

**Towanda Borough
Council Meeting Minutes
Monday, June 7, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, June 7, 2021 at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

Present: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mr. Parks

Absent: Mr. Eberlin, Mrs. Hatch

CITIZENS TO BE HEARD:

There were no citizens to be heard.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the May 3, 2021, Public Hearing (Allied Health Services "Supported Living Residence") and Regular Council meeting minutes was made by Mrs. Miller and seconded by Mr. Kovalcin. Motion passed.

A motion to approve the second set of minutes for the May 26, 2021, Continued Public Hearing for Allied was made by Mr. Parks and seconded by Mr. Lacek with a clarification/add to paragraph 10 on page 2 by Manager Lane in response to Mr. DeNault's comment. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Chief Roof stated that all equipment is in good shape.
- The tanker truck is back as stated last month and the pump is working.

FIRE BOARD REPORT:

Mr. Parks had nothing to report.

MAYOR'S REPORT:

- Mayor Miller, Officer Smith and Officer Lamanna participated in a Bradford Tioga Traffic Safety Task-force pedestrian targeted enforcement. The Mayor crossed the road at various marked designated pedestrian crosswalks in town to gauge if drivers would yield the right of way for him. No tickets were handed out as this was mainly to build awareness to drivers.
- Mayor Miller also mentioned that the first "Concerts in the Park" will begin this Thursday night at 7 PM.
- Mayor Miller also recognized Officer Edsell who was off duty a few weeks ago when there was a high-speed chase that continued onto Route 187 where he noticed our borough police cars blocking part of the road and stopped to offer assistance.

POLICE CHIEF REPORT:

- Chief Epler stated that Towanda Police Department conducted DUI roving patrol this month.
- Officer Lamanna and Chief Epler met with the PA Highway Traffic Safety about the grant administration.
- Officer Hennessy did two drug sniffs for class trips of Towanda school district students.
- Officers Lamanna and Smith, with the help of Mayor Miller conducted pedestrian targeted enforcement on Saturday, May 15th.
- Also, Chief stated that Officer Lamanna announced the birth of his first child, a baby boy born this evening.
- Chief Epler reviewed his 2020-year police department report to Council.

MAY 2021 – Monthly Report

257	COMPLAINTS RECEIVED	4	JUVENILE PETITIONS
18	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
3	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
1	DUI ARRESTS	1	ANIMAL COMPLAINTS

67	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	16	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	2	K-9 SERVICES
6	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

The committee did not have a meeting this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for May 2021.

MAY 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued	Note: YTD-added 6 "other drive- ways"	31	126
Permit Fees Paid		\$4,742.92	\$13,873.00
Code Inspections Fees		\$2,007.20	\$6,555.28
Borough Total after Code Inspections Fees		\$2,735.72	\$7,317.72
Permit Work Value		\$205,182.54	\$710,646.78
Contractors Registered		12	59
Contractors Registrations Amount		\$1,200	\$4,400

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	3	19	\$13.50	\$85.50
#3 Commercial – New	0	0	0	0
#4 Commercial – Other	1	6	\$4.50	\$27.00
TOTALS	4	25	\$18.00	\$112.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	71	10	66	4	35
1 & 2 Family Rentals	6	64	5	54	4	30
Commercial Rental Units	6	32	5	30	2	11
Commercial Non-Rental	5	21	3	15	2	10
TOTALS	27	188	23	165	12	86

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	8	34
2nd Inspection	4	4
3rd Inspection	0	0
FEES PAID	\$0.00	\$300

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	50	130
Paid	13	140
Dismissed	2	21
Warning	0	0
Abandoned	3	3
Citation	2	2

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	65	291
Expired Meter		
Parking Outside of Lines		
Permit Required	1	1
Non-Space		
Loading Zone		

Tickets by Street Location

	Month	Year-to-Date
Main Street	32	131
Court Street	6	30
Bridge Street	16	71
Park Street	4	25
Pine Street	6	22
Washington Street	1	9
State Street		1
Parking Garage		0
John B. Merrill Pkwy		0
Second Street		0
Mix Avenue		1
C&N Lot		

BOROUGH MANAGER'S REPORT – JUNE 7, 2021

1. Flooding August 2018 –

Repairs to the Cash Creek stormwater system are just about complete and the seeping groundwater is gone now from the street. The last item to finish is laying the base asphalt on the new pipe trench on Fifth St. and Mulberry St., which is planned to be done in the next few weeks. Manager Lane will send the material, labor and machine hours to PEMA for reimbursement.

2. Trail Project/Park Master Plan

The executed Grant agreement arrived along with the conditions set forth for the project. Even though this a "Planning" grant and not construction, the conditions require a public bid for "Professional Services." DCNR's Christine Dettore has offered to assist in putting together the RFP (Request for Proposal) for the consultants to ensure all the bullet points are in there for the Park Master Plan to meet the requirements for future applications to DCNR (for construction). (Very Critical, they are a good funding source for recreation construction grants).

3. YMCA – New Floor

Preliminary conditions have been met and the project is on the next stage of DCNR's process. We will now execute construction contracts and secure all the required documentation from the contractor to move towards construction. Manager Lane has also contacted the "KPN" program to find a contractor to replace the lighting (commercial grade) and the ceiling tiles (commercial grade), should we decide not to go the public bid route for such a small project.

