this plan. In order to apply for construction funding of any sort for trails and parks we will need a plan newer than the 2003 plan.

5. Flood Insurance Rate Maps –

Manager Lane sent a letter to each of the property owners that will be affected by the widening of the Special Flood Hazard Zone. So far, he has only been contacted by one person. Enclosed is the letter for your reference. FEMA is telling him the newly proposed FIRM will not be in effect until or near next year.

6. Street Sweeper – USDA/CBPA –

USDA received my “pre-application” documentation and has requested additional forms to move forward in the loan for the Street Sweeper. Manager Lane sent the Borough Solicitor a “legal Service Agreement” to complete.

The debt service payments for this loan will be paid from the liquid fuels account.

If the loan/purchase process is taking too long and spring is here. We plan to contract NTSWA to at least sweep Main Street and a few other streets. The overall favored type of sweeper is the “Pelican” model (same brand we currently have).

7. Flooding August 2018 –

Manager Lane was informed by the Bradford County Planning Office that FEMA’s “Program Delivery Managers” are deployed to the area and will begin contacting us in the near future. He has several items to go over with that person (FEMA’s PDM) in the Borough, however most of the damage was to TMA’s water main in the South Branch Area. Manager Lane stated that he will keep everyone up to date.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith stated that concerning the new street sweeper, he would be sending verification to the USDA to confirm that he is the solicitor for Towanda Borough and will perform the legal work required to complete the pending loan/grant contracts for purchasing this street sweeper.

Also, Solicitor Smith distributed a letter from the law firm of Sweet, Stevens, Katz & Williams, special counsel representing Towanda Area School District for their defense of a tax appeal of a business owner who is seeking to reduce the fair market value of their business property. In the letter the school district is asking the borough to share the cost of these services for the use of Reaves C. Lukens III, MAI, SRA (Appraiser) which would be the pro rata percentage fees and costs of this Appraiser to be 6% for Towanda Borough. Towanda School district would be billed and pay for all fees and costs, and in turn will bill the borough its pro rata share of the District’s fees and costs.

Solicitor Smith at this time asked for Council’s permission to agree to the 6% (roughly around \$330) & any additional fees over the 6%.

Mr. Long made the motion to contribute to the cost as stated, and Mr. Christini seconded the motion. Motion passed.

BOROUGH SECRETARY REPORT:

Secretary Kulick stated that a resident of 39 Third Street talked to her about placing a handicap parking sign in front of where she resides. She presented a Parking Placecard/I.D. Card to Secretary Kulick for proof of her disability.

Mr. Klinger made the motion to approve the placement of the handicap parking sign by her residence seconded by Mr. Kovalcin. Motion passed.

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 next planning commission meeting will be held on March 18th.

RECREATION REPORT:

Update on the Recreation Committee was covered by Manager Lane in the Borough Manager part of the meeting.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets and Manager Lane stated that the PennVest loan has been approved. He also stated that Stiffler-McGraw will be advertising the project for bids on the new water system and improvements in North Towanda.

MISC:

There was a discussion of a safety situation in the section of 3rd Street behind St. Agnes and how to handle it. There is parking occurring on both sides of the street near where the bus stops during school hours with thru traffic occurring also. Chief Epler and Manager Lane are going to come up with a plan on handling this situation. One idea is to have “no parking” on the street during school hours.

ADJOURNMENT:

Motion to adjourn was made by Mr. Christini and seconded by Mr. Klinger. Meeting adjourned at 8:15 PM.



Diane M. Kulick
Towanda Borough Secretary