

Towanda Borough Regular Council Meeting Minutes May 6, 2019

The MAY regular meeting of the Towanda Borough Council was held on Monday, May 6, 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, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

ABSENT:

CITIZENS TO BE HEARD: Mr. Kevin Doupe' (who is on the Planning Commission) of 10 Elliott Street, stated that he spoke to Mayor Miller at the Little League opening day about an idea that he had for the Recreation Board, but he is unable to attend their meeting. He feels the purpose of a Borough Council and Planning Commission is to develop the town. He suggested that instead of having our summer music event out of town at the Riverfront Park, we could take the music and bring it here to town and shut down a side street (like Court Street) where the event would be held. He said this way people could be near eating establishments in town where they might potentially spend their money.

Mr. Kovalcin, who is the Chairman of the Recreation Committee stated that at the next Rec Board meeting he would bring this up for discussion.

President Sweitzer stated that he is all for anything we can come up with for downtown and the few merchants we currently have left. He stated the wide-open space over at the park makes it convenient, and Mr. Doupe' makes a good point. Chief Epler stated that Court Street would be a good choice location with the church lawn and the courthouse parking lot and side lawn available.

Mr. Christini addressed Council members concerning information that was sent to him by Gary & Charlotte Parks of 306 William Street, and is in the packet. It contains information on a potential way to handle the cat population in our town, and it is called "KALI'S MISSION" – Towanda Borough Spay & Neuter Program. Mr. & Mrs. Parks would like to volunteer their help in this program and offered some ideas to Council. They also asked Council for support for the program and funding and help in applying for grant monies to develop this program.

Mr. Sweitzer stated that we should motion that we support them and that there are other people/groups out there that have the same mission and they should form a committee to present Council with a proposal, and we will back them in some financial way.

Mr. Klinger made the motion that we support the spay & neuter program with the above suggestion, and Mr. Kovalcin seconded it. Motion passed, and Mr. Christini will contact Mr. & Mrs. Parks with our request.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the April 1, 2019, Regular meeting minutes was made by Mrs. Lacek and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

The fire department's incident report for April is included in the packet.

Chief Roof stated that Engine #4 was serviced (regular servicing & pump maintenance) in April and they trained in the Vestal "Smokehouse", this past Sunday (May 5th). He said the fire company does most of their training in the Spring.

Chief also stated that they are looking at different sources of money to enable them to purchase a newer ladder truck. They are planning to form a committee for this at their next fire board meeting.

There was a hand out at this meeting that was posted in the newspaper with a picture of Chief Roof and David Westbrook being honored at the annual North Central Pennsylvania American Red Cross Heroes Breakfast on April 25th in Williamsport, PA. This is the 2nd year Bradford County was represented among the heroes recognized. Chief Roof stated that North Towanda and Wysox Volunteer Fire Departments were honored also. An official of that ceremony also mentioned that Jeld-Wen, GTP and Dupont release first responder volunteers from their shifts in the event of an emergency. Mr. Christini thanked Chief Roof and his team of volunteers for use of their own time for training and commitment to the community.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting but had nothing to report.

MAYOR'S REPORT:

Mayor Miller was absent.

POLICE CHIEF REPORT:

Chief Epler stated the Department had group CPR and First Aid Training at the station on April 30th, and a refresher on SFST (Standardized Field Sobriety Testing). The Chief stated that he is looking into purchasing tourniquets for all the officers. The question of carrying Narcan (nasal) by the officers was brought up and Chief Epler stated that he wants his officers to have it for self-administration potentially saving their life if they are on a scene and get exposed to opioids or fentanyl powder contamination. He said the first priority for the officer is making the scene safe. He added the local ER is doing IV (intravenous) Narcan now because the drug is so strong.

Officer Bellows went to Hersey for the DUI mandatory conference for 2 days.

The rear parking lot was thankfully completed last week and this makes the Chief happy. He also stated that the lines are all painted wide, but he only requested the wider spots for his police cars. Manager Lane told the Chief that he will have the crew repaint them.

Officer Hennessy and K-9 Hades trained in Vestal, NY, on April 2nd and 30th.

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.

APRIL 2019 SUMMARY

PERMITS & CONTRACTORS	Month	YTD
Permits Issued	25	71
Permit Fees Paid	\$1,403	\$5,076
Code Inspections Fees	\$550	2,142.14
Borough Total after Code Inspections Fees	\$550	2,142.14
Permit Work Value	\$65,627.61	\$300,445.61
Contractors Registered	35	57
Contractors Registrations Amount	\$2,750	\$4,400

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	6	14	\$27.00	\$63.00
#3 Commercial – New				
#4 Commercial – Other	4	9	\$18.00	\$40.50
TOTALS	10	23	\$45.00	\$103.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	64	8	73	4	17
1 & 2 Family Rentals	15	56	13	65	10	26
Commercial Rental Units	5	24	5	26	3	10
Commercial Non-Rental	4	9	3	10	2	5
TOTALS	34	153	29	174	19	58

