

January 3, 2011

Towanda, Pa.

The regular monthly meeting of the Towanda Borough Council was held on Monday, January 3, 2011 at the Municipal Building, 724 Main St., Towanda. The meeting was called to order at 7:00 p.m. by Council President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Long, Mrs. Miller, Mr. Sweitzer

ABSENT: Mr. McLinko, Mr. Roof

CITIZENS TO BE HEARD

Jay Cory, Ben Franklin Crafts, addressed Council concerning parking issues. He distributed some information to Council and thanked Council for changing the parking flow on Park St. He said they are still having trouble with County employees taking parking spaces. He said he would like to work with Council to come up with some other ideas for tackling the parking issue downtown. Mrs. Clark asked Mr. Cory if he had any ideas and Mr. Cory said the parking garage becomes a reality it would be good to try to get the County employees to park there. He also asked if it would be possible to purchase part of the parking lot out back. He also offered bringing back the two hour parking instead of three. Mrs. Clark asked if it would be possible to make parts of certain streets two or one hour parking.

Mr. Cory also asked Council if the parking space closest to the store could be made handicapped accessible. Mr. Kovalcin said he did not think that would be a problem.

Mr. Haight said there are some other issues that need to be discussed such as the "forgiveness" portion of the tickets. He said that is being abused. He said Ms. Wells has some ideas regarding parking too.

Mr. Sweitzer asked who would be responsible to police the one hour parking? He said he felt the best thing would be to sell them park of the back parking lot and let them police it. He suggested making the parking spaces on Park St. beside Ben Franklin parking for the store only. Mr. Christini said the Borough cannot legally designate parking for an individual business.

Mr. Long suggested to Mr. Cory that he poll his customers about barriers to shopping in his store and come back to Council.

After further discussion, Mr. Christini said the issue would be discussed at the next Finance/Administrative Committee which is held the Thursday before Council at 7 p.m. He invited Mr. Cory to attend. He also said it would be interesting to get a consensus from the rest of the downtown store owners.

Cindy Wood, Dry Goods Plus, noted that parking in front of her building is a loading zone and the next space is handicapped parking so she said she has no parking on Main St. for her store. She said Bridge St. is constantly parked by employees of the area. She said she pays for parking spaces for her employees and some of her tenants. She said she has no customer parking and said she only gets walk-ins. She asked Council to also consider making the first few spaces on Bridge St. one hour parking. Mr. Christini said this is something else that will be discussed at the next Fin/Adm meeting.

Frances Walker, 6 William St., said the traffic on her street is horrific and she said she does not let her children play outside. She said the traffic goes too fast and she said the tenants parking in the apartment houses are getting more and more. She suggested making William and Chestnut a four-way stop it might help alleviate the problem. Mr. Christini said her suggestion would be referred to the Police Committee for study and report back to Council at the next meeting.

Joe Doherty, BCVMPA, updated Council on the activities of the Association. He reported to Council that the PA Dept. of Conservation and Natural Resources has awarded Towanda Borough a \$200,000 grant for the memorial park.

Mr. Doherty said the members of the Association are trying to cover the entire County to raise funds but he said we don't have enough manpower. He said we would like to consider paying expenses (mileage) for these people. Mr. Swetzer asked about the other veterans organizations in the County helping out and Mr. Doherty said we haven't asked them yet.

Mr. Doherty introduced Kathy Fields who explained to Council how she was keeping track of the contributions that are coming in and how she was recording the brick sales.

Mr. Doherty said the Association's sculptor of choice is Robert Eccleston from Lake Placid, NY.

George Crowell, BCVMPA, said members of the Association visited Mr. Eccleston and he submitted to Council samples of projects Mr. Eccleston has done. He also showed Council a drawing of the proposed sculpture. He said Mr. Eccleston has offered to come to Council and introduce himself.

Mr. Swetzer asked what is the time line for deciding the sculpture and Mr. Doherty said before the next meeting

Mrs. Clark said she personally felt that Council trusts the decision of the Association. Mr. Kovlacin said he felt Council could make a decision now. Mr. Christini agreed.

After further discussion, Mrs. Clark made a motion seconded by Mr. Kovalcin to approve the sculpture rendering by Mr. Eccleston as shown to Council by the BCVMPA. Motion carried.

Cindy Wood, Dry Goods Plus, told Council she felt that the Borough is short a full time officer. She said there are 6 part time officers. She said some of them do not work many hours and she felt they might be a liability to the Borough because they aren't trained properly. She said with the influx of people in the area crime has gone up. She said there are times during the week that only one officer is on duty. She said one part time officer has worked for the Borough for over 6 years—Officer Kelley. She said he needs to have a full time job to support his family and she said another part time officer who puts in a lot of hours is Officer Lake. She asked the Borough to consider this situation.

Chief Osman said he would like to talk with Mrs. Wood at a later time about this

Chief Osman said all our part time officers have been with the Borough for a long time. Mr. Christini said Council does look at staffing for the Police Dept. based on information presented by the Police Committee. He said we have to balance cost with need but we appreciate your comments and will take it under consideration.

Mr. Swetzer said that all our officers are highly trained. They all received the same type of training whether they are full time or part time.

Mr. Christini thanked the visitors for their comments.

APPROVAL OF PREVIOUS MONTH'S MINUTES

The minutes will be approved at next month's meeting.

FIRE BOARD

Mr. Klinger reported there was nothing to bring before Council.

MAYOR'S REPORT

Mayor Miller will be late. His report will be given later in the meeting

POLICE CHIEF'S REPORT

Will be given later in the meeting

POLICE COMMITTEE REPORT

No meeting

CODE ENFORCEMENT REPORT

Mr. Haight reported there were 162 rental inspections made in 2010

He reported that the new house on Huston & Third is coming along nicely. Mr. Sweitzer asked if it is being sprinklered and Mr. Haight said yes.

Mr. Haight referred to page 7, item 19. He said there is still a lot of brush up there and things that need to be done. He said he will be getting to that. He noted that some of the compliance action items will have to wait till spring to be resolved.

Mr. Haight noted that every apartment in the Borough is being rented and every parking space is being utilized.

Mr. Sweitzer said Council is going to have to make some decisions about parking downtown because these merchants are losing business. Mr. Christini said hopefully some of the merchants can help us solve the parking issues.

Mr. Haight said the Borough has added more parking spaces on Bridge St. and Park St.

Mr. Christini said the County has to step up and help us with parking downtown.

Mr. Haight suggested Council talk to Vicki about parking since she deals with it everyday. He said she has some ideas to discuss with Council.

Mr. Christini said Vicki would be invited to the next Fin/Adm committee meeting to discuss the parking issue.

POLICE CHIEF'S REPORT

Chief Osman reported that it was a fairly quiet month. The K-9 unit did several events last month including a stop at the Sullivan County school and they school in turn gave us a donation. He said a roving patrol was conducted on New Years Eve in the Borough.

Chief Osman said the new radios are here and the grant money has been received. He told Council that he will have his year-end report for them next month. He said he is still looking for a K-9 unit to replace the 2002 vehicle we have now.

Chief Osman said the annual updates for the officers is underway.

Chief Osman said Council should be looking to replace one of the vehicles in 1012—probably the 2003 SUV. Mr. Christini said the Police Committee should come to Council with its recommendations.

Mr. Long asked the Chief if he had any data that would support putting a motorcycle in the mix to better budget our money and Chief Osman said he would check the reports and get back to him.

PUBLIC WORKS REPORT

No meeting

SOLICITOR'S REPORT

Mr. Frawley reported that with regard to the Steven Michaels property, a grant application has been filed for CDBG funds through the County. He said he made a presentation at the hearing but has not

heard any official confirmation yet. He said he was extremely optimistic that the Borough will be awarded around \$35,000. Mr. Christini asked what will that allow the Borough to do and Mr. Frawley said raze the building.

Mrs. Clark asked if the lot could be sold then and Mr. Frawley said he did not know.

Mr. Haight said if it is razed it removes any code violations and any environmental violations as well as safety issues.

Mr. Frawley reported that with regard to the 410-412 William St. property it has been a hassle to get anything done. He said the Borough gave the estate time because it said it had a buyer that would remove the building. They entered into an agreement but the settlement date came and went and the buyers disappeared. Then other buyers entered into an agreement. The prospective buyers applied for an LLC on November 12th. As of December 7th when the Dept. of State Corporation Bureau was contacted they stated that the application was not completely filled in. It was sent back and said they could process the application within one or two business days. Mr. Frawley said the Bureau said it did not receive the refiled application. He said he sent a letter to the attorney representing the estate trying to get this resolved. Mr. Frawley said he talked to the attorney on the 30th who stated she did not know what else she could do that she hadn't already done. He said he next talked to the two prospective buyers and after that the LLC was still not filed with the Bureau. Mr. Frawley said he talked to one of the prospective buyers who said if the LLC was not taken care of immediately he would buy it himself. The other buyer said he would resubmit it tomorrow. Mr. Frawley suggested that the buyers meet with a Council committee and if the problem is not resolved this month we go ahead.

Mr. Sweitzer said let them buy the property now and then file for the LLC. Mrs. Clark agreed.

Mr. Haight said they have started working on the property. They are taking a tree down.

Mr. Christini told Mr. Frawley to keep pushing them. Mr. Frawley said he would contact them everyday this week. Mr. Christini complimented Mr. Frawley on his diligence concerning this matter.

BOROUGH SECRETARY'S REPORT

Mrs. Harris presented reappointments to Borough boards for 2011. Paul Sweitzer and Michael Walsh to the Towanda Municipal Authority for 5 year terms.

Mr. Long made a motion seconded by Mr. Klinger to reappoint Paul Sweitzer and Michael Walsh to the Towanda Municipal Authority for 5-year terms each.

Motion carried with Mr. Sweitzer abstaining.

Mr. Sweitzer said that since he represents Towanda Borough Council on the Authority, if he was no longer on Council he would give up his seat on the Authority.

PLANNING COMMISSION

Mr. Christini said there was no meeting. He did report that the updating of the codes is underway and Mr. Fairchild and Mr. Haight and Mrs. Harris are going to review them and then the Planning Commission will continue its work on the project.

YMCA

Mr. Sweitzer said the SCI/YMCA project is coming along and it is a great asset to the Borough.

ADJOURNMENT

Mr. Sweitzer made a motion seconded by Mrs. Miller to adjourn the meeting. Motion carried. Meeting adjourned at 8:55 p.m.

Mary Ann Harris

February 7, 2011

Towanda, PA

The regular monthly meeting of the Towanda Borough Council was held on Monday, February 7, 2011 at the Municipal Building. The meeting was called to order at 7:00 p.m. by Council President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Miller
ABSENT: Mr. Long, Mr. McLinko, Mr. Roof, Mr. Sweitzer

BID OPENING FOR STREETScape PHASE 4 PROJECT

Mr. Fairchild noted this is a re-bid from last year where only one bid was received and was rejected for technical reasons. He said this part of the project will extend the walking trail in a couple of directions and provide street furniture (benches, bike racks, trash receptacles).

Mr. Fairchild introduced Ken Klingerman from PennDOT who was in attendance for the bid opening. PennDOT will be administering the grant for the project.

Boland's Excavating & Topsoil Inc.
1403 Milburn Drive
Conklin, NY 13748
Total Bid Price: 361,667.00
Glen O Hawbaker, Inc.
2801 Canfield Lane
Montoursville, PA 17754
Total Bid Price: 482,750.00
HRI, Inc.
PIO Box 3513
3576 West Fourth St.
Williamsport, PA 17701
Total Bid Price: 457,593.50
Pikes Creek Site Contractors
PO Box 211
Sweet Valley, PA 18656
Total 340,000.00

Mr. Fairchild said the bids will be referred to PennDOT and the engineer for review and recommendation at the March council meeting.

Mr. Christini asked what was the estimated cost for the project and Mr. Fairchild replied \$350,000.

CITIZENS TO BE HEARD

Joe Doherty, BCMPPA, introduced members of the association to Council and also introduced Robert Eccleston, sculptor, who has made a design model of a possible sculpture for the park.

Mr. Eccleston gave a brief history of his background in sculpting. He said his purpose is to educate people who are going to visit the memorial, honor the men and women who the memorial is dedicated to and inspire people who go to the memorial to learn more about the subject. Mr. Eccleston explained his design to Council. He also explained to Council the process involved in making the actual 8 foot sculpture. He said it is called the "lost was" method. He said it takes about 14 months to complete the sculpture.

Mr. Doherty asked Council for approval to go ahead with the project and to pay the initial down payment.

Mr. Fairchild asked if there was an invoice and Mr. Doherty said he would e-mail it to Mr. Fairchild tomorrow.

Mr. Christini said as far as approval of the sculpture, he said he felt Council was blown away by it.

Mr. Fairchild noted that most of the project will have to be bid because it is a public project but the sculpture would qualify as a non bid because it is a piece of art and one- of-a-kind piece.

Mr. Doherty told Council that since the statue will be inside and under cover it will keep the maintenance costs down. Mr. Eccleston said the statue will need to be waxed every one or two years.

Mr. Christini said we need a copy of the invoice and follow the guidelines of the contract with the CVMPA and follow the Borough purchasing guidelines.

Mr. Doherty said the invoice for the model is \$3800 and this will be deducted from the first payment for the actual sculpture.

Mr. Frawley said he would like to look at the agreement before the payment is made. He asked if the payment will come from the grant monies and Mr. Fairchild said no, it will come from the monies that have been donated. Mr. Frawley said he still wants to review the agreement.

Mr. Fairchild reported that the grant is a \$200,000 DCNR grant that has to be used for the design (Phase 1) which has to do with the trail head and parking lot and the interconnecting sidewalk and any related design associated with these items. He said we do have a grant agreement from DCNR for Council's execution. When it is executed in Harrisburg and a copy sent back to us we can ask for part of the money. It is not related to the memorial park per say. The sculpture will have to be paid some other way—from donations.

Mr. Klinger made a motion seconded by Mrs. Miller to authorize the Borough Manager and the Solicitor to review and if approved, pay the initial invoice from Mr. Eccleston. Motion carried.

Mr. Fairchild asked Council to consider adopting Resolution 2011-1 approving the execution of the \$200,000 DCNR park grant agreement.

Mr. Klinger made a motion seconded by Mrs. Miller to approve Resolution 2011-1 regarding the execution of the \$200,000 DCNR grant agreement for the BCVMP. The Council was polled and the vote recorded as follows:

YES: Clark, Klinger, Kovalcin, Miller, Christini

NO: None. Resolution 2011-1 carried.

APPROVAL OF MINUTES

Mrs. Clark made a motion seconded by Mr. Kovalcin to approve the December 6, 2010 minutes as presented. Motion carried.

Mr. Kovalcin made a motion seconded by Mrs. Miller to approve the minutes for the December 28, 2010 special meeting as presented. Motion carried.

Mrs. Miller made a motion seconded by Mr. Kovalcin to approve the minutes of the January 3, 2011 meeting as presented. Motion carried.

FIRE BOARD REPORT

Mr. Klinger said there were no items to bring before Council.

MAYOR'S REPORT

Mayor Miller reported that the officers gave a tour of the station to a Boy Scout troop during the month. Also, he told Council that Chief Osman was elected vice president of the Bradford Co. Chief's of Police Association and that the K-9 unit conducted a drug sniff at the Bradford Co. Correctional facility.

Mayor Miller thanked Chief Osman and his officers for all their help during his first year as mayor and for their cooperation in working out a new work schedule.

POLICE CHIEF'S REPORT

Chief Osman reviewed his written annual report to Council and asked if there were any questions regarding it.

Council discussed the scheduling of replacing police vehicles and Chief Osman noted that the SUV would be in line next to be replaced.

Mrs. Clark asked the Chief if the schools call requesting the K-9 unit and Chief Osman said it is on a random basis—no contract with any of the schools. He said that when the project was started, the Towanda school district donated to it.

Chief Osman reported that he looked into the parking issue at William and Chestnut that was brought up last month by a resident of that area. He said he spoke to the new tenants and also posted violations to look out for. He said the department has not received any complaints since then. He said the problem is tenant turnover and everyone has a vehicle and it is hard to find a place to park.

Mr. Christini asked if the possibility of a stop sign at William and Chestnut was discussed and Chief Osman said he felt it would be a good idea to put one there.

Mr. Frawley said that will be have to be done by ordinance if Council wishes it. It is a regulation.

Mrs. Clark made a motion seconded by Mr. Klinger to authorize the Solicitor to draft and advertise an amendment to the Borough Code installing a stop sign at William and Chestnut. The proposed amendment will be considered at the March council meeting. Motion carried.