However, as of this meeting Manager Lane was told by the YMCA that they would like to receive local contractor bids on the project. **Manager Lane asked for a motion to allow the Borough and the YMCA to have the lighting and the ceiling work go out for bid. Mr. Kovalcin made the motion and Jon Schulze seconded it. Motion passed.**

4. 2021 Parkway Sealcoat Bid

Borough crews are starting the prep work for the parkway. Once complete Suit-Kote will crack seal the Merrill Parkway and then seal coat it by June 24th. They will also crack seal one block of Lombard, Fourth Street to Mill Street, and all of Memorial Park Drive.

5. Union negotiations public works agreement –

Manager Lane has summoned the committee and negotiations are scheduled for Tuesday, June 8th at 9:00 AM, with the Teamsters business agent and Union Steward. This will be for a new contract for the years 2022, 2023, and 2024.

6. Curb Appeal Program

Manager Lane shared that we received our first application! When Solicitor Smith returns from vacation, he will ask him for the promissory note so we can move forward with the loan. We have yet to advertise the program.

7. WALKWORKS Program –

The application was submitted in early May. At this point, we are just waiting. Manager Lane thinks this will tie in perfectly with the Parks Master Plan.

8. Police Pension Audit –

The Pennsylvania Auditor General's office finished their audit of Act 205 funding we receive from the state. Due to Susan and Diane's hard work and dedication, the audit went as smoothly as possible. There were ZERO findings across all three retirement plans. Manager Lane thanked them.

9. **305 & 307 Third Street-**

We have run into a snag regarding this property. The owner verbally confirmed to Solicitor Smith they would be willing to deed the property over to the Borough for demolition and sale of the lot, however, we discovered tax liens on the property, and Manager Lane does not feel the Borough should pay off the liens or take a property subject to liens. Solicitor Smith and Manager Lane will discuss this further upon his return to town.

10. **Appointments –**

Manager Lane requested Council appoint by **Resolution** - Mark Christini and Mike Angerson to the Towanda Municipal Authority Board to represent Towanda Borough.

RESOLUTION #2021-11

Appoint Mark Christini & Mike Angerson to TMA (Towanda Municipal Authority) Board for a term of 5 years each.

Motion made by Mr. Kovalcin and seconded by Mr. Parks

The roll was called and votes recorded as follows:

AYE: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Parks

NO:

ABSTAIN: Mr. Christini

ABSENT: Mr. Eberlin, Mrs. Hatch

RESOLUTION #2021-11 – Carried

In addition, Manager Lane requested council appoint Judy Pousen as a part-time Parking Attendant to help supplement hours for our current part-time Parking Attendant, Keith Long. A motion was made by Mr. Parks and seconded by Mrs. Miller. Motion passed.

SOLICITOR SMITH:

Solicitor Smith is on vacation.

BOROUGH SECRETARY:

Mrs. Kulick asked the board if they agreed to have the Picnic on July 30th, as it would be Manager Lane's last day and Farewell party. All agreed and Chief Roof stated that the Fire Company building is available on that day.

ADMINISTRATIVE:

President Christini stated that in each meeting packet is a letter from Borough Manager Kyle Lane that he is resigning from his position effective July 30th, 2021, as he has accepted a position in the private sector. He has been the borough manager since June 2013 and thanked the council for their support and the learning experience. He stated that he is willing to assist and ensure that the next Borough Manager has a guideline of the borough's vision. He stated that he will truly miss the "Borough Family" and the conversations he has had over the years.

President Christini asked for a motion to accept Manager Lane's resignation. Mr. Kovalcin made the motion "reluctantly" and Mrs. Miller seconded the motion. Motion passed.

President Christini asked Manager Lane to attend the August 2nd Council Meeting and he agreed. President Christini has a committee that has come together to screen the resumes and break down the field to viable candidates for Council and TMA to interview. He also stated that council members are welcome to be involved at the interviews. The position will be advertised in several places online and in 2 local/area papers.

Mr. Christini stated that he is "extremely grateful" to have had Manager Lane's commitment over the last 8 years, as he has made tremendous contributions. He told Lane to not be a stranger and added a thank you for everything.

EXECUTIVE SESSION:

At 8:05 PM, President Christini called for an executive session to discuss a personnel matter.
At 8:35 PM, the executive session ended and council was back in session.

UNION SUB-COMMITTEE REPORT:

Mrs. Miller said the first meeting with the union and union stewards will be held tomorrow at 9 AM.

FINANCIAL REPORT:

Motion to pay the May 2021 bills was made by Mr. Roof and seconded by Mr. Lacey. Motion passed.

PLANNING COMMISSION REPORT:

President Christini referred to a letter of resignation from Planning Commission Vice-President, Karen Johnson. President Christini sent Karen a thank you letter with appreciation for her service to the Planning Commission.

We now have 2 openings on the Planning Commission and Mr. Kovalcin stated that he is considering joining the board. President Christini stated that the next meeting will be held on June 15th (there was no quorum at the May 18th meeting). Christini said that the commission hopes to have a draft of the Vacant Storefront Ordinance (which is moving slowly).

RECREATION REPORT:

Mr. Kovalcin stated that the "Concerts in the Park" starts this Thursday, and the time for the Magician is to be determined (6 PM or 7 PM). Mr. Kovalcin will let the public know.

TMA/WMA/CBPA REPORTS:

Included in the packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mrs. Miller. Meeting adjourned at 8:51 PM.



Diane M. Kulick
Towanda Borough Secretary