Rental Dwelling Unit Inspections Month YTD

1st Inspection	5	25
2nd Inspection	3	11
3rd Inspection	3	8
FEES PAID	\$0	\$0

ZONING CODES

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL	1	3	10	10	\$10.00	\$30.00
COMMERCIAL		0		0		
MANUFACTURING		0		0		
SIGN		2	0	0		\$80.00
OCCUPANCY		0		0		
		0		0		
OTHER		0		0		
TOTAL	1	5	10	10	\$10.00	\$10.00
Sign Permits Total:	0	2			\$0.00	\$80.00

ZONING APPEALS

Name	Hearing Date	Address	Type	Fees Paid

PERMITS ISSUED **YTD**

11	Building	29
2	Electrical	10
6	Plumbing	12
2	Mechanical/HVAC	6
	Energy	0
	Accessibility	3
	Fire Protection	0
	Demolition	0
	Sidewalk	0
	Other Driveways	0
4	Administrative	11
25	Total Month	71

Compliance Action – April 2019

7	New Violations
5	Unresolved
2	Resolved

Status of **PAST** Compliance Action

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

Rental Inspections Status

6	Total Inspections in April 2019
3	Passed 1st Time
3	Failed 1st Time
0	Failed 2nd Time
3	Passed 2nd Time

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

10	Failed	2
3	Failed 2nd time	
0	Failed 3rd time	

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

PARKING REPORT – APRIL 2019

YEAR-TO-DATE

# Green Tickets Issued:	-	6	21
# Yellow Tickets Issued:	-	3	13
# Green Tickets Forgiven	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Green Tickets Excused	-	0	1
# Yellow Tickets Forgiven	-	0	1
# Paid W/N 48 Hrs @ ½ Cost	-	2	10
\$ Amount Paid w/n 48 Hrs	-	\$20	\$110
# Paid After 48 Hrs	-	2	7
\$ Amount Paid After 48 Hrs	-	\$40	\$140
# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-		\$0
Delinquent Tickets before Citation	-	100	0
\$			\$460
Revenue from Reserved			
Parking Spaces	-	\$2,380	\$9,560
Hours on Parking per Month	-	30	130

Police - # of Tickets Written	-	10	67
\$ Amount Paid W/N 48 Hours	-	\$60	\$290
\$ Amount Paid After 48 Hours	-	\$40	\$420
TOTAL REVENUE		FEB TOTAL	YTD
		\$2,640	\$10,980

BOROUGH MANAGER’S REPORT: Manager Lane was out of town today. His report was included in the packet of meeting materials.

1. Downtown Revitalization Project-

The Parking Garage project is near completion. Paving is complete, the elevator passed inspection, the lines are painted and the signs are installed. Code Inspections Incorporated, the inspection service the borough used will be issuing Occupancy permit after today’s inspection. In addition, Manager Lane wrote that there will be punch list of items to complete.

Manager Lane ordered entrance gates to reserved portion of garage of the garage. Also, he wrote we are in the process of setting up the entire parking system online with “citiCite” software. The package will include a handheld device for citations and back office software to organize rental fees and reservations.

2. PennDOT Turnback SR 3020 –

Manager Lane received the turnback payment and the executed agreement with PennDOT. The first “Kick-off” meeting was held May 1st with the Engineering firm to go over the scope of what is to be completed with the project. Along with the reconstruction of the street, curbs and drainage, there will most likely be sanitary sewer replacement and some possible water main replacement paid for by TMA.

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

The latest information Manager Lane received was the project is still in the hopper, however it is currently sitting still.

4. Street Sweeper – USDA/CBPA –

It is Manager Lane’s understanding at this point we are waiting for USDA in Harrisburg to complete their approval of the loan. Due to the loan being almost \$215,000 USDA is requiring bond council to review and supply an opinion letter of Solicitor Smith’s loan documents. He has retained TMA’s bond counsel David Unkovic for this requirement.

5. Flooding August 2018 –

Manager Lane is currently working with FEMA’s Program delivery Manager to file the necessary paper work for Cash Creek at two locations. The other damage sites did not amount to enough expense to warrant reimbursement. He scheduled a meeting with the site inspector on May 22nd.

6. Paving 2019 –

Manager Lane has requested the contractor wait until August to pave North Fourth Street.

Valley Energy will be replacing some antiquated gas main and the Borough will be installing three (3) New catch basins and 500” of storm pipe, rehabbing a catch basin and removing a sewer man-hole near the intersection with Wilmot Drive.

7. 2020 Police Interceptor Vehicle –

The New Police Interceptor is on order and Manager expects delivery before the end of the year. He found a 2019, however it had more features than necessary for our use and therefore was much more expensive.

8. Ladder Truck – Fire Company –

Chief Roof approached Towanda Township to ask if they would be willing to partner in the purchase of a “newer” ladder truck. If it all works out the way we hope, contributions from the Borough, the Township and the Fire Company we should be able to finance the remainder.

9. Property Maintenance/Code Enforcement Software -

The new software is live for Contractor Registrations and Building Permits. The developer is still inputting data for the property Maintenance module. Expecting to live on the PM side within the next few weeks.

10. YMCA –DCNR Applications - RESOLUTION 2019-4

As discussed in the past, the YMCA had Northern Tier Regional Planning Commission submit a grant application for funding to replace the gym floor. The YMCA has fundraised the matching funds. Manager Lane was remiss in not obtaining a resolution from Council to allow the NTRPDC and the YMCA to file the application on the Borough’s behalf (We must be the applicant as it is our building).

He would like to recommend council approve by **resolution** the submission of an application to DCNR requesting funding to replace the YMCA gym floor. The following is the resolution.

RESOLUTION 2019-4

Approval for NTRPDC (Northern Tier Regional Planning and Development Commission) and the YMCA to file and application on behalf of Towanda Borough to DCNR (Pennsylvania Department of Conservation and Natural Resources) requesting funding to replace the YMCA gym floor.

Mr. Christini made a motion seconded by Mr. Klinger to adopt, Resolution #2019-4 as presented.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: N/A

Resolution 2019-4 carried unanimously.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith stated that we are pursuing the 202 Lombard Street property that needs to be tore down. Secretary Kulick stated that a person filled out a permit to tear it down just today and that Mr. Haight would be in tomorrow to look over the permit for approval.

Also, Solicitor Smith stated that the owner of the on-going borough property assessment appeal (to reduce the fair market value of their business property) are now in the talking stage. The pre-trial conference with Judge Beirne that was supposed to take place on the 25th of April was postponed.

Also, Solicitor Smith stated that he spoke with Mr. Sluyter concerning “Roosters” that are on a borough resident’s property. The roosters are not grandfathered because they were there before the ordinance was enacted. Mr. Christini stated that this ordinance and a couple others are codified and on the Borough website.

BOROUGH SECRETARY REPORT:

Secretary Kulick had nothing more to report.

ADMINISTRATIVE REPORT:

Included in packet.

NOTE: At this point in the meeting President Sweitzer stated that we had discussed last month about naming a project in memory of Tom Fairchild. Mr. Kovalcin stated that it was discussed at the Finance and Administration meeting and concluded that the trail project and Riverfront Park were both appropriate selections. Mr. Christini talked to Kim Fairchild (Tom’s widow) and Tim Fairchild (Tom’s brother), and Kim likes both, but renaming the park is her first choice. President Sweitzer stated that with the memorial service being held at Riverfront Park on May 18th, maybe we could have a temporary sign made to display Tom’s name until an official plaque can be made and displayed permanently at both the park and on the Merrill Parkway (which will be part of the trail). Mrs. Lacek stated that we would like to make a decision tonight so we can let the Fairchild’s know.

At this time President Sweitzer asked for a motion to rename Riverfront Park and name the whole trail in Tom’s name. Mr. Kovalcin made the motion and Mrs. Lacek seconded it. Motion passed.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORT – Motion to pay the bills was made by Mr. Long and seconded by Mrs. Lacek. Motion passed.

PLANNING COMMISSION REPORT:

The next planning commission meeting will be held on Tuesday, May 21st.

A draft copy of the April 16th meeting is included in the packet. Mr. Lacek stated that the April 16th meeting was a “public” meeting held for “special exception” use of two different properties in the borough. The planning commission unanimously approved both with reasonable conditions and safeguard recommendations going forward to the Zoning Hearing Board.

One of the properties was a special exception request from Future’s Community Support Services, who’s plan for a home they purchased at 408 Second Street to use as a support staffed home for 3 individuals with intellectual disabilities, 24 hours a day, 7 days a week. This home is also in the R-2 Two-Family Residential District. This will be contingent upon following Chapter 325 Zoning, Article V. Special Exceptions and Uses, §325-42 special exceptions, and letter E, that states the requirement of adequate landscaping and screening is provided as required in §325-27, as their neighbors have stated that is their only request. Plus, as required in letter F, provide adequate off-street parking and loading and ingress and egress be designed as to cause minimum interference with traffic on abutting streets.

The second property was a special exception request from Mr. & Mrs. Roger (Michelle) Hatch to have their property at 101 York Avenue as a Bed and Breakfast residence with just 3 guest rooms. This home is located in the R-4 Special One-Family Residential District.

RECREATION REPORT:

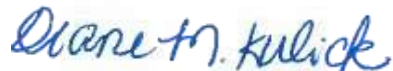
An update (list included in packet) on the entertainment for Thursday's "Concerts in the Park", this summer was covered by Mr. Kovalcin, Chairman of the Recreation Committee. Mr. Kovalcin also had a picture of what the basketball court at Third Ward Playground will look like when upgrades are complete.

TMA/WMA/CBPA REPORTS:

The latest minutes are included in the packets.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mrs. Miller. Meeting adjourned at 8:00 PM.



Diane M. Kulick
Towanda Borough Secretary