Chief Osman commended the Borough road crew for a great job removing the snow from the Borough streets during the lasted storm.

Mr. Fairchild said he felt the snow emergency declaration could be changed. He said maybe making it whenever the snow exceeds 4 inches move the car to one side or the other. The amount of snow triggers the emergency.

Mr. Haight said the problem is there is no place for a person to move their vehicle too. He said we try to work with them.

Mr. Frawley, relating back to the Chief's annual report with regard to DUI's, said he was surprised at the ignorance of the general population of DUI law. He asked Council to consider exploring the possibility of approaching the school and having our officers talk to those who are of driving age and explain the DUI law. Mrs. Clark said she thought the school participated in the SADD program. Mayor Miller said it is now called Students Against Destructive Decisions. Chief Osman said it is something that could be looked into.

Mr. Christini noted that parking rental revenue for 2009 should be \$23,800. It was added wrong on the original report.

POLICE COMMITTEE REPORT

Mrs. Miller said the committee discussed the parking issue downtown and suggested Council consider placing 25 parking meters around the Court House area.

Mr. Fairchild reported that the Finance/Administrative Committee discussed the parking issue as length at it meeting last week. Some of the suggestions discussed were: 1) changing some of the 3-hour spaces to shorter term (1 hour) (near some business and the Court House, 2) creating an automated, long-term parking lot behind the Boro Hall, 3) increasing the amount of fines, 4) eliminating or modifying the "forgiveness", 5) increased enforcement.

Mrs. Clark said she felt that some people do need to park longer than 3 hours and a long-term parking lot with an automated ticket machine would be great. Mr. Klinger asked how much a machine would cost and Mr. Christini said around \$10,000 but it would pay for itself in no time. He suggested putting one behind the Boro Hall and people would pay for the number of hours they want to park (example, .50/hr) and they get a ticket to put on their dash board. He said the enforcement agent, who could be the police, would walk around and if a ticket has expired they would be issued a parking ticket.

Mr. Christini noted that this type of long-term parking would free up the premium parking spots for customers to use.

Council agreed that the automated ticket machine would be a good idea for the parking lot behind the police station. Mr. Christini said more information will need to be gathered with regard to the type of machines that are available, cost, etc.

Mr. Fairchild said another idea would be to float a trial balloon and see if the newspaper could help with this and see what kind of reaction we could get from the public. Mrs. Clark suggested that the newspaper put a picture of the type of machine Council is considering.

Mr. Fairchild said other ideas discussed by the committee were: currently base fine is \$20 for exceeding the parking time limits downtown and \$10 if paid within 24 hours plus a "forgiveness" if the violator can produce a receipt from a downtown business in the amount of at least \$10 for that day. The committee discussed the possibility of increasing the fine. Mr. Fairchild said that the parking enforcement officer feels the "forgiveness" is being abused.

After further discussion, Mr. Kovalcin made a motion seconded by Mrs. Miller to direct the Solicitor to prepare an amendment to the Borough ordinance to remove the "forgiveness" portion of the parking ticket section and to advertise the proposed amendment for consideration by Council at the March council meeting. Motion carried.

Mr. Fairchild noted that the owner of Dry Goods Plus mentioned at last month's meeting about the loading zone directly in front of her store. That is a 15-minute loading zone and is also intended to be used as a

bypass lane for getting around cars that want to turn left on Bridge St. He said one thought might be to eliminate left turns. Mrs. Clark said Mrs. Wood said she needed the loading zone for her customers.

Mr. Christini told Council he and Mr. Fairchild would work on looking into the parking ticket machine and have more information for next month.

Mr. Fairchild also noted that the current parking scheme does not provide enough parking downtown for apartment dwellers. He said we tell tenants that there is parking on Second St. but they don't seem to want to walk the hill. Also, you have to learn the system. Here someone can park downtown in one of the free 3-hour spaces from 2 p.m. to 8 a.m. the next morning when you have to move or from 5 p.m. to 11 a.m. and be legal. Mr. Klinger said he would like to have that in writing so he could give it to his tenants.

Mr. Christini noted that there is a "parking" map on the Borough's website and maybe that is something that could be more widely distributed.

Mr. Christini suggested tabling the idea of reducing the 3-hour free parking to one hour or two hour and asked Council to talk to merchants and get their opinions and ideas on it. Mrs. Harris was directed to contact Joel Crayton who is a member of the Towanda Business Association and ask him to discuss it with TBA members and get their suggestions.

CODE ENFORCEMENT REPORT

Mr. Haight asked if there were any questions regarding his written report. Mr. Haight reported that a Certificate of Occupancy has been done for 402 Second St.

Mr. Haight noted that there will be Planning Commission hearing on the 15th at 5:30 p.m. to hear the plan development for the old Mulberry Street School. The Zoning Hearing Board will then meet on the 23rd at 5:30 to hear the request for a special exception for a moderate income housing development. This project would be done by Trehab and is very similar to the one done at Oak Ridge. Mr. Christini asked if the plans include the opening of 6th Street to give an artery onto Bridge St. and Mr. Haight said the initial plan does not show that but he said that could be done to help alleviate traffic.

Mr. Christini said one of the things he is going to suggest to the Planning Commission is that it require Trehab to pay 100% real estate taxes for the Borough. He said this type of project brings families into the area and that is a positive for the Borough.

BOROUGH MANAGER'S REPORT

Mr. Fairchild reported to Council that that cable television franchise for the Borough expires on 12/31/2014. He said there is a procedure in the process that allows the Borough to survey the community as to how and what the community thinks of its cable television company. This would have to be done within the first 6 months of next year. He said the cable company can also ask us to do it.

Mr. Fairchild reported he has asked Mr. Frawley to look into the process and the letter from Comcast suggests we meet soon and start discussing the matter. He said this is something we are going to have to be dealing with throughout this year.

Mr. Frawley said he would like to get a hold of an expert in the field to help us due to the rapid change in technology.

Mr. Fairchild reported that the bargaining between the Borough and Police (Teamsters) has gone to arbitration and looking at March 15th for a hearing.

Mr. Fairchild explained that the YMCA would like to participate in a community vegetable garden project and has submitted a request for a grant through USDA and would like to use the Borough's triangular piece of property across from the swimming pool.

Mrs. Clark made a motion seconded by Mrs. Miller to endorse the YMCA's grant application to develop a community vegetable garden and to allow it to be done on the Borough's triangular piece of property across from the swimming pool. Motion carried.

Mr. Fairchild reported that the YMCA/SCI project is about 2/3 complete and the addition has been granted a temporary Certificate of Occupancy. The Borough needs to finish the asphalt parking in front of the addition. Work has now begun on the two west wings and connecting them. This project will not actually complete the renovation of the west wing. There will be no sheetrock on the partitions and most of the downstairs will be left unfinished.

Mrs. Clark said the issue of the lease status comes up the regional board meetings and Mr. Christini said as soon as the renovations are done we will address the lease issue.

Mr. Christini reminded Mr. Fairchild about the review of the Borough codes for the codification update and Mr. Fairchild said that will be tackled soon.

BOROUGH SOLICITOR'S REPORT

Mr. Frawley reported that significant progress has been made on the Wilson estate property. He said the prospective buyers received their LLC designation and then a deed was prepared and executed and filed. He said there was a problem with the deed because the wrong property was described. He said a day or two later he looked in the Records' office and there was a new deed. He said it appears we are getting closer to resolution.

Mr. Frawley told Council he was continuing to work on the police civil service commission procedures and said he would be attending a PSAB seminar in March on this subject. He said he also spoke to an expert on the subject who gave him some information.

Mr. Frawley noted that one member of the 3-member commission can be a council person but other than that you cannot hold an elected position. The commission elects a chairperson and determines its rules and regulations.

He said when it comes to filling a vacancy, the commission is notified that there is a vacancy and the process begins including a written exam (certified), physical test, agility test and oral exam to determine eligibility. He said once the testing is complete the commission submit the 3 top candidates to Council. The Council has discretion as to who it selects except that if one of the top 3 is a veteran they get a veteran's preference and they get the job.

Mr. Christini asked if there was any update on the Michaels property and Mr. Frawley said there has been no decision yet from the County.

Mr. Christini told Mr. Frawley that he tried to reach him but his voice mail was full and he said we need to have a way to reach him at all times. He asked Mr. Frawley to give his e-mail address to Mr. Fairchild, Mrs. Harris and himself.

BOROUGH SECRETARY'S REPORT

Mrs. Harris read a request from Jay Cory, Ben Franklin Crafts, on behalf of the First Friday Committee asking for Council approval to close Park Street during the First Friday events at 2 p.m. from April through December for vendors.

Chief Osman said he thought that was too early especially since the street was changed to one-way and parking spaces were added.

After further discussion, Mr. Kovalcin made a motion seconded by Mrs. Miller to approve the request of the First Friday Committee to close Park St. on First Fridays from April through December at 3:00 p.m. and for the Committee to place notices on cars in that area of the closing. Motion carried.

EXECUTIVE SESSION

Mr. Christini called an Executive Session at 9:10 p.m. to discuss a personnel issue.

The regular council meeting was called back into session at 9:28 p.m. Mr. Frawley reported that a personnel issue regarding communication among staff was discussed.

FINANCIAL REPORT

Mr. Kovalcin made a motion seconded by Mr. Klinger to approve payment of the "List of Bills" as presented for the Towanda Borough General Fund and special Borough funds. Motion carried.

ADJOURNMENT

Mr. Klinger made a motion seconded by Mrs. Miller to adjourn the meeting. Motion carried. Meeting adjourned at 9:30 p.m.

Borough Secretary

March 14, 2011

Towanda, PA

The regular monthly meeting of the Towanda Borough Council was held on Monday, March 14, 2010 at the Municipal Building, 724 Main St., Towanda. The meeting was called to order by Jean Miller followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Roof

ABSENT: Mr. Christini, Mr. Long, Mr. McLinko, Mr. Sweitzer

CITIZENS TO BE HEARD

Sharon Kaminsky, speaking on behalf of the First Friday Committee, asked Council for permission to hold a 5K run on the Merrill Parkway on Friday, April 1, 2011. She asked that the parkway be closed from 5:45 p.m. to 7:15 p.m.

Chief Osman recommended that they also contact the Fire Police and PennDOT regarding the event.

Mr. Klinger made a motion seconded by Mr. Kovalcin to approve the request of the First Friday Committee to hold a 5K run on the Merrill Parkway on April 1, 2011 with the closing of the street from 5:45 p.m. to 7:15 p.m. Motion carried.

Mayor Miller thanked the Committee for its work and for focusing on bringing people back to downtown Towanda.

Anne Sturzen, Towanda Business Association member, told Council that the Association supports Council's decisions and ideas regarding parking in the downtown and had submitted a letter to Council with other ideas and suggestions from the Association.

Mr. Frawley told Council that the proposed ordinances that had been advertised for consideration on the 7th have to be readvertised for consideration at the April Council meeting due to the snow storm that caused the March 7th meeting to be cancelled. He noted that one of the proposed ordinances being considered is to remove the "forgiveness" portion of the three-hour parking violation.

Mrs. Sturzen noted that one of the suggestions the TBA came up with was to have the parking enforcement officer in uniform. She said the Association did not mean in full uniform but something that someone would immediately recognize as the enforcement officer—patch on shirt, etc. She said that Sturzen Furniture and Wilcox's have offered to pay for it. Cindy Wilcox said it is the same people everyday parking on Main St. She asked how many reserved parking spaces are available since the Borough raised the rates. Mr. Fairchild said quite a few.

Mr. Kovalcin asked how many hours does the parking enforcement officer work and Mr. Fairchild said she is only part time and it is 20 hours every two week. Mrs. Wilcox asked if the police could ticket violators too.

Cindy Wood said she pays for parking for her employees and tenants on Bridge St. and she said it is not fair to us for those workers who park on Bridge St. and only pay a parking fine and do not rent a space.

Mrs. Clark asked if those who park there are tenants in the buildings on Bridge St. and Mrs. Wood said NWHS has six employees who won't park where they can't walk right to the office. She said Ms. Wells has been working with them trying to get spaces for them. She said they should be fined everyday. Mrs. Wood said she felt one hour parking on Bridge St. would be a good idea.

Mrs. Sturzen asked about the possibility of removing the reserved signs on the parking spaces on the Merrill Parkway that are not being rented and free them up for all day parking.

Mr. Fairchild noted that when Council increased the parking rental fee it lost about 100 renters but now about half of them have come back and the others we hope will come back so we are reluctant to take down the reserved signs on the Merrill Parkway.

Mrs. Clark suggested a parking map that shows the rental spaces that could be distributed to businesses and individuals to make it easier to find a rental location.

Mrs. Wood said she felt a full time person is needed to control the parking situation downtown. She also suggested that maybe the enforcement job could be sub-contracted out and that person(s) would make their money based on a percentage of how many tickets were issued and payments made. Mr. Fairchild said that might be something that could be looked into.

Pat Taylor, Second St. asked how much are the parking tickets and Mr. Fairchild said overtime parking fine is \$20 and if paid within 24 hours it is \$10. Mr. Taylor said that amount should be increased. Mr. Kovalcin said Council is considering that option.

Mr. Wilcox asked "what about repeat offenders" and Mr. Frawley said the ordinance could be written that subsequent fines within a certain period of time would be increased.

Mr. Frawley said that a great deal of the problem with downtown parking is the business at the Court House and even though the Borough has not been successful in the past, it is time to bring the issues to the attention of the County commissioners again. He suggested that the TBA attend a commissioner's meeting and voice their concerns.

Mr. Fairchild said the Borough has talked to EMTA about a shuttle service but they want to be paid. Mr. Fairchild said he would be willing to meet with the commissioners again to discuss the issues.

Mr. Fairchild also told the group that the Borough is looking into an automated pass system for the lot behind the Boro Hall. This would become a long-term (up to 8 hours) parking area for a fee. This area would try to accommodate the people who use the Court House.

Mr. Fairchild also said that the Borough owns some land on Elm St. (Plank Rd.) that could be used as shuttle parking. Mrs. Clark said something like that could be used for employees of the downtown not visitors.

After further discussion, Mrs. Miller told the visitors that Council would be studying the parking situation downtown and work with the Towanda Business Association and the Chamber to hopefully find some solutions to the problems. She thanked them for attending the meeting.

Joe Doherty, BCVMPA told Council there were no issues to bring before it at this time. He asked if there were any questions for him. Mr. Frawley asked how much money had been received in donations and Mr. Doherty said he did not have a report at this time but would have one next time.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mrs. Clark made a motion seconded by Mr. Klinger to approve the minutes of the February meeting as written. Motion carried.

FIRE CHIEF'S REPORT

Chief Roof reported that there have been 36 calls to date this year. He reported that the tower truck has a few leaks in the hydraulics which need to be repaired. He said he is getting quotes for this.

Chief Roof reported that Bruce Johnson has stepped down as an Assistant Fire Chief 3 and he said that he and Assistant Chief Sheets appointed Jerry Webster to fill his term for a year and a half. He asked for Council approval of this appointment.

Mr. Kovalcin made a motion seconded by Mr. Klinger to approve the appointment of Jerry Webster as Towanda Fire Department Assistant Fire Chief 3 to fill the unexpired term of Bruce Johnson who resigned. Motion carried.

FIRE BOARD REPORT

Mr. Klinger said there was nothing to bring before Council.

MAYOR'S REPORT

Mayor Miller reported that the Department hosted a training for "Survival 101) that will be taught to school students. Also he noted that several of the officers have completed their annual training.

Mayor Miller thanked the Borough crew for the great job they did with snow removal during last week's storm.

POLICE CHIEF'S REPORT

Chief Osman reviewed his written report with Council. He noted there were 6 DUI arrests in February and 6 criminal arrests.

Chief Osman reported that the 2006 vehicle is down—no forward gear. Waiting for Sherwood Groves to come and tow it and diagnose it. Also the rear arm on the SUV had to be replaced and the gold unmarked vehicle has an issue with the antifreeze.

Chief Osman said he has been working with Mr. Frawley on the police Civil Service Commission update.

POLICE COMMITTEE REPORT

Mrs. Miller said most of the issues have been covered. She said the Committee did discuss replacing a vehicle next year—probably the SUV.

CODE ENFORCEMENT REPORT

Mr. Fairchild told Council that Mr. Haight was home due to illness.

Mr. Fairchild reported that the Mulberry housing project was approved by the Borough's Zoning Hearing Board and Trehab is no making application for funding.

CODE ENFORCEMENT COMMITTEE

No meeting.

BOROUGH MANAGER'S REPORT

Mr. Fairchild reported on the following items:

- Still awaiting DCNR confirmation of the grant for the veteran's memorial park. The application is being reviewed by the new administration as well as the \$5M RACP grant.
- Will be holding an internal meeting regarding the administrative part of the codes codification update before the next Finance/Administrative Committee meeting.
- With regard to parking, when the angle parking was laid out for Park St. we pretty much knew that large vehicles would not work if parked on both sides of the street. There is enough room for standard size vehicles on both sides. We need to prohibit vehicles over 18 feet long. Not sure about the language at this point. Another idea would be to only allow compact cars on one side.

Mr. Frawley noted that the same problem exists on lower Bridge Street and these could become liability issues and should be addressed promptly.

Mrs. Wood suggested putting the handicapped parking space in the first two spaces on lower Bridge St. and not on Main St. and have the vehicle part parallel to the curb.

Mr. Frawley said the Borough needs to make a determination of what the length of the vehicle will be and put it altogether so it can be done as an ordinance.

Mrs. Miller said this issue would be put on the agenda for next month.

- SCI/YMCA renovation project is about 85% complete. The Borough will finish the parking lot in the spring. Great project.

Mrs. Clark said the YMCA had a good turn out for its fundraising kick off at which time it met with many potential investors. She thanked Nick Hurley for donating the food for the breakfast.

- Control prices were lifted on electricity costs at the end of 2010. Have been looking at several suppliers and brokers and would like to recommend that the Borough go with Chamber Choice for its supplier. This is the same group that the school district and County went with. This is a guaranteed savings program and right now their discount rate is 14% below Penelec's Price to Compare.

Mr. Kovalcin made a motion seconded by Mr. Roof to approve Chamber Choice as the supplier of electricity for the Borough accounts. Motion carried with Mr. Klinger abstaining as he is employed by Penelec.

- Bids for the Streetscape Phase 4 project were rejected for the second time and have been rebid with bids to be opened on March 21 and hopefully awarded at the April Council meeting.

SOLICITOR'S REPORT

Mr. Frawley asked Council to authorize him to readvertise the two proposed ordinances to be considered at the April meeting.

Mr. Klinger made a motion seconded by Mr. Kovalcin to authorize the Solicitor to readvertise the two previously advertised proposed ordinances for consideration at the April 4, 2011 council meeting. Motion carried.

Mr. Frawley said he has "lived" with police civil service rules and regulations for the past month. He said he attended a very informative seminar on the subject, had consultation with experts on the subject and held several conversations with the police chief. He said he has about 90% of the draft completed and have it ready for the Police Committee to review and invite the members of the Civil Service Commission to attend the meeting.

Mr. Kovalcin made a motion seconded by Mr. Klinger to approve a joint meeting of the Towanda Police Committee and the Towanda Police Civil Service Commission to review the draft of the revised Police Civil Service Rules and Regulation. Motion carried.

Mr. Frawley said he talked to a merchant downtown who raised the idea about putting some benches on Main St. like the ones that will be put along the Merrill Parkway. Mrs. Miller said she had received a couple of calls about it too—especially from senior citizens. Mr. Kovalcin said we had issues with the couple of benches we had on Main St. Chief Osman said since the curfew ordinance was amended the loitering issue is not as bad.

Mrs. Clark said maybe the downtown merchants could get together and purchase some for in front of their businesses. Mr. Fairchild said he would like to see some benches on Main Street. He said they run around \$2000 each to buy and install. He offered that if the merchants purchase some the Borough would install them. He said he would check prices and report back at the April meeting.

Mrs. Wilcox asked if they would go curb side or building side and Mr. Fairchild said that would have to be decided because there are pros and cons to each.

FINANCIAL REPORT

Mrs. Clark made a motion seconded by Mr. Klinger to authorize payment of the bills for the Towanda Borough General Fund and special Borough funds as listed on the "List of Bills". Motion carried

ADJOURNMENT

Mr. Klinger made a motion seconded by Mr. Kovlacin to adjourn the meeting. Motion carried. Meeting adjourned at 8:20 p.m.

Borough Secretary

April 4, 2011

Towanda, PA

The regular meeting of the Towanda Borough Council was held at the Municipal Building, 724 Main St., Towanda, Pa. on Monday, April 4, 2011. The meeting was called to order at 7:00 p.m. by Council President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Sweitzer
ABSENT: Mr. McLinko, Mr. Roof

CITIZENS TO BE HEARD

Dick McGuire, Ann St., Towanda addressed Council regarding the increased traffic on Rt. 6 between Towanda and Wysox. He said he has to travel it quite often during the week and has talked to most of the people on the Wysox strip and a lot of them are pretty much out of business—people can't get there and won't go there. He said he has talked to the Police Chief about it and also read to letter that was in the newspaper regarding parking. Mr. said he called Mr. Christini and he suggested he (Mr. McGuire) come to the meeting. He said the problem is created by the Borough because of the traffic light. He asked if the Borough could manually control the traffic light at certain times without going through a long process with PennDOT. Mr. Fairchild said the only thing the Borough can do is put it on flash. Mr. McGuire asked if it could be overridden and Mr. Fairchild said not really. He said it can be reprogrammed but would need PennDOT approval and a traffic study. Mr. McGuire asked if a police office could be there and direct traffic. Mr. Fairchild said you would still need a PennDOT permit. Any change the Borough would make would be subject to PennDOT approval. Mr. Fairchild said he has spoken to PennDOT previously about this and they were not keen on the idea.

Mr. Manville, Towanda Emergency Management Coordinator, said one person could not handle it. He said the fire police have found that out.

Mr. McGuire asked Council to work toward a solution to this serious situation. Mrs. Clark asked if PennDOT could be contacted again.

Ken Bartholomew, Wysox businessman, said his business was up but the people that come to his business don't like the traffic. He too asked if this situation could be pursued with PennDOT.

Jon Kulich, Wysox Twp. resident and author of the letter that appeared in The Daily Review, told Council it was not his intent to have a police officer directing traffic all the time. He said safety is the issue with all the traffic. If all the lanes are full and there is an emergency it is almost impossible to get through. He said another concern is road rage. He said there is a lot of it. He suggested that the speed of the traffic light be increased. He said these lights are very long, too long. He said the light by the General Store is Wysox is too long also.

A suggestion was to also have signs placed letting people know when they can turn right on red because a lot of people don't realize that. Mr. Fairchild said that was a good idea.

Mr. McGuire said he has heard that the Merrill Parkway gets shut down at times for First Friday activities and Mr. Christini said yes, it is shut down at certain times for First Friday and River fest but said Council could take a harder look at the next request to close the street.

Mr. Fairchild told Council that the parkway can handle the weight of the water trucks and they cannot be prohibited from traveling on it.

Pat Taylor, Second St., asked if you can turn right on red as you come across the bridge to Towanda and Chief Osman said yes.

Mr. McGuire asked Council what it was going to do about the situation and Mr. Fairchild said when he talked to PennDOT about a study they say to just concentrate on this intersection would cause problems elsewhere—S. Main St., Parkway, etc. They see things regionally and this really is a regional problem. A study could be done locally but it would take some money and Towanda Borough does not necessarily have a lot of money. He said maybe the NTRPDC could get involved and provide some money.

Mr. McGuire asked about the bulk water sales money and Mr. Fairchild said that the Towanda Water System realizes the revenue from bulk sales and all that money will be reinvested in the water system. Towanda Borough has a small gas lease and that money is in a capital reserve fund and a lot of it is being used toward the SCI renovation project. There is not a lot of money here. He said since it is a regional problem maybe we could look to the other municipalities or the NTRPDC or to the Progress Authority for help. This is as much a Wysox problem as it is a Towanda Borough, Towanda Township and North Towanda problem.

Mr. Sweitzer said a study is needed. There is not a quick fix to the problem.

Mr. Bartholomew said the gas people are saying that 2011 is not going to be much different than 2010 but watch out for 2012—it is going to double.

Mr. Christini summarized the discussion by stating the Council would look into the "right turn on red" sign; ask those present from Wysox to talk to the township supervisors and PennDOT regarding the situation. Also, Council will refer the issues to the Police Committee for further discussion and plans. He thanked those in the audience for attending.

William Manville, Towanda Borough Emergency Management Coordinator, told Council that he has updated the Emergency Management Plan for the Borough. He said the only real changes that have been made are the contact persons. He said he has a few things to finish but hopes to bring it to Council for approval next month.

Mr. Sweitzer read a letter from the BCRAC inviting Council to attend an Appreciation Celebration on Thursday, May 5 at 5:30 p.m. at the Sayre Theatre.

PROPOSED ORDINANCES FOR ADOPTION

Mr. Sweitzer made a motion seconded by Mr. Kovalcin to approve, by resolution, Ordinance 2011-1 that was advertised last week in The Daily Review by way of summary description and was made available for inspection in its entirety at the office of the Borough Secretary, the Bradford County Law Library and the legal department of The Daily Review. The proposed ordinance 2011-1 repeals Section 68-15 of the Borough Code removing the "forgiveness clause" of the parking fine.

The Council was polled and vote recorded as follows:

YES: Clark, Klinger, Long, Kovalcin, Sweitzer, Miller, Christini
NAYE: None

Resolution 2011-2 carried.

Mr. Long made a motion seconded by Mr. Klinger to approve, by Resolution, Ordinance 2011-2 that was advertised last week in The Daily Review by way of summary description and was made available for inspection in its entirety at the office of the Borough Secretary, the Bradford County Law Library and the legal department of The Daily Review. The proposed ordinance will place "Stop" signs before the northwest and southeast corners of William St. at Chestnut St.

The Council was polled and the vote recorded as follows:

YES: Clark, Klinger, Long, Kovalcin, Sweitzer, Miller, Christini

NAYE: None

Resolution 2011-3 carried.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mrs. Clark made a motion seconded by Mrs. Miller to approve the minutes of the March Council meeting with the correction on page 3, paragraph 9 the word "no" should be "now". Motion carried.

FIRE CHIEF' REPORT

Chief Roof was not in attendance. No report.

FIRE BOARD REPORT

Mr. Klingler said there were no items to bring before Council.

MAYOR'S REPORT

Mayor Miller reported that Chief Osman attended a Rotary meeting. He also reported that the SUV and the 2006 patrol car had mechanical work done this past month. He also noted that the officers gave a tour of the police station to a local Boy Scout troop. Chief Osman and Officer Lantz attended the annual Highway Safety Conference.

Mayor Miller noted that the flags on the bridge have been replaced. Mr. Fairchild said that the flags really take a beating on the bridge and they last just under a year. He said the flags are a Rotary sponsored project and Penelec donates its equipment and personnel to put them up. Chief Osman said the VFW and Rotary donate the flags.

POLICE CHIEF'S REPORT

Chief Osman reported that two vehicles went down at the same time. He thanked Moore's Auto who helped us out by towing the vehicle to where they have their work done and we got the work done at a fair price. He said that both vehicles are back in service. He said the department is still looking for a K-9 vehicle.

Chief Osman reported that Officer Hennessy and Moro attended the annual county-wide Boy Scout lock in at Sayre. They were well received.

Chief Osman told Council the department helped the State police locally with a drug sniff.

Chief Osman also reported that long-time part time police officer Paul Moyer has retired from the force. He said Mr. Moyer did a great job for the Borough.

Mr. Christini asked the Borough Secretary to write a letter to Mr. Moyer thanking him for his years of service to the Borough.

Chief Osman said he spent a lot of time last month working with Mr. Frawley on the police civil service rules.

POLICE COMMITTEE REPORT

Mrs. Miller said the Committee did not meet.

CODE ENFORCEMENT REPORT

Mr. Haight reviewed his written report with Council.

He noted that on the "Compliance" portion of the report, a lot of the issues are pending due to the weather—waiting for nice weather.

Item 4, Page 6—understand the property has been sold again. Mr. Haight said he will be looking into it

Mr. Christini said some of these items go back to 2008 and 2009 and he asked if these people could be reminded and Mr. Haight said some of them are working on a couple of the projects and the people will be reminded this spring.

Mr. Christini asked Mr. Frawley if there was any word from the County about the CDBG for the Michael's property and Mr. Frawley said not yet. Mr. Fairchild said the County gives it recommendation to the state and the state give the County the money.

BOROUGH MANAGER'S REPORT

Mr. Fairchild reported on the following items:

- Ian Whinnery has resigned from the Borough. Will need to be replaced. Have advertised and received some good applications. Will be interviewing shortly.

Council requested the Borough Secretary send a letter of appreciation to Ian Whinnery.

- Arbitration hearing held with the Teamsters and Police on March 15. Decision will not be expected for several months.
- James Bowen will resign his seat on the Police Civil Service Commission due to his position as a Deputy Coroner for the County.

Mr. Frawley said he discussed the situation with Mr. Bowen and he agreed to resign from the commission. Mr. Frawley said under the law Council has 30 days from the date of the resignation to appoint a replacement. Mr. Sweitzer asked if Mr. Bowen's resignation had been received and Mrs. Harris said she has not received the letter yet.

Mr. Frawley said Council should decide now that when it receives Mr. Bowen's resignation whether it wants to advertise for applicants.

Mr. Long said he would like to take care of it tonight. Mrs. Clark said she felt it should be advertised.

Mr. Sweitzer made a motion seconded by Mrs. Clark that upon receipt of the resignation of James Bowen from the Police Civil Service Commission that the position be advertised in The Daily Review. Interested applicants should send their request in writing to the Borough Secretary before the May 2, 2011 Council meeting. Motion carried.

- Finance/Administrative Committee discussed the Borough's current residency requirement policy for Borough employees. The Committee is recommending that TAP 29 be eliminated and no require a residency requirement for Borough employees.

Mr. Christini said the Committee's thinking is that it is better to have a qualified person who may have to drive 20 minutes or so than be limited by the residency requirement.

Mr. Sweitzer made a motion seconded by Mr. Kovalcin to rescind TAP-29 Residency Requirement effective immediately. Motion carried.

- Streetscape Phase 4 project has been rebid for the third time. Mid State Paving is the apparent successful low bidder. Ready to award a contract to them in the amount of \$350,016.70 subject to final PennDOT concurrence. Available grant money is \$350,500.

Mr. Sweitzer made a motion seconded by Mr. Kovalcin to authorize a Notice to Award be sent to Mid State Paving for the Streetscape Phase 4 project for a cost of \$350.016.70. Motion carried.

- Municipal Building roof needs to be replaced. It is 19 years old. Securing quotes at this time. Will tear off present roof and replace with a rubber membrane one. Committee discussed and we will probably look to borrow the money. Estimated cost is between \$30-40,000. Asked Council for authorization to begin process.

Mr. Sweitzer made a motion seconded by Mrs. Miller to authorize the Borough Manager to seek loan information and quotes for the replacement of the roof on the Municipal Building. Motion carried.

- RACP grant (\$5M) is still active. Have provided the Office of the Budget with additional information.
- SCI/YMCA project is about 90% complete.
- Received word for DCNR that they want us to create a new project completion date of June 30, 2013 instead of 2014 for Phase 1 of the project. Phase 1 grant is for \$200,000. Don't see a problem with this. When we received the executed grant agreement we can bring the design consultant on board and design the project as well as construct Phase 1 which would be the sidewalk, parking lot, benches, etc. The major part would still need to be constructed.
- With regard to the parking on Park St., when it was converted to one-way and created angle parking on both sides we knew there was enough space for standard size vehicles and we knew larger vehicles would not fit. The issue now is with signage. There does not seem to be a one-size fits all sign for this. A standard vehicle is a vehicle of 18 ft. or less.

Mr. Manville asked if when the street was designed did they take into consideration emergency vehicles getting through. Mr. Fairchild asked how much space is needed for a fire truck and Mr. Manville said he did not know the width. Mr. Fairchild said there is 12 ft. down through the center.

Mr. Klinger suggested a sign could read "Compact & Standard Vehicles Only--No Large Trucks, Vans or Cars". Other suggestions were also discussed.

Mr. Christini said we realize we need to do something with Park St. and the Police Committee was directed to work with Chief Osman and the Solicitor to come up with some ideas, solutions to the parking situation on Park St. and to report back to Council with its recommendations.

Mr. Christini asked if there was an update on the code revitalization project and Mr. Fairchild said no, not at this time but will be meeting with Chief Osman, Mr. Haight and Mrs. Harris shortly.

Mr. Christini asked if there was any update about the former Pedro property along the Merrill Parkway and Mr. Fairchild said Mr. Frawley has prepared a proposed agreement and he said he has had it surveyed and now it needs to go to the County Planning Commission for sub-division approval. After the approval we can advertise it.

Mr. Sweitzer asked if the other lot could be done at the same time and Mr. Fairchild said he did not have it surveyed and it will need to be surveyed.

BOROUGH SOLICITOR'S REPORT

Mr. Frawley reported to Council that he spent a lot of time during the past month working on the Police Civil Service rules. It is a major project. Attended a seminar regarding the subject that was very helpful. Also talked to experts in the field. The next step is for the Civil Service Commission to meet again to address some issues and hopefully they will be meeting at the end of April.

BOROUGH SECRETARY'S REPORT

Ms. Harris reminded those who had signed up to attend the Municipal Workshop at the airport that it is tomorrow.

Ms. Harris asked Council to approve the First Friday's request to hold a 5K run along the Merrill Parkway for this Friday because it had to cancel last Friday's race due to bad weather. Council had previously approved that request.

Mr. Sweitzer made a motion seconded by Mr. Kovalcin to approve the First Friday Committee's request to close the Merrill Parkway on April 8, 2011 from 5:15 to 7 p.m. for a 5K run. Motion carried.

FINANCE REPORT

Mrs. Miller made a motion seconded by Mr. Klinger to approve payment of the bills for the Towanda Borough General Fund and special Borough funds as presented in the "List of Bills". Motion carried.

PLANNING COMMISSION REPORT

No meeting.

RECREATION BOARD REPORT

No meeting.

TMA

Mr. Kovalcin asked when the Wysox water project was going to start and Mr. Fairchild said a lot depends on the Army Corp of Engineers and what they do with the water crossing but most likely early summer.

OTHER BUSINESS

Mayor Miller said he received a request from the State Police to provide them a parking space near the magistrate's office. Chief Osman they are referring to emergency vehicles that would have to respond immediately from the magistrate's office.

Mr. Sweitzer said they should use one of the spaces provided in front of the magistrate's office.

Mr. Christini said when they started that project the Borough contacted the commissioners to put in additional parking and approached them about the State Street property. They did not respond. This is a County problem and they need to solve it.

ADJOURNMENT

Mr. Sweitzer made a motion seconded by Mrs. Clark to adjourn. Motion carried. Meeting adjourned at 8:46 p.m.

Mary Ann Kovalcin
Borough Secretary

May 2, 2011

Towanda, Pa.

The regular monthly meeting of the Towanda Borough Council was held on Monday, May 2, 2011 at the Municipal Building. The meeting was called to order at 7:10 p.m. by Jean Miller, President Pro Tem, followed by a moment of silent prayer and reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mr. McLinko, Mrs. Miller,
ABSENT: Mr. Christini, Mr. Roof, Mr. Sweitzer

CITIZENS TO BE HEARD

Jen Dibble, YMCA Director, Towanda Branch, introduced Dena Miller, Board member and Dave Fagerstrom, President and CEO of the River Valley Regional YMCA and gave Council an overview of the YMCA's activities and financial summary for 2010. She reported that the year ended with a small profit and an increase in membership. She also noted that 33% of the scholarships awarded by the "Y" went to Borough residents. She invited council members to come and see the renovations that have been done to the SCI building. She said they have received many compliments on the renovations.

Ms. Dibble said in the addition part, not sure if it was an over site on the architect or a conscious choice about where they placed the ac/heating duct. There is only one for the front office and one at the opposite end where the cardio room is so we are having some issues there. Trying to work with the architect on this. Mr. Sweitzer asked how much would it cost to rezone it and Ms. Dibble said \$3500. She said when we had to cut some of the plans due to the budget, one being the square footage, the second unit was taken out of the cardio area but left two in the office area. Mr. Haight said he thought they were going to rezone it and move the thermostat.

Ms. Dibble reported that Chesapeake has donated \$50,000 for the kitchen area.

Ms. Dibble introduced Dave Fagerstrom who noted that the Towanda "Y" is one of 5 branches in the River Valley Region. He thanked Council for its confidence in the YMCA with the grants and renovations made to the building.

He said once we get a long term lease with the Borough he said he will come up and do the capital campaigning for the Towanda Y.

Mr. McLinko asked why the lease was not done and Mr. Sweitzer said he did not know but he said hoped both parties could now sit down and work it out.

Mr. Frawley said he prepared a lease and submitted it and the Y had some changes but the Borough never got them. Ms. Dibble said the lease, with suggestions, was sent back to Mr. Frawley but as of yet both sides have not gotten together to clarify the proposed lease.

Mr. Sweitzer said now is the time to get this ironed out. Ms. Dibble said she would send the lease to Ms. Harris and she will distribute it to Council. Mrs. Clark said after we received the copy we will work it out at the next meeting. Mr. Sweitzer said we need to get this done as soon as possible.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mrs. Clark made a motion seconded by Mrs. Miller to approve the minutes of the April Council meeting as presented. Motion carried.

FIRE CHIEF'S REPORT

No report. Chief Roof was working.

FIRE BOARD REPORT

Mr. Klinger said the Board has a concern about the parking on Park Street and how emergency vehicles would get through during an emergency. Mr. Klinger noted that the same situation is occurring on Second Street. Large vehicles parking on both sides of the street make it almost impossible for an emergency vehicle to get through.

Mr. Sweitzer said this issue needs to be dealt with seriously because it becomes a liability issue for the Borough.

MAYOR'S REPORT

Mayor Miller reported the following:

- Chief Osman hosted a Chiefs of Police meeting.
- Department assisted State Police with a DUI checkpoint in the Borough.
- K-9 Moro and Officer Hennessy attended the Healthy Kids Day at the YMCA and the Boy Scout Lock-In at Sayre.
- Department hosted training put on by the Highway Safety Project.
- Local Drug Taskforce has been active.
- Department participated in National Prescription Take Back Day.

Mayor Miller also told Council that he met with Bill Manville to review the Borough's Emergency Management Plan update. Mr. Manville said he went through the whole plan with the Mayor. He recommended to Council the acceptance of the plan update by resolution. Mayor Miller commended Mr. Manville on doing a great job as the Borough's Emergency Management Coordinator.

Mr. Long made a motion seconded by Mr. Kovalcin to adopt by resolution the Towanda Borough Emergency Management Plan update as submitted by Mr. Manville, Towanda Borough Emergency Management Coordinator.

The Council was polled and the vote recorded as follows:

AYE: Klinger, Long, Kovalcin, Sweitzer, Miller, McLinko, Clark

NAYE: None.

Resolution 2011-6 carried.

Mayor Miller also told Council he signed a proclamation for Music Week.

POLICE CHIEF'S REPORT

Chief Osman reported that the prescription drug take back program was very successful. He also reported that five DUI arrests were made during the month.

With regard to the traffic problems on the bridge, Chief Osman said the real problem is the lane is too narrow coming off the bridge and large trucks block the flow of traffic. He said the suggestion made last month to put up "Turn on Red" signs might also be a good idea. He also told Council that having a traffic cop there would not work. He said it took four people to handle a disabled vehicle situation on the bridge during the month and even then it was bad.

Chief Osman said that the department has received a few complaints about speeding on York Avenue. He said the officers have been out checking.

Chief Osman asked what the status was of the 4-way stop on N. Main and Chestnut. Mr. Sweitzer asked who installed the stop sign at Poplar and Main St.

Chief Osman also told Council that he was very anxious to get the Police Civil Service hiring process going. Mr. Frawley said the board wanted to wait to meet again after the third person is appointed due to the resignation of Jim Bowen. It was decided to meet on Friday, May 6 at 11 a.m. Ms. Harris will advertise the meeting.

Mrs. Clark made a motion seconded by Mr. Klinger to appoint **Alec Garden** to the Towanda Police Civil Service Commission replacing Mr. Bowen who resigned. Motion carried.

CODE ENFORCEMENT REPORT

Mr. Haight thanked Council for the flowers sent for his father's funeral.

Mr. Haight explained with regard to the 4-way stop sign, Mr. Fairchild thought it would be better if we had some coverage in The Daily Review to warn people ahead of time before we start enforcing it. Chief Osman said he would contact Mr. Lowenstein at the Review.

Mr. Haight reported that building permits are starting to pick up with the change in the weather.

Mr. McLinko asked about 26 Mechanic St. He said he would like to buy the property. He asked Mr. Haight if he had looked at it because the door is open and the inside is in terrible shape. Mr. Haight said the owner was repairing it and then he kind of abandoned the project. Mr. McLinko said the door should be boarded up. Mr. Haight said something does need to be done with it and will be. The same applies to 410 William St.

Mr. Frawley said it is owned by Jim Smith who is in the process of giving it to his brother Matt Smith and his attorney said we won't go ahead with the deed until we know we have clear title. Mr. Frawley said he contacted the attorney for the Wilson estate and she said she did not know if she still represented the estate or not. He said he contacted Mark Wilson and he does not know any more. Mr. Frawley said he wrote a stern letter last week and basically said that Council has waited a year and their patience was running out and enough is enough.

Mr. Haight said Matt Smith has contacted him and told him he would get the work done as soon as he gets clear title to the property.

Mr. Frawley also told Council that he spoke with Commissioner Sullivan about the CDBG application for the Michael's property and was told that the County is still waiting for Harrisburg to make a decision on the grant request.

Mrs. Clark asked if the Borough had an ordinance against allowing double wides and Mr. Sweitzer said double wides are not allowed in the Borough. Mr. Haight said our ordinance states that mobile homes are allowed in the Borough as long as they are on a 5-acre track of land (mobile home park). It also states that if a mobile home is on a permanent foundation it becomes real property but they have to meet the International Residential Code. Most trailers do not meet the IRC. He said the new double wides are being made to meet the Energy Code but the foundation has to permanently attached. Mr. Haight said LeRoy Chilson has been given approval to put one in and they have a very elaborate foundation for it. Mr. Sweitzer asked where is it being put and Mr. Haight said on the lot between Chilson's and Milt Munkittrick's.

CODE ENFORCEMENT REPORT

No meeting.

PLANNING COMMISSION REPORT

No meeting.

Mr. McLinko commented on the barricades along the Parkway that were placed during the rain storms. He said that area should be filled in with fence because it could be very dangerous. Mr. Klinger suggested maybe gating it with the Borough and the fire department and police having keys to it. Mr. Sweitzer asked Mr. Haight to look into it and maybe put up some of the orange fencing when needed.

BOROUGH SECRETARY'S REPORT

Ms. Harris asked Council to adopt two resolutions. The first is for reimbursement from PennDOT for the new street signs which was part of the County's Readdressing program. The County has approved the payment but it now needs PennDOT approval. The approved amount is \$13,619.09.

Mr. Klinger made a motion seconded by Mr. Kovalcin to adopt Resolution 2011-4 requesting reimbursement from PennDOT for the new Borough street signs. The Council was polled and the vote recorded as follows:

AYE: Klinger, Long, Kovalcin, Sweitzer, Miller, McLinko, Clark

NAYE: None

Resolution 2011-4 carried.

The second proposed resolution is to approve internet banking through Citizens & Northern Bank. The Borough has been doing internet banking for some time through C&N Bank and this is just a renewal of the contract with the bank.

Mr. Klinger made a motion seconded by Mr. Kovalcin to adopt Resolution 2011-5 approving internet banking by the Borough to Citizens & Northern Bank.

The Council was polled and the vote recorded as follows:

AYE: Klinger, Long, Kovalcin, Sweitzer, Miller, McLinko, Clark

NAYE: None

Resolution 2011-5 carried.

Ms. Harris reminded Council that the Borough's spring cleanup has been scheduled on May 13 and 14 at the wastewater treatment plant.

BOROUGH SOLICITOR'S REPORT

Mr. Frawley said he did not want Council to think that the YMCA dragged its feet the entire time we have been waiting to work out a lease.

FINANCIAL REPORT

Mr. Long made a motion seconded by Mrs. Miller to approve payment of the bills for the Towanda Borough General Fund and special Borough funds as presented on the "List of Bills". Motion carried.

RECREATION BOARD REPORT

Mr. Kovalcin said the Board is working on the Sportsmen's Show in the fall and the summer recreation program. Will be hiring for the summer at the next meeting.

OTHER BUSINESS

Ms. Harris asked Council about the request from Ben Franklin Crafts to close Park St. on the Saturday after First Friday for vendors.


Mrs. Clark said it is only taking parking away from him and if he is okay with it she said she did not see a problem.

Chief Osman said he personally does not have a problem with shutting Park St. down on Saturday but he said he felt it is a problem on Friday.

After further discussion, Mrs. Clark made a motion seconded by Mr. Kovalcin to approve the request of Ben Franklin Crafts to close Park Street on the Saturday after First Friday for vendors on a trial basis. On First Friday the street can be closed at 3:00 p.m. Motion carried.

ADJOURNMENT

Mr. Kovalcin made a motion seconded by Mrs. Miller to adjourn the meeting. Motion carried. Meeting adjourned at 8:45 p.m.


Borough Secretary

June 6, 2011

Towanda, PA

The regular monthly meeting of the Towanda Borough Council was held on Monday, June 6, 2011 at the Municipal Building. The meeting was called to order at 7:00 p.m. by Vice President Paul Sweitzer followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and the vote recorded as follows:

PRESENT: Mrs. Clark, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer
ABSENT: Mr. Christini (excused), Mr. McLinko

CITIZENS TO BE HEARD

None

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mrs. Miller made a motion seconded by Mrs. Clark to approve the minutes of the April meeting with the following changes: Mr. Christini was not in attendance due to the fact that he was working. Also, Mr. Sweitzer arrived at 7:08 p.m. Motion carried.

FIRE CHIEF'S REPORT

Chief Roof reported that the department has received 86 calls to date this year which is 30 more than last year. He said a lot of this increase is due to traffic control calls. He told Council that the department is running well.

FIRE BOARD REPORT

Mr. Klinger said there was nothing to bring before Council.

POLICE CHIEF'S REPORT

Chief Osman announced to Council that Chesapeake has donated a 2009 Chevy Trailblazer to the K-9 unit.

Mr. Sweitzer asked the Borough Secretary to send a letter of appreciation to Chesapeake.

Chief Osman noted that Sgt. Strozyk resigned from the department and he thanked Ms. Harris and Mr. Fairchild for their help in organizing the luncheon for Sgt. Strozyk.

Chief Osman said the department assisted the State Police with a sobriety checkpoint in the Borough and a roving DUI patrol was also conducted during the month. Also, roving patrols were conducted for the seat belt program.

Chief Osman said he had two names to present to Council for consideration as part time officers for the Borough. Both are certified. The names are Ryan Edsell, a sheriff's deputy and Donald Stringham, a sheriff's deputy and a police officer.

Mrs. Miller made a motion seconded by Mr. Long to hire **Ryan Edsell** and **Donald Stringham** as part time officers for the Towanda Police Department. Motion carried.

Chief Osman thanked Mr. Frawley for all the work he has done on the Civil Service rules and regulations.

Chief Osman reported that it is time to start looking for a new vehicle to replace the 2003 SUV.

POLICE COMMITTEE REPORT

Mrs. Miller said everything has been covered in the Chief's report.

CODE ENFORCEMENT REPORT

Mr. Haight thanked Council and the Mayor for the flowers that were sent for his mother's funeral.

Mr. Haight reported that work has started at 410 William St.

Mr. Haight asked if there were any questions regarding his written report. There were none.

BOROUGH MANAGER'S REPORT

Mr. Fairchild reported on the following items:

- July 1 at 2:00 p.m. will be the dedication of "Bill Sick Lane" (the public alley directly behind Ben Franklin Crafts.
- US Congressman Tom Marino will be here on June 9 to meet with representatives of the BCVMPA to discuss the project.
- Have received the grant contract from DCNR for Phase 1 of the BCVMP project. Await a Notice to Proceed from DCNR. Also soliciting proposals from local civil engineering firms to conduct the site engineering work.
- Finance/Administrative Committee met with representatives of the YMCA to discuss the lease between the Borough and the YMCA. At issue still are the length of the proposed term for the lease and the matter of future payment for utilities. Will meet again on 6/30 to hopefully finalize the lease agreement.

Mrs. Clark noted that this issue needs to be resolved as soon as possible because it is hindering the YMCA from seeking other funding.

- Mike Vincent and Floyd VanDeWeert have been hired to fill vacant positions on the Public Works crew.
- Recent severe storms have kept crews very busy especially with College Run. Will use Liquid Fuels Fund monies to do repairs.
- Starting to do pothole and utility cuts paving this week.
- Streetscape Phase 4 contract has been fully executed. Now await the contractor to mobilize and begin work.
- PA Bulletin mentioned a grant program called the Automated Red Light Enforcement Transportation Enhancement grant program. It is funded by 19 signalized state intersections in Philadelphia through the fines. One half of the money generated stays in Philadelphia and the other half is dispersed throughout the rest of the state. The program will pay for modernization and upgrade of signalized intersections. Application is due at the end of July. Will include North Towanda Towanda and Wysox signals and make this a regional approach. Spoke to PennDOT about this today. They are doing a traffic study and if we are successful with the grant we will use their data. The grant does not require a local match but we will come up with something—in kind services. PennDOT is encouraging us to apply for the grant.
- T ASD has arranged a meeting for June 15 at 5 p.m. at the Middle School to discuss the future of Memorial Park.

BOROUGH SOLICITOR'S REPORT

Mr. Frawley noted that Council had received the most recent draft of the Police Civil Service Rules and Regulations. He reported that the Commission met today and will meet again next week with hopefully the final draft to review. Council will receive a copy of that draft also. He told Council that there is one issue in dispute and that deals with who conducts the oral examination of the applicants. It is the desire of two of the three Commission members that the exam be done by the Commission rather than a third party. Mr. Frawley said he told them that he strongly disagreed with that and indicated that he would state that to Council. He said there are several disciplines that an applicant has to go through and with respect to any one of those an applicant could be found ineligible for consideration. Under the law if that occurs, the applicant has the right to appeal that decision and the

body that would decide the appeal is the Commission itself so if the Commission did the oral exam it would be both judge and prosecutor.

Mr. Frawley noted that the Commission does three things—it creates the rules to be approved by Council and when an officer is needed they get the experts, set dates for exams and when the results are in they come up with three candidates that they certify to Council for consideration. They are purely an administrative board. He said the Commission should not be scoring any candidate in any discipline. He said he has talked to experts about this and they agree.

He said if Council agrees with this, he would ask for a motion expressing Council's position on the issue.

Mr. Long asked Chief Osman what his opinion was and Chief Osman said he agreed with Mr. Frawley. He said he did not have a problem if the Commission observes the testing but not to participate in it.

Mrs. Miller made a motion seconded by Mr. Kovalcin stating that the Towanda Borough Police Civil Service Commission does not administer the oral examination of candidates for the Towanda Police Department but that it be done by a third party. Motion carried.

Chief Osman asked when will the rules and regulations be brought to Council for final approval and Mr. Frawley said once the commission says this is the final draft we want to submit to Council, Council reviews it and either accepts or rejects it. He said he checked with an expert and some municipalities accept it by an ordinance and some by a resolution. If we do it by resolution we save time not having to advertise.

Mr. Sweitzer asked if the Borough could advertise for applicants before all of this is done and Mr. Frawley said we have to have everything in order before we can accept applications. He said hopefully this can be done in a couple of weeks. If a special council meeting is needed one can be scheduled.

BOROUGH SECRETARY'S REPORT

Ms. Harris presented some dates for Council to consider for the annual Borough picnic. Council decided on Friday, August 5, 2011 as the date for the picnic.

FINANCIAL REPORT

Mr. Klinger made a motion seconded by Mr. Long to approve payment of the bills for the Towanda Borough General Fund and special Borough funds as listed on the "List of Bills." Motion carried.

PLANNING COMMISSION

No meeting.

RECREATION BOARD REPORT

Mr. Kovalcin reported that the summer recreation program will start on June 13 and run through August 12.

Mayor Miller arrived at 8:00 p.m.

TMA REPORT

Mr. Sweitzer asked when the Wysox water project was going to start and Mr. Fairchild said Wysox is waiting for the Corp of Engineers to award the bid for the river crossing. They are ready to go ahead with the rest of the project as the distribution portion of the project has already been awarded.

Mr. Fairchild reported that the Energy Efficiency upgrades have been completed including new blowers at the treatment plant, a solar panel for Wysox and the HVAC system at the treatment plant is now running off the wastewater that comes into the plant. Seeing a marked reduction in the electric cost.

Council would like to tour the water and sewer systems. Mr. Fairchild said TMA is going to tour the treatment plant on June 20 after its meeting and Council members are welcome to attend. Ms. Harris will work on organizing a tour.

OTHER BUSINESS

Mr. Sweitzer asked how did the spring clean up work out and Mr. Fairchild said he did not have the final numbers but Mr. Haight said there were 13-14 roll offs filled. Mr. Kovalcin said some members of the community would like to have two weekends to do it.

Mr. Long said he received a complaint about excessive noise on William St. There is a tractor trailer with a refrigeration system on it that cycles on and off. He noted that Mr. Christini also received a call about it. Mr. Haight said trailers are not allowed in a residential area. Mr. Sweitzer said it is a police issue and the Chief said he would look into it.

Mr. Klinger said he is still receiving complaints about the corner of Lombard and Fourth and diesel trucks idling unnecessarily causing excessive noise and smell.

Mr. Haight said an ordinance would need to be passed not to allow diesels to idle for more than "x" number of minutes. Mr. Klinger said if it continues he will ask Council to consider an ordinance. Mrs. Clark said these types of vehicles are becoming more common all the time. Mr. Klinger said he was not targeting the average person.

Mr. Fairchild suggested Ms. Harris check on getting some sample ordinances regarding this and go from there. Also it was suggested that maybe the newspaper could do an article for us about the situation.

ADJOURNMENT

Mrs. Clark made a motion seconded by Mr. Long to adjourn the meeting. Motion carried. Meeting adjourned at 8:05 p.m.


Borough Secretary

July 5, 2011

Towanda, PA

The regular monthly meeting of the Towanda Borough Council was held on Tuesday, July 5, 2011 at the Municipal Building, 724 Main St., Towanda. The meeting was called to order at 7:00 p.m. by Jean Miller, President Pro Tem followed by a moment of silent prayer and reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Klinger, Mr. Kovalcin, Mrs. Miller and Mr. Roof

ABSENT: Mr. Christini (excused), Mr. Long (excused), Mr. Sweitzer (excused), Mr. McLinko

CITIZENS TO BE HEARD

Karen Saylor and Dan Robinson asked Council to consider their request to transfer an existing liquor license into the Borough.

Mr. Frawley told them that a public hearing needs to be held before Council approves or disapproves the transfer.

Mr. Frawley asked them if a written application had been made and Dr. Saylor said a written application was made for a new license but there is not any available. He asked them if they had filed a written request with Council and Dr. Saylor said no. She said the license has to be obtained first and the Liquor Control Board told her that to transfer the license, Council would have to have given written approval.

Mr. Frawley suggested they make a written request to Borough Council to approve the transfer and when that is received a public hearing can be scheduled.

Mrs. Clark made a motion seconded by Mr. Kovalcin to authorize the Solicitor to advertise a public hearing be held on August 1, 2011 to consider the request of Karen Saylor and Dan Robinson to transfer a liquor license into the Borough. Motion carried.

Dr. Saylor asked who she could contact if she has questions about the process and Mr. Frawley said she could contact him as the Borough's attorney and Mr. Fairchild said she could also contact himself or Jim Haight.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mr. Klinger made a motion seconded by Mrs. Clark to approve the minutes of the June 2011 meeting as written. Motion carried.

FIRE CHIEF'S REPORT

Chief Roof reported that the department has received 103 calls to date this year as compared to 71 at this time last year. He said the increase is do mostly to traffic control.

Chief Roof reported to Council that there is a good chance that the old engine will be bought by a new fire company in Van Etten, NY. He said the asking price is \$15,000 and he said he also told them he would sell them the ladder for another \$1000 and they agreed to that.

Mr. Fairchild noted that this piece of equipment has been advertised for sale several time but it should probably be approve by Council.

Mr. Klinger made a motion seconded by Mr. Kovalcin to approve the sale of the fire engine and ladder for \$16,000 to the Van Etten, NY fire company. Motion carried.

FIRE BOARD REPORT

Mr. Klinger said there was no business to bring before Council.

MAYOR'S REPORT

Mayor Miller reported the following:

- Department assisted the Towanda Fire Dept. with the annual golf tournament
- Conducted DUI checkpoint and roving patrols
- Completed seat belt grant
- K-9 unit participated in the parade
- K-9 vehicle is almost ready for service
- Officers Epler and Lantz have been investigating a very complicated case

Mayor Miller said he attended the dedication of Bill Sick Lane and presented Howard Kerr with a key to the city at the Independence Parade. He noted that former Mayor Dick Snell was in the parade.

POLICE CHIEF'S REPORT

Chief Osman reported that the department experienced a steady month in June. He also reported that the K-9 unit was recertified for the 5th year in a row and the "new" K-9 vehicle is close to being outfitted.

Chief Osman said he has been busy dealing with scheduling work hours and working with Mr. Frawley on the Police Civil Service rules and regulations.

Mayor Miller asked the Chief if he would stop in and see Joe Sturzen at the store. They are having problems with big trucks and a parking space near the store. Chief Osman said he would.

POLICE COMMITTEE REPORT

Mrs. Miller said everything had been covered previously in the meeting.

CODE ENFORCEMENT REPORT

Mr. Haight reported that work is being done at 410-412 William St. and the property at 10 Third St. is a work in progress. He reviewed his written report with Council.

Mr. Klinger commented that the grass was really high at the old Mulberry Street School and Mr. Haight said he would contact the school about it.

Mrs. Clark asked if people are allowed to park on both sides of Huston St. and Mr. Haight said yes but it does make it tight for two-way traffic.

CODE ENFORCEMENT COMMITTEE

Mr. Kovalcin reported he received a request from a resident to place a street light near 105 Second St. Mr. Haight said he would check into it. Mr. Fairchild said it should be checked at night to see if one is needed there.

BOROUGH MANAGER'S REPORT

Mr. Fairchild reported on the following items:

- Introduced Lauren Houghtaling who is the Economic Development Director for the Progress Authority. She is here to answer any questions regarding the resolution that Council is being asked to adopt regarding the CBPA's facilitation of tax-exempt borrowing for the Guthrie Clinic. Council adopted a similar resolution last year but this new resolution is needed because Guthrie is adding a couple of new sites. Mr. Fairchild recommended Council adopt the resolution.

Mr. Klinger made a motion seconded by Mr. Kovalcin to adopt **Resolution 2011-7** with the addition on the second page, paragraph 1, line 3..."by way of this resolution the Borough of Towanda, Pennsylvania does not accept, and to this approval does not impose,...

The Council was polled and the vote recorded as follows:

AYES: Kovalcin, Miller, Roof, Clark, Klinger

NAYE: None

Resolution 2011-7 carried.

- Streetscape Phase 4 project has begun with the first element to be the trail extension up the bank from the Merrill Parkway to N. River Street.
- Will be submitting a grant application to modernize our three signalized traffic intersections in the Borough. The deadline is July 29th. Asked Council to adopt Resolution 2011-8 authorizing the submission of the application and authorizing the Borough Manager and Borough Secretary to execute the necessary documents. He noted that the grant does not require a local match.

Mr. Klinger made a motion seconded by Mr. Kovalcin to adopt **Resolution 2011-8** authorizing the submission of a grant application (ARLE) to upgrade the three signalized intersections in the Borough and to authorize the Borough Manager and Borough Secretary to execute the necessary documents.

The Council was polled and recorded as follows:

AYES: Kovalcin, Miller, Roof, Clark, Klinger

NAYE: None

Resolution 2011-8 carried.

BOROUGH SOLICITOR'S REPORT

Mr. Frawley reported that the Police Civil Service Commission has met twice last month and has done extensive work on the proposed rules and regulations and the work is basically complete. He said there is the need to basically dissolve the commission and then immediately create a new commission and that requires that it be done at a public meeting and by an ordinance. He suggested a special meeting for July so this matter can be dealt with quickly. He suggested July 25th at 5 p.m. with the understanding that if it can be done earlier he has permission to so advertise.

Mr. Kovalcin made a motion seconded by Mr. Kovalcin to hold a special Council meeting on July 25, 2011 at 5:00 p.m. to abolish the Police Civil Service Commission and create a new Commission. If the meeting can be done at an earlier date, the Borough Solicitor has authority to so advertise. Motion carried.

Mr. Frawley asked Council for permission to contact an expert labor attorney with regard to this matter. Council concurred.

BOROUGH SECRETARY'S REPORT

Ms. Harris told Council that the Borough picnic would need to be rescheduled from August 5th because she is on vacation that week.

Council decided to hold the picnic on Friday, August 12th.

ADMINISTRATIVE REPORT

No meeting.

Mr. Clark asked about the lease with the YMCA and Mr. Fairchild said a meeting will be held this month regarding this. He noted that he has received a copy of Mansfield's lease.

FINANCE REPORT

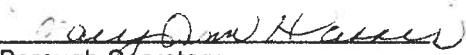
Mr. Klinger made a motion seconded by Mr. Roof to approve payment of the bills for the Towanda Borough General Fund and special Borough funds as listed on the "List of Bills". Motion carried.

RECREATION BOARD REPORT

Mr. Kovalcin reported that the summer recreation program is going well.

ADJOURNMENT

Mrs. Clark made a motion seconded by Mr. Klinger to adjourn the meeting. Motion carried. Meeting adjourned at 7:45 p.m.


Borough Secretary

August 1, 2011

Towanda, PA

The regular monthly meeting of the Towanda Borough Council was held on Monday, August 1, 2011 at the Municipal Building, 724 Main Street. The meeting was called to order at 7:05 p.m. by President Mark Christini, followed by silent prayer and the Pledge of Allegiance. The roll call was taken and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, M. Kovalcin, Mr. Long, Mrs. Miller

ABSENT: Mr. McLinko, Mr. Roof, Mr. Sweitzer

CITIZENS TO BE HEARD

There were no citizens present with any comments.

ORDINANCE 2011-3

Mrs. Miller made a motion seconded by Mr. Kovalcin to approve, by resolution, Ordinance No. 2011-3 that was advertised last week in The Daily Review by way of summary description and was made available for inspection in its entirety at the office of the Borough Secretary, the Bradford County Law Library and the legal department of The Daily Review. The proposed Ordinance No. 2011-3 rescinds and reinstates the Towanda Borough Police Civil Service Commission and appointment of members.

The Council was polled and vote recorded as follows:

YES: Miller, Clark, Klinger, Long, Kovalcin, Christini

NAYES: None

Resolution 2011-9 carried.

Mr. Frawley stated the Commission will meet within ten (10) days and reorganize and formally adopt the Rules and Regulations of the Towanda Borough Police Civil Service Commission. He noted the commission met several times and took very seriously the role they played in preparing these rules and regulations. Mr. Frawley said he had consulted with some experts and labor lawyers on civil service laws noting there will be some expenses as a result. Mr. Kovalcin said it appears that all was done right and it is worth the cost to know it was done right. Mrs. Clark asked about a time-line for hiring new officers. Mr. Frawley thought advertising could begin by the end of the month with a selection of officers within four weeks after that. Mr. Long noted it has been "quite a while" since hiring has been done through the Civil Service process and now that all is "streamlined" the process won't take as long in the future.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mrs. Clark made a motion, seconded by Mrs. Miller to approve the minutes of the July 5, 2011 Council Meeting. The motion was passed.

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FIRE CHIEF'S REPORT

Mr. Roof was not present but a report given to members of council showed there were 15 calls between June 26 and July 30, 2011. To date this year there have been 118 calls with 78 total calls in 2010 to this date.

FIRE BOARD REPORT

Mr. Klinger stated there was no meeting. However, Mr. Klinger made a motion to approve Tom Franklin as a tower driver. Mr. Kovalcin seconded this motion. It was noted Mr. Franklin has met all the qualifications to become a driver. The motion was passed.

POLICE CHIEF'S REPORT

Chief Osman reported the new part time officers are doing well and were "good hires". The K-9 unit attended Hurley's Supermarket Kids Day, conducted a presentation for the Towanda Summer Rec program and participated in the First Friday parade on July 1st. The department has also assisted the State Police with DUI checkpoints, some of which were held in the borough netting seven (7) DUI arrests. Chief Osman stated the gold unmarked car is getting ready for "retirement" and we should probably start looking for another car in the near future. Mr. Kovalcin stated this "car" does not owe us anything – it has been a good car.

Chief Osman asked that approval be given and a resolution passed to participate in the DUI Grant program again this year. He noted the grant year runs from October 1st to September 30th and is the same one approved every year. Mrs. Miller made a motion, seconded by Mr. Klinger that Resolution # 2011-10 be approved.

The Council was polled and vote recorded as follows:

YES: Miller, Clark, Klinger, Long, Kovalcin, Christini
NAYES: None

Resolution 2011-10 carried.

Chief Osman stated the new K-9 unit is almost ready to go. Mr. Long reported that he had been told by a resident that some young girls were seen walking near the Merrill Parkway one night around midnight. He wondered if this may be a violation of the "curfew". Chief Osman noted they had a couple issues this month.

CODE ENFORCEMENT REPORT

Mr. Haight reported the brick house at 101 York Avenue is being renovated. Mrs. Clark said the owner is looking for any old pictures that may be available to help in this project. He is duplicating the original posts on the front porch and is trying to restore the house to make it look like the original. Mr. Haight said it will be a slow process but is a good project. Mr. Fairchild noted he could possibly find some information on the old house in the historic walking tour information. It was noted that back when the

August 1, 2011

house was originally built it was featured on a magazine cover. He also stated that at one time the house was also a Church.

Mr. Haight also reported the contractor's registrations are about one-half of what they used to be. Regarding the violations noted in the report, some of the corrections are in the process of being made and there will likely be a citation issued on at least one property.

There was no Code Enforcement Committee meeting.

PUBLIC WORKS REPORT

Mr. Fairchild noted the borough crew has been busy filling potholes. He noted PennDot is now working on Bridge Street repairing the "bad areas" on that street. He hopes they will go to Poplar Street very soon.

BOROUGH MANAGER'S REPORT

Police Arbitration

Mr. Fairchild noted regarding the Police Arbitration the Union Attorney has asked for an extension from the scheduled July 29 meeting and it will be held on August 4th.

Automated Red Light Enforcement

The application for the \$225,000 in Automated Red Light Enforcement grant monies has been submitted. These are video activated lights and will not solve all the congestion. Upon award of the grant they must be installed within one year.

SCI/YMCA Lease

Discussions on the SCI/YMCA lease are progressing. Mr. Fairchild said he has spoken to and received some information from the Mansfield Borough Manager and is trying to arrange a meeting. They are similar to our situation but are more functional. Mr. Fairchild urged anyone who has not seen the improvements to take a few minutes and tour the facility. There have been a lot of very good improvements. Mrs. Clark noted that the grant received from Chesapeake was not severely restricted and Ms. Dibble has done a very good job in stretching the money received. Parking appears to be a problem area that needs correcting. Mr. Fairchild said the membership is around 1000 now as opposed to roughly 200 a couple years ago. He would suggest removing the skateboard park and selling the equipment and making a parking area for approximately 16 vehicles in that area. The park is not used often because the skate boarders would rather be in view of the public and some are offended about the rules to wear helmets and other safety restrictions. Mrs. Clark made a motion to this effect. This was seconded by Mr. Klinger and passed.

August 1, 2011

FEMA – PEMA – Bradford Co EMA Meeting

As a result of the disaster in April of this year that was declared by way of a ratification by the President of the United States, Mr. Fairchild and Mr. Haight met with officials from PEMA, FEMA and the Bradford Co. EMA officials and toured the College Run area from Second Street to Gorman's Pond. He noted that the engineer from FEMA was very interested in the fact that this was built during the depression and the wooden box culverts. It is hoped that we will be able to get a significant grant as a result of the damages done during that storm.

Mr. Fairchild requested Council approving Resolution No. 2011-11 approving him as the authorizing agent for this PEMA grant.

Mr. Long asked if they were only looking specifically at College Run. Would it be possible to look at other areas such as Cash Creek and near the Eilenberger Springs. Mr. Fairchild said the spring area had not been surveyed this year to check for damage but it would be done. Mr. Long also asked if there had been any issues with Mix Run. Mr. Haight said there was some minor work done this year but nothing major in the past 5 or 6 years.

A motion was made by Mr. Long and seconded by Mr. Kovalcin to pass the resolution No. 2011-11 approving the Borwough Manger as the agent for the PEMA grant application.

The Council was polled and vote recorded as follows:

YES: Miller, Clark, Klinger, Long, Kovalcin, Christini
NAYES: None

Resolution 2011-11 carried.

Streetscape 4 Project

Mr. Fairchild noted the Streetscape 4 project is well underway and has received many inquiries on the path up the bank from the Merrill Parkway to N. River St. He did note the contractor has run into a lot of coal ash at the north end of the ramp. This is presenting a stabilization problem as nothing will grow in coal ash. There has also been some wash outs and unknown drainage issues not realized until work was being done. Mr. Fairchild described the path the project will be taking and how the project will all be tied together. At the southern end the paved trail will be extended from Elizabeth St to the south edge of the Farley Connector. From there a concrete sidewalk will be installed to connect with the existing sidewalk on S. Main Street. Curb cuts will be made and a painted crosswalk installed to connect with the concrete over the railroad tracks to connect with the sidewalk to Senator Madigan Gateway Park. There will also be 28 benches, 8 bike racks and 25 trash containers installed when completed. This is all part of the Transportation Enhancement grant that was received in early 2007.

August 1, 2011

Bradford County Veterans' Memorial Park

Mr. Fairchild stated we are waiting to see if the State Grant is approved and determine how to spend the grant, if received, on the design. The architect will be here August 8th along with the perspective engineering firm.

BOROUGH SOLICITOR'S REPORT

Mr. Frawley noted that last meeting there was an interested party in having a public hearing regarding the transfer of a liquor license. Unfortunately, this party is not ready for this hearing at this time. Mr. Frawley is looking for authorization to advertise a public hearing in this matter when appropriate. Mrs. Clark made a motion seconded by Mr. Klinger to authorize the solicitor to advertise this hearing as required. The motion was passed.

BOROUGH SECRETARY'S REPORT

It was noted it is time to apply for eligibility to participate in the Federal Surplus Program. Mrs. Miller made a motion seconded by Mr. Kovalcin that this application be sent. The motion was passed.

Council members were reminded of the annual borough picnic on August 12th at 4:00 p.m.

ADMINISTRATIVE REPORT

There was nothing to report.

UNION SUB-COMMITTEE REPORT

There was nothing new to report.

FINANCIAL REPORT

Mr. Kovalcin made a motion seconded by Mrs. Miller to approve the bills for payment. The motion was passed.

PLANNING COMMISSION

There was no meeting. Mr. Christini asked Mr. Fairchild the status of the "codification". Mr. Fairchild noted there was nothing new relative to that, however, we did receive the new "Zoning Map".

RECREATION REPORT

Mayor Miller noted the program was going very well with it ending this week. The new director had a lot of new ideas for the program and is looking forward to next year.

August 1, 2011

MAYOR'S REPORT

Mayor Miller thanked Chief Osman for correcting the parking situation near Sturzen Furniture. He would also like to thank the Chief for the extra shifts he has been picking up because of the shortage of police officers.

TMA/CBPA REPORTS

Mr. Klinger asked Mr. Fairchild about his thoughts on the solar panel at the sewer pump station in Wysox. Mr. Fairchild said he did not have a lot of information but is aware that it is producing significant kilowatt hours.

ADJOURNMENT

As there was nothing further to discuss the meeting was adjourned on a motion made by Mrs. Clark and seconded by Mr. Kovalcin.

Respectfully submitted,

Helen Wilcox
Recording Secretary

September 6, 2011

Towanda, PA

The regular monthly meeting of the Towanda Borough Council was held on Tuesday, September 6, 2011 at the Municipal Building. The meeting was called to order at 7:00 p.m. by President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Roof,
Mr. Sweitzer

ABSENT: Mr. McLinko

CITIZENS TO BE HEARD

Mr. Christini distributed and read a memo from Mike Pierce, 235 N. Fourth St. regarding the 25 mph speed limit in the Borough (that it was not being enforced). The correspondence will be made part of the minutes.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mr. Sweitzer made a motion seconded by Mr. Roof to approve the minutes of the August 2011 meeting as written. Motion carried.

FIRE CHIEF'S REPORT

Chief Roof reported that there were only four fire calls during the month of August.

Mr. Kovalcin asked the Chief how often the social hall is rented out and Chief Roof said probably a couple of times a month. Mr. Sweitzer asked what was the capacity of the hall and Chief Roof said 180. Mr. Sweitzer asked how much is it to rent and Chief Roof said \$250 for 5 hours and \$350 for 10 hours and they can use the kitchen except for the stove.

Mrs. Clark said the only down side with the area is the parking. She suggested maybe a walkway could be built from the school parking lot to the building.

Mr. Christini asked if alcohol can be served and Chief Roof said yes but the renter has to provide insurance for it.

FIRE BOARD REPORT

Mr. Klinger said there were no items to bring before Council.

MAYOR'S REPORT

Mayor Miller reported the following:

- Department assisted State Police with a DUI checkpoint. Three arrests were made.
- New K-9 vehicle is in service—2002 Ford taken out of service.
- Officer Hennessy did 24 hours of training.
- K-9 unit called out for two sniffs of vehicles for State Police.
- All officers have received update training in CPR.
- Mayor participated in the EMS parade during First Friday.

POLICE CHIEF'S REPORT

Chief Osman said with regard to the letter from Mr. Pierce, the stats for May were 42 traffic citations, 44 in June and 40 in July. He said the officers are out and about doing their job even though we are short staffed at this time. He said he would like to see specific times. Mrs. Clark said he was concerned about school hours.

Chief Osman said the 2000 unmarked car is experiencing some mechanical problems and the mechanic is checking it over.

Chief Osman presented his letter of resignation to Council. Council thanked Chief Osman for his fine work and dedication to the Borough. Mayor Miller said it has been a privilege and an honor to work with the Chief.

POLICE COMMITTEE REPORT

Mrs. Miller said the Committee would like to recommend appointing Randy Epler as acting police chief for Towanda Borough.

Mrs. Miller made a motion seconded by Mr. Sweitzer to appoint, by Resolution, Randy Epler as acting Towanda Borough Police Chief.

Mr. Sweitzer asked Officer Epler if he would accept the position and Officer Epler said he would accept the acting chief's position. He said Chief Osman will be missed but he said he would try his best to do a good job.

The Council was polled and the vote recorded as follows:

YES: Miller, Roof, Clark, Klinger, Long, Kovalcin, Sweitzer, Christini
NO: None.

Resolution 2011-12 carried.

CODE ENFORCEMENT REPORT

Mr. Haight noted it was a busy month for building permits. He then reviewed his written report with Council.

Mr. Sweitzer said there is a 5-wheeler parked in front of the Michel's house on Poplar St.

Mr. Kovalcin thanked Mr. Haight for getting the lines done on N. Fourth St.

Mr. Christini asked how the Streetscape project was coming along and Mr. Haight said good when it is not raining. He said the pads for the benches are in and the crosswalks are in and the trash receptacles will be placed next.

BOROUGH MANAGER'S REPORT

Mr. Fairchild reported on the following items:

- Noted that the monthly packets contain a detailed Public Works report of the activities of each department during the month.
- Police arbitration—still no decision but expecting it by the end of this week or next.
- Annual Police Pension Fund meeting will be held on Tuesday, Sept. 20 at 8:30 a.m. here to review the plan performance, etc.
- County Commissioners have approved \$30,000 in CDBG monies to be used toward removing the Michel's property on Poplar St. Wait for state to okay release of the funds. Upon completion of demolition a lien will be placed on the property. Mr. Frawley noted that there a lot of liens against the property.

Mr. Sweitzer asked if the Borough has to go through condemnation first with regard to the property and Mr. Fairchild said no. He said the Borough has gone through the procedure with the current property owner through the Code Enforcement Office and he has been ordered to basically remove it or the Borough will because of safety issues and the public's welfare.

- Will be starting work on the 2012 budget in October.
- DEP issued a drought water last month and the Troy water system triggered it drought emergency plan. The Towanda Water System did not issue one because its trigger has to do with the flow from the spring and the level of the wells. Our system has not reached the triggers. It did however reduce the withdrawal rates to the tankers by half. The revenue being derived from the bulk sales of water is being reinvested in the system.
- Still working with FEMA/PEMA regarding the storm damage in April. Working at coming up with a solution to College Run. Engaged an engineer to come up with some measures to restore College Run to it pre-storm condition then look at a long term mitigation project to fix it once and for all.
- Streetscape Phase 4 is about 60% complete. The bank up to N. River St. has been stabilized and have added some additional large rock. The next thing there will be a railing and the path will be paved. Pads are in for the benches, 8 bike racks and the pads for the trash containers will be done soon.

Mayor Miller said he was disappointed in PennDOT for tar and chipping Bridge St. Mr. Fairchild said he was extremely disappointed too to see tar and chip in the Borough.

Mr. Christini said he received a call from General Code anxious to get our code revisions and Mr. Fairchild said he and Ms. Harris would try to get it done soon. The Planning Commission will have to deal with the zoning portion of the code.

BOROUGH SOLICITOR'S REPORT

Mr. Frawley reported that the Police Civil Service Commission was suppose to meet on Friday at which time we had anticipated that the rules and regulations would be done and submitted to Council. That meeting had to be cancelled. Hopefully within the next few days the Commission can meet and get this done and get them to Council.

Mr. Christini asked for a timeline and Mr. Frawley said either the end of this week or the beginning of next week the Commission will meet and approve the rules and regulations. Then they will be sent to Council for review and then a special meeting of Council can be held to approve them and then Council can notify the Commission of the position(s) to fill.

With regard to the Chief's position, Council must make a decision if it is going to hire a chief and whether it will be under Civil Service or not. If it is under Civil Service, the name is given to the Commission and they conduct a non-competitive examination. Council does have the right to hire a chief outside the Civil Service.

Mr. Sweitzer said this Civil Service process needs to be done as soon as possible. We are down two officers now. Mr. Frawley said the Commission has worked very diligently and Mr. Long noted that it is a long process and the Commission is working as fast as it can.

BOROUGH SECRETARY'S REPORT

Mr.Christini asked when the Halloween parade was scheduled and Ms. Harris said she and the Fire Chief think it is Saturday, October 29.

Mr. Kovalcin suggested Trick or Treat in the Borough could be on Thursday, October 27 from 6-8 p.m.

Mrs.Clark suggested that maybe York Avenue could be shut down during that time because last year was so very busy with kids and with truck traffic if was unsafe.

Mr. Fairchild said we could ask PennDOT if they would shut it down but it would be hard to detour traffic to the Merrill Parkway. Mrs. Clark suggested maybe PennDOT could put signs up at each end of the Avenue.

Mrs. Clark made a motion seconded by Mr. Klinger to as PennDOT if it could close York Avenue to truck traffic and allow local traffic only during Trick or Treat in Towanda on October 27, 2011 from 6-8 p.m. Motion carried.

FINANCE REPORT

Mr. Sweitzer made a motion seconded by Mrs. Miller to pay the bills for the Towanda Borough General Fund and special Borough funds as presented in the "List of Bills". Motion carried.

OTHER BUSINESS

Mayor Miller thanked Mary Ann and Jim and the other committee members for a great Riverfest. The fireworks were the best ever. Ms. Harris thanked Council for their support.

EXECUTIVE SESSION

Mr. Christini called an Executive Session at 8:05 p.m. to discuss personnel issues.

The regular meeting was called back into session at 8:25 pm. Mr. Frawley said Council discussed the Police Civil Service rules as they related to the patrolman and sergeant positions and the Chief of Police position. Also discussed the Borough Manger's position so when the time comes Council will have a sense of direction.

ADJOURNMENT

Mr. Sweitzer made a motion seconded by Mr. Kovalcin to adjourn the meeting. Motion carried.
Meeting adjourned at 8:40 p.m.

Mary Ann Harris

Mary Ann Harris

From: Mark Christini [mchristini@epix.net]
Sent: Tuesday, September 06, 2011 1:14 PM
To: Mary Ann Harris
Cc: shannon_clark@hotmail.com; Mitch Osman; Garrett Miller
Subject: FW: Speed limit on York Ave and Merrill Parkway

Hi MaryAnn,

Would you please print out this email for each Council person and put on meeting table for tonight.

Thanks,
Mark

At 01:12 PM 9/6/2011, Mark Christini wrote:

Hi Mike,

I will read your email tonight at the Borough Council meeting during Citizens to be Heard comments.

Thanks for your email.

Regards,
Mark

At 12:37 PM 9/6/2011, Mike Pierce wrote:

I really shouldn't have to remind the two of you that the speed limit of 25 mph is NOT being enforced in our borough. But apparently I do. Things are out of control from lack of enforcement! For a town of our size and the tax's we pay the non enforcement should never be this bad. I know the police are busy but this is a safety issue. Even the school crossing area (blinking light) isn't even enforced. Having said all this I am putting you both on notice that if no action is taken and the speed doesn't start dropping I will go to the Daily and tell them I am starting a petition for signatures to get the borough counsel to act.

Lets not have some child getting hit make this happen.
Thanks, Mike Pierce 235 N. 4th St.

October 3, 2011

The regular monthly meeting of the Towanda Borough Council was held on Monday, October 3, 2011 in the Council Room of the Municipal Building. The meeting was called to order at 7:05 p.m. by Council President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Roof and
Mr. Sweitzer

ABSENT: Mr. McLinko

CITIZENS TO BE HEARD

Pat Taylor, Second St. asked Council if it had any rules concerning the use of electronic devices during the meetings. He said it can be distracting if cells phones are going off, etc. Mr. Christini reported he recently sent an e-mail to everyone requesting that out of respect for others and to make the meeting most efficient that they be turned off during the meetings.

Mr. Christini read a letter from Robert Olsen, 207 York Avenue. (letter made a part of these minutes) with his concern for the excessive speed of vehicles on York Avenue especially during hours when school students are traveling to and from school and crossing York Avenue.

Acting Chief Epler noted that he has a manpower issue and that he is the only officer on duty during the day during those times.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mr. Sweitzer made a motion seconded by Mrs. Miller to approve the minutes of the September 2011 meeting as prepared. Motion carried.

FIRE CHIEF'S REPORT

Chief Roof reported the fire department was busy last month due to the flooding conditions.

Mr. Sweitzer said it was his understanding that the FEMA/PEMA people are parking on the upper side of Elm Street and it has turned into a mud hole. Chief Roof said he had not noticed it. Mr. Christini asked if they could park in the school parking lot and Chief Roof said not during school hours.

FIRE BOARD REPORT

Chief Roof reported that there were no items of business to bring before Council.

MAYOR MILLER'S REPORT

Mayor Miller commented on the nice retirement party for Mitch Osman on Friday and he welcomed Acting Chief Epler to his first Council meeting.

Mayor Miller thanked the fire department, Borough crew and the police department for all their hard work and efforts during the flood. Great job done by all.

POLICE CHIEF REPORT

Acting Chief Epler reported the following:

- All officers have completed their annual firearms recertification.
- Boro Hall made it through the flood with only minor damage. Thanks to all the officers who helped in the emergency.
- Officer Hennessy completed 20 hours of training and conducted a K-9 sniff for PSP and one for Sullivan County School.
- Officer Edsell was sent to Buffalo, NY for a transport of a prisoner back to Bradford County jail on a warrant from the Towanda Police Dept.
- 27 traffic citations issued during September, 3 DUI's and 3 non traffic citations.

Acting Chief Epler noted that the department is without Officer Lake because he has been called up for his annual reserve duty.

POLICE COMMITTEE REPORT

Mrs. Miller reported that she and Mr. Roof met along with Acting Chief Epler and had a lengthy discussion regarding whether a police chief should be hired under Civil Service or not. Mrs. Miller said the committee would like to recommend that the police chief be hired under Civil Service Commission rules.

Mr. Sweitzer said he was not in favor of hiring a chief under Civil Service. All the other managers are not under any agreement. Mr. Kovalcin agreed. He said he felt the police chief's position was a management position.

Mrs. Clark asked Mrs. Miller what were the reasons the Committee felt it should be a Civil Service position and Mrs. Miller said after a long discussion with the chief, and she said for her own feelings too, that it is for protection in the position. Mr. Fairchild noted that this is not a union issue.

Mr. Sweitzer said we have to look for what is best for Council and the Borough. We are making decisions for the Borough, not for individuals.

Mr. Long said his take on it is that Officer Epler was hired under the Civil Service procedure and Mr. Sweitzer said that does not mean he has to stay under Civil Service if he is hired as the police chief.

Mr. Christini said the question on the table is will the new police chief be hired under Civil Service rules or as a salaried employee like other managers.

Mr. Long said it should be looked at as what is the best way hire to retain our employees. Mr. Long said he personally felt that he would like to be hired with the most protection and in this case, Civil Service has the most protection.

Mr. Sweitzer said that will involve the whole hiring process as described in the rules and regulations of the Civil Service. Mrs. Miller asked if all those steps have to be taken to hire a police chief under the Civil Service and Mr. Frawley stated there would be no steps to go through if he was not hired under Civil Service. If the position is going to be ruled by Civil Service then a non-competitive exam would be given. Mr. Christini asked if it is mandated that it be opened up to other candidates and Mr. Frawley said no—just one.

Mrs. Clark said she did not feel she knew enough about this process to make a decision tonight. Mrs. Miller suggested table this until next month's meeting.

Mayor Miller said he would like to see this decision made as soon as possible. Mr. Christini said it could be discussed at a special meeting if there is one to approve the Police Civil Service Rules and Regulations.

CODE ENFORCEMENT REPORT

Mr. Haight reviewed his written report with Council.

Mr. Haight discussed with Council the idea of revisiting the height limits of buildings in the downtown. He said he spoke with Mr. Fairchild and the Fire Chief and it is felt that the Borough can protect buildings up to 100 feet in height. With this the Borough may be able to secure a larger development type building in the downtown. He said that the airport ordinance is at 1200 ft. above sea level. These building would come in at 845-849. He asked Council to consider changing the height limits to accommodate future development. He recommended 100 feet maximum in the M-1 District and possibly 100 ft. total in the downtown section. He said it could also be 70 ft./7 stories. Mr. Haight said this change would have to be approved by the Bradford Co. Planning Commission as well as the Borough's Planning Commission.

Mr. Sweitzer made a motion seconded by Mr. Klinger to direct the Borough Solicitor to start the process to change the height limits of buildings in the M-1, C-2 and C-3 Districts and for them on to the Bradford Co. Planning Commission and the Borough Planning Commission and then back to Borough Council for consideration. Motion carried.

BOROUGH MANAGER'S REPORT

Mr. Fairchild reported on the following items:

- Bradford Co. Tax Collection Committee has hired Berkheimer to collect the County's Earned Income Tax. Berkheimer is requiring a resolution from each municipality regarding the sharing of confidential tax information and appointing a liaison to work with Berkheimer. Asked Council to consider Resolution 2011-13 appointing the Borough Secretary as the liaison.

Mr. Long made a motion seconded by Mr. Klinger to approve Resolution 2011-13 as presented. The Council was polled and the vote recorded as follows:

AYES: Roof, Clark, Klinger, Long, Kovalcin, Sweitzer, Miller and Christini.

NAYE: None

Resolution 2011-13

- Arbitration between the Borough and the Teamsters representing the police member has been settled. This is binding. The wages for 2011, 2012, 2013 and 2014 have been decided as well as members' contribution towards health care costs and clothing allowance.

Mr. Christini asked Mr. Fairchild to summarize the health care contributions. Mr. Fairchild said in 2011 there will be no member contribution. Starting 7/1/12 it will be 5% of the premium, 2013 it will be 7.5% and in 2014 it will be 10%. Also, any new hires to the police department after 7/1/12

will be required to contribute 15% toward the health insurance premiums. The clothing allowance will go up to \$575 a year. Wages are to be increased 3.25% in 2011, 3.25% in 2012, 3% in 2013 and 2.75% in 2014.

- Through the efforts of Senator Yaw's office, the Borough has received the \$200,000 DCNR grant monies. Also received approval from DCNR to proceed with the design work. Have two proposals, one from the architect Strosser/Clapp in the amount not to exceed \$24,260 and the engineering firm of Dawood at \$19,000. Original estimate was \$40,000. The grant will pay most, if not all, of these costs. The grant will not pay for bid documents having to do with the memorial. We will have design and plans for everything up to that point. Ask Council to authorize the execution of the contracts.

Mrs. Clark made a motion seconded by Mr. Kovalcin to authorize the Borough Manager to execute the contracts with Strosser/Clapp and Dawood for the architectural/engineering work for the Bradford Co. Veterans Memorial Park. Motion carried.

Mr. Joe Doherty, BCVMPA member, told Council that Chesapeake is really on board with this project as well as Talisman but they want to see "a shovel in the ground." He said when that is done he hopes to see large contributions. Mr. Council said the signs will be up and the plans will be done. Mr. Fairchild said there will be some construction—the interconnecting sidewalk, parking area which is Phase 1 of the project.

- 2012 budget work is underway and a work session will be held on Thursday, November 3rd at 5:15 p.m.
- April 28-29 storm. Met with FEMA/PEMA and others with regard to the College Run damage. Have a project written- and now waiting for PHMC to decide whether it will need to be rebuilt back to 1930 historical standards and it will need to make its way through PEMA/FEMA approvals. At this point it is looking favorable.
- Hurricane Lee – Damage Assessment Report (distributed to Council via e-mail). If there are PEMA/FEMA available we will be there.

BOROUGH SOLICITOR'S REPORT

Mr. Frawley noted that Council was given a draft copy of the Police Civil Service Rules & Regulations last Friday. The Commission met last Friday and again tonight so the draft that was delivered on Friday has been updated. With the changes the Commission has approved the Rules & Regulations for submission to Council. The Borough needs to consider whether they want to accept the final draft and if they do, they need to approve them by ordinance. He suggested that the final draft should be approved by Council. He asked Council for authority to advertise the rules & regulation (by summary) as an ordinance to be considered and enacted at a special council meeting. Mr. Frawley reviewed the changes with Council.

Mr. Sweitzer asked Mr. Frawley to address the issue of a council person serving on the Police Civil Service Commission.

Mr. Frawley told Council that the civil service statue indicates that no person holding an elected or appointed position in federal, state or local government shall be on the commission but then it goes on to say that council may appoint a member of the council to serve on the commission. The Commission was concerned about the possibility that there would be a conflict of interest.

Mr. Sweitzer said the Commission members do not want a member on Council on the Commission.

Mr. Frawley said he told the Commission that Council has a right to appoint and the Commission cannot attempt to circumvent the appointment. The Commission decided that the Rules & Regulations would not address the question of whether Council can appoint someone to the Commission. Even though it is not in the R&R, Mr. Frawley said he believed Council can appoint someone. He said if Council follows the statute and there is a review board, the member who is also on council could rescue themselves from the council activity.

Mr. Sweitzer made a motion seconded by Mrs. Miller to :

Direct the Borough Solicitor to advertise for a special meeting on Monday, October 17, 2011 at 7:00 p.m. at which time Council will consider and possibly enact the final draft of the Towanda Borough Police Civil Service Commission Rules and Regulations as approved by the Towanda Police Civil Service Commission and to advertise the proposed ordinance in summary form. Motion carried.

Council directed the Borough Secretary to send a letter of appreciation to the Police Civil Service Commission members for their efforts in drafting the new proposed rules and regulations. Motion carried.

BOROUGH SECRETARY'S REPORT

Mrs. Harris told Council she spoke with Warren Knapp of PennDOT regarding Council's request to close and or place signs on York Avenue during Trick or Treat to eliminate traffic or slow it down. She said that Mr. Knapp is willing to place the electronic signs at strategic places to slow down the traffic on York Ave and make drivers aware that it is Trick or Treat night in the Borough.

FINANCIAL REPORT

Mr. Sweitzer made a motion seconded by Mrs. Miller to pay the bills for the Towanda Borough General Fund and special Borough funds as listed on the "List of Bills". Motion carried.

RECREATION REPORT

Mrs. Clark reported a meeting was held with Borough and YMCA officials regarding the lease between the Borough and the YMCA. An agreement is getting closer. Mr. Sweitzer said there are no major issues left to resolve.

OTHER BUSINESS

Mayor Miller thanked Bill Manville for the great job he did for the Borough during the flood. Mr. Manville is the Borough's Emergency management coordinator.

Mr. Klinger suggested that maybe the Borough's website could be used as a "rumor control" site or a facebook page during emergency situations.

ADJOURNMENT

Mr. Sweitzer made a motion seconded by Mr. Kovalcin to adjourn the meeting. Motion carried. Meeting adjourned at 8:18 p.m.

Borough Secretary

November 7, 2011

Towanda, PA

The regular monthly meeting of the Towanda Borough Council was held on Monday, November 7, 2011 in the Council Room at the Municipal Building, 724 Main St. The meeting was called to order by Council President Mark Christini at 7:05 p.m. followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Long, Mrs. Miller, Mr. Sweitzer
ABSENT: Mr. Kovalcin, Mr. McLinko, Mr. Roof

CITIZENS TO BE HEARD

Mr. Tom Barrett, 311 Third St., Towanda addressed Council about his concern with his neighbor who starts his diesel truck every morning at 4:30 a.m. with the lights on too that shine in his bedroom. He asked Council if something could be done about it.

Acting Chief Epler said we had a similar incident last year on Lombard St. He said we really can't enforce the issue unless the Borough had noise ordinance that limited the time the diesel truck could idle. Mr. Christini asked how long do they let it idle and Mr. Barrett said it runs on 10-minute cycles and it is usually 20 minutes.

Mr. Frawley said he did not know if he was violating a Borough ordinance at this time but there is a state statute dealing disorderly conduct that relates to unreasonable noise. He said he did not if the District Attorney's office would prosecute something like that or not.

Mr. Barrett said there is also an empty garage that he does not use. He said he talked to the landlord but he doesn't get back to me.

Acting Chief Epler said the person could plug the truck in and it would only take a couple of minutes to warm up and take off.

Mr. Christini asked if the Borough could ban idling and Mr. Frawley said he thought the Borough could do so by ordinance.

Acting Chief Epler said he would go and speak with the person and see if something could be done to help the situation.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mrs. Miller made a motion seconded by Mr. Klinger to approve the minutes of the October 3, 2011 meeting as presented. Motion carried.

Mr. Sweitzer made a motion seconded by Mrs. Miller to approve the minutes of the October 17, 2011 special meeting as presented. Motion carried.

FIRE CHIEF'S REPORT

Chief Roof was absent due to illness.

FIRE BOARD REPORT

Mr. Klinger said Trick or Treat and the parade were discussed, especially setting dates for inclement weather.

Mrs. Clark said she had a lot of good comments about the parade being held during the day and also comments about having Trick or Treat during the day light hours. She also noted that this year was much better with the traffic situation on York Ave.

Council decided to discuss the issue next September regarding Trick or Treat.

MAYOR'S REPORT

Mayor Miller thanked the Police Officers and the Fire Police for their work during Trick or Treat with traffic control.

POLICE CHIEF'S REPORT

Acting Chief Epler reported on the following:

- K-9 unit participated in the ACS's "Bark for Life" event
- Officers worked 4 hours overtime during weekday shifts for speed enforcement on York Ave and the Merrill Parkway
- Trying to release to the newspaper weekly a report on non-traffic and criminal incidents
- Participated in the "National Take Back Initiative" program. This program is for the purpose of getting old prescription drugs out of the residences' houses
- Extra officer on for Trick or Treat.

Acting Chief Epler also thanked the Fire Police for a great job done during Trick or Treat in the Borough

POLICE COMMITTEE REPORT

Mrs. Miller said the Committee discussed the hiring of the police chief under Civil Service and she made the following motion:

Mrs. Miller made a motion seconded by Mr. Klinger to appoint Randy Epler as Towanda Borough Police Chief under the rules and regulations of the Towanda Borough Police Civil Service Commission and to notify the Towanda Borough Police Civil Service Commission to conduct a non-competitive examination of the nominee and certify to Council of its finding.

Mr. Frawley noted that Council has two options—either appoint a chief under Civil Service or not. If he is going to be hired under Civil Service Council has to ask the Police Civil Service Commission to conduct a non-competitive exam of the nominee and then report back to Council who makes the final decision.

Mr. Sweitzer said he was not in favor of hiring the chief under the Civil Service. He said he felt it was just one more control that Council would be giving up.

Motion carried with Mr. Sweitzer voting naye.

CODE ENFORCEMENT REPORT

Mr. Haight reviewed his written report with Council. He noted that repairs are underway at the Progress Building.

Mr. Haight also reported that the Planning Commission did meet and approved the proposed changes in height restrictions in the commercial district.

Mr. Sweitzer asked if there was anything included with regard to parking and Mr. Haight said there is no requirement for parking in a C-2 district at this time. Mr. Sweitzer said something needs to be done to address this. Mr. Christini said that was a good point. We need to look at this and possibly amend the parking ordinance. Mr. Christini suggested this be sent to the Planning Commission for study.

Mr. Frawley said he informally notified the County Planning Commission about the height requirement changes and he said he sent Mr. Stolinis a draft copy of the proposed ordinance. He asked Council to direct him to get the information to the County Planning Commission tomorrow. If that is done, a public hearing will need to be scheduled and you can't have a public hearing until at least 30 days

after the County Planning Commission has responded to our request. He said the earliest Council could hold the public hearing would be the week of December 12-16.

Mr. Sweitzer made a motion seconded by Mr. Klinger to direct the Solicitor to notify the County Planning Commission of the proposed changes to Towanda Borough's height requirements as stated in the Towanda Borough Code Sec. 73-23 (b) (2) which would permit building structures in C-2, C-3 and M-1 districts as long as they did not exceed 10 stories and 100 aggregate feet in height and to advertise the proposed ordinance by summary for a public hearing and possible enactment of the proposed ordinance at a special meeting of council to be held on Wednesday, December 14, 2011 at 7:00 p.m. at a special meeting of the Towanda Borough Council. Motion carried.

Mrs. Clark made a motion seconded by Mr. Klinger to request the Towanda Borough Planning Commission to look at adding parking requirements in a C-2 district. Motion carried.

BOROUGH MANAGER'S REPORT

Mr. Fairchild reported on the following items:

- Deadline was today to receive applications for the testing for the police officer positions

Mr. Long told Council that 7 applications were received. He said the written tests have been ordered and will be held on November 19th at the Towanda High School. The next phase, physical agility testing will be done on December 3 and 4, 2011.

Mr. Sweitzer asked if the certified list will be presented to Council by the end of the year. Mr. Frawley said he did not know but hopefully by the first of the year.

- Tropical Storm Lee flood disaster did damage to our four systems—the Borough, Towanda Water and Sewer Systems and Wysox Sewer System. Will be requesting assistance from FEMA and PEMA. In order to do so, Mr. Fairchild said a resolution is needed from Council appoint him as the designated agent for Tropical Storm Lee.

Mr. Sweitzer made a motion seconded by Mr. Klinger to appoint by resolution Thomas Fairchild, Jr as the agent for the Borough in dealings with PEMA concerning Tropical Storm Lee. The Council was polled and the vote recorded as follows.

YES: Klinger, Long, Sweitzer, Miller, Clark, Christini

NAYE: None.

Resolution 2011-15 carried.

- Budget work shop meeting set for November 22 at 5:15 p.m.
- Received word from the Governor's office that we have been awarded \$5M for our RCAP downtown project. This project would involve a story multi-use building with a 200 car parking garage behind it. Trehab has been selected as the developer. From the point of a signed grant agreement we will have three years to complete the project.
- Have received the \$200,000 DCNR grant to help us achieve Phase 1 of the BCVMP project. This will pay for the design of Phase 1 and 2 as well as the construction of an interconnecting sidewalk that would connect Madigan Park to the memorial park on the south side of the bridge intersection on Borough property. Will also construct a type of "green" parking space as well as a connection to either Farley or the Parkway. Meeting tomorrow night at 7 p.m. with the committee and others to meet with the architect to begin the design of the project.
- On Wednesday, Senator Yaw will be here for a groundbreaking ceremony for the project at 10 a.m. at the site. Invited all of Council and the Mayor to attend.
- Streetscape Phase 4 project is substantially complete. Feel it was a very good project and the contractor did a very good job.

- College Run April storm damage – serious damage done to it which is our drainage facility that drains Gorman's Pond. A lot of it was built in the 1930's with a WPA project. FEMA and PEMA looked at it and determined it needs some help but first we had to ask the PA Historic & Museum Commission if they would approve having to not rebuild it to 1930 standards. Have received word that it is not necessary. Now we need to request an environmental officer with FEMA whether or not a new system will be disturbing previously undisturbed earth

BOROUGH SECRETARY'S REPORT

Mrs. Harris presented a request from Tom Barrett who is asking that a handicapped parking space be designated in front of his house at 311 Third St. He noted that the space at 309 Third St is designated as handicapped parking but the person who it was put in for is no longer living there

After some discussion, Mrs. Clark made a motion seconded by Mr. Sweitzer to remove the handicapped parking sign from 309 Third St. and place it at 311 Third St. Motion carried.

Mrs. Harris asked Council to consider Resolution 2011-14 accepting Berkheimer's fee schedule for tax collection.

Mr. Long made a motion seconded by Mr. Klinger to adopt Resolution 2011-14. The Council was polled and the vote recorded as follows:

YES: Klinger, Long, Sweitzer, Miller, Clark, Christini
 NAYE: None

FINANCE REPORT

Mr. Klinger made a motion seconded by Mrs. Miller to authorize payment of the bills for the Towanda Borough General Fund and special Borough funds as presented in the "List of Bills for November". Motion carried.

PLANNING COMMISSION REPORT

Mr. Christini reported the Committee met and discussed the height changes with recommendations to Council.

RECREATION BOARD REPORT

No meeting.

Mr. Sweitzer said the Board is still working with the YMCA on the lease agreement.

Mr. Klinger noted that the YMCA would like to incorporate the Borough's summer recreation program into their program. Mrs. Miller said the time has come to do that

ADJOURNMENT

Mr. Sweitzer made a motion seconded by Mrs. Miller to adjourn the meeting. Motion carried. Meeting adjourned at 8:15 p.m.


 Borough Secretary

December 14, 2011

Towanda, PA

A special meeting of the Towanda Borough Council was held on Wednesday, December 14, 2011 at the Municipal Building, 724 Main St., Towanda, Pa. The meeting was called to order at 7:00 p.m. by Council President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long

ABSENT: Mr. McLinko, Mrs. Miller, Mr. Roof, Mr. Sweitzer

Mr. Christini turned the meeting over to Mr. Frawley who conducted the Public Hearing on the proposed ordinance.

Mr. Frawley noted that he advertised, at the direction of Council, a proposed ordinance and indicated that it would be the subject of a public hearing at 7:00 p.m. tonight during the special council meeting and that after the public hearing Council would consider the adoption of the proposed ordinance.

Mr. Frawley said the proposed ordinance amends the Borough Code so that in regard to C-1, C-2 and M-3 districts the height limitation for structures in these districts would be increased to 10 stories and 100 feet.

Mr. Christini asked if there were any comments regarding the proposed ordinance or any comments from visitors present.

Mr. Christini noted that one item that needs to be considered that was addressed in a memo from the PA Historical & Museum Commission. They suggested considering a lower height restriction in the C-2 district (Central Business District). He said before the present proposed ordinance is voted on Council should have a plan in place as to either we want to consider doing that or not.

Mr. Fairchild noted that much of Towanda's downtown is in an historic district and the buildings are not much higher than 4 stories so the fact that the proposed ordinance would allow up to 10 stories might be out of character (scale) with the downtown architecture. Mr. Fairchild said he agreed with the Commission and Council should at some later date consider modifying that C-2 district. He said he has asked PHMC to send us some sample language and sample ordinances.

Mrs. Clark asked what is Trehab's plans for the proposed downtown project and Mr. Fairchild said a four story building but there is also talk about a six story building. Currently, even without amending the ordinance this would require a special exception. With regard to the C-1 and M-3 districts the proposed ordinance is fine.

Mr. Christini asked Mr. Haight if he felt for the future that 6 stories and 75 feet is a good reasonable number and Mr. Haight said that is the number listed in the Code Book as a special exception.

There being no more discussion or questions the Public Hearing was closed at 7:10 p.m.

Mr. Long made a motion seconded by Mr. Klinger to adopt, by resolution, Ordinance 2011-15 as advertised. The Council was polled and the vote recorded as follows:

AYE: Klinger, Long, Kovalcin, Clark, Christini

NAYE: None

Resolution 2011-17 carried.

Mr. Frawley asked Council if it wanted to amend the ordinance now for the height limit in the C-2 district and Mr. Fairchild said not yet.

Mr. Fairchild said an idea might be to allow up to a 6 story building in the downtown district without a hearing and anything between 6 and 10 feet would be a special exception.

Mr. Haight asked if in proposing something would it be out of line to make the developer follow the guidelines of the downtown and Mr. Fairchild said they already do. It is a requirement in our Zoning ordinance. Mr. Haight said that is not stated in the C-2 district. It is in the Code for York Avenue only (C-4 District). Mr. Fairchild said it should be in the ordinance.

Mr. Long said personally he did not think it was a detriment to have different heights. Mr. Fairchild said he might be right. Mr. Long said development breeds development.

Mr. Frawley said obviously it is Council decision to decide if a special exception will be allowed in the ordinance but Council needs to know that it does not have that much control. If the applicant can demonstrate that it is the kind of activity that can be the subject of a special exception show that is not more than 10 stories or whatever, the special exception must be granted unless it can be demonstrated that it would unreasonably prejudice the community and you have to show more than the building itself would be detrimental to the area.

Council directed Ms. Harris to check with Ithaca, NY regarding historic district regulations for some ideas.

Other Business

Mr. Fairchild told Council that the RACP grant agreement is here and needs to be executed by Council. This is the \$5M grant.

Mrs. Clark made a motion seconded by Mr. Klinger to authorize the Council President to execute the RACP grant contract with regard to the \$5M grant. Motion carried.

Mr. Christini distributed a time line for the Fairchild building repair that was submitted by PJ Fairchild.

Mr. Haight said the problem we have is that he does not own the building. Roger Brown owns the building and he was sent a letter regarding the building. Letter was sent to Mr. Fairchild also. PJ Fairchild applied for the permit. He is purchasing the property through a land contract.

Mr. Haight said we have a merchant downtown who is asking us to open the street. He said technically there is a 180 day wait to begin a project unless it is deemed an emergency. He was asked to bring a plan and he did from a structural engineer to shore up the building, basement and first floor and to start immediately with the steel external shoring so it would be completed within 2 weeks but it has not even started. Mr. Haight said the reason he has kept the road closed is for the public safety of the citizens. He said maybe part of the street could be opened. Mr. Long said the public safety is the most important thing. He said keep it closed. He said the inside wall has been stabilized. He said that a 5 week time line is realistic and if the items are not completed in accordance with the time line he submitted, the Borough should go back to the Brown's and insist that they go forward with the repairs.

Mr. Fairchild told Council he had a conversation with Mr. Brown today and Mr. Brown told him that PJ Fairchild did not adhere to the schedule for repairs he would take of it. Mr. Fairchild said PJ Fairchild has agreed to follow the approved engineering plan.

Mr. Klinger said safety over convenience. Mr. Christini said he agreed. Council decided to keep the road closed.

Mr. Frawley told Council that with regard to the appointment of a police officer, there is one candidate still in the running. The background study needs to be done and the Commission would like this done as quickly as possible. He told Council that once the certification list is given to Council it has to find someone to conduct the medical examination and someone to conduct the psychological testing. Mr. Frawley said he has contact Dr. Cama who has agreed to do the physical exam and Charles Cornwall who has agreed to conduct the psychological exam. He asked Council to approve these people by a motion.

Mr. Kovalcin made a motion seconded by Mr. Klinger to approve Dr. Joseph Cama to conduct the physical examination for the police officer candidate and Dr. Charles Cornwall to conduct the psychological examination. Motion carried.

Mr. Long reported to Council that the Commission is going to come back to Council to reopen the examination process for a second officer.

There being no further business to come before Council, Mrs. Clark made a motion seconded by Mr. Kovalcin to adjourn the meeting. Motion carried. Meeting adjourned at 8:00 p.m.

Borough Secretary

December 28, 2011

Towanda, PA

A special meeting of the Towanda Borough Council was held on Wednesday, December 28, 2011 at the Municipal Building, 724 Main St. The meeting was called to order at 6:00 p.m. by Council President Mark Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. The roll was called and recorded as follows.

PRESENT: Mrs. Clark, Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer

ABSENT: Mr. McLinko

Mr. Christini noted that the purpose of the special meeting was to consider the proposed 2012 Borough budget for adoption and other related year end business.

Mr. Fairchild told Council that the proposed 2012 budget totals \$2,996,580 which is comprised of the General Fund and special Borough funds. To overcome a \$27,323 deficit in the General Fund due to across the board increases in fuel, health insurance, workmen's compensation, pensions, contract wage increases, a .69 mill will be increased in the General Fund and a .31 mill increase to the Victorian Street Light fund due to increased electrical costs and low interest earnings. Mr. Fairchild noted this is the first proposed real estate tax increase since 2009 and is basically an attempt to keep up with inflation.

Mr. Christini asked if there were any questions or comments on the proposed 2012 budget.

Mr. Kovalcin made a motion seconded by Mr. Roof to approve, by resolution, the adoption of the 2012 Towanda Borough General Fund Budget and Special Funds Budgets as advertised.

The Council was polled and the vote recorded as follows:

AYE: Long, Kovalcin, Sweitzer, Roof, Christini

NAYE: Klinger, Miller, Clark

Resolution 2011-18 carried.

Mr. Christini asked Council to consider the adoption of the 2012 Real Estate Tax Ordinance.

Mr. Long made a motion seconded by Mr. Sweitzer to adopt the 2012 Real Estate Tax Ordinance as presented.

The Council was polled and the vote recorded as follows:

AYE: Long, Kovalcin, Sweitzer, Roof, Christini

NAYE: Klinger, Miller, Clark

Resolution 2011-19 carried.

Mr. Christini asked Council to consider the adoption of the 2012 Salary Resolution. He said the resolution reflects the negotiated union wages for the Public Works and Police departments as well as the discussed salary increases.

Mr. Long asked if the union wages are a done deal and Mr. Sweitzer said yes. The police contract wages were decided by an arbitrator and the public works contract is in its third year.

Mr. Klinger asked what the police increase in wages was and Mr. Fairchild said 3.25% for the three years and the police will start paying a co-pay for their health insurance.

Mr. Klinger asked what is the proposed increase for non-union employees and Mr. Christini said 4%
Mr. Klinger asked what is the public works union increase and Mr. Fairchild said 85 per hour.

Mr. Sweitzer made a motion seconded by Mr. Long to adopt the 2012 Towanda Borough Salary Resolution as presented.

The Council was polled and the vote recorded as follows

AYE Long, Kovalcin, Sweitzer, Roof, Christini

NAYE Klinger, Miller, Clark

Resolution 2011-20 carried.

Payment of Year-End Bills

Mr. Sweitzer made a motion seconded by Mr. Klinger to approve payment of the bills for the Towanda Borough General Fund and special Borough funds as listed on the "List of Bills". Motion carried.

Other Business

Mr. Long reported that the oral interview was conducted with the candidate for the patrolman's position and the Commission will meet Monday to recommend to Council the mental, physical and drug testing be done. Mr. Sweitzer asked how long will it be before he can actually be hired and Mr. Long said probably two weeks.

Mrs. Clark asked about filling the second position and Mr. Long said the process will start again probably at the end of January.

Mr. Sweitzer said by hiring two officers the department will be back to where it was but he said the Borough should look at the costs involved with hiring an additional full time officer vs. the use of several part time officers

Chief Epler asked Council to consider offering Bryan Bellows conditional employment based on his passing the physical, mental and drug examinations

Mr. Sweitzer made a motion seconded by Mr. Klinger to offer Bryan Bellows conditional employment with the Police Department based on his passing the physical, mental and drug examinations. Motion carried.

Mr. Sweitzer asked the Police Chief to get figures together to see how much it would cost the Borough to hire another full time officer in addition to the two that have been advertised and why a third officer is needed. Also compare these figures with using part time officers. Council concurred with the request

Mr. Christini recognized Robert McLinko for his 12 years of service on Council and thanked him for his commitment to his community.

ADJOURNMENT

Mr. Kovalcin made a motion seconded by Mrs. Miller to adjourn the meeting. Motion carried. Meeting adjourned at 6:22 p.m.


Borough Secretary

January 3, 2012
Towanda, PA

The reorganizational meeting of the Towanda Borough Council was held on Tuesday, January 3, 2012 at the Municipal Building, 724 Main St., Towanda, Pa. The meeting was called to order at 7:00 p.m. by Mayor Garrett Miller.

Mayor Miller then swore in the newly elected Council members: Jean Miller, P. William Roof, Paul Sweitzer, Mark Christini and Ellen Lacek.

Mayor Miller then asked for a moment of silent prayer and then the reciting of the Pledge of Allegiance. The roll was called and recorded as follows:

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

ABSENT: None

ELECTION OF OFFICERS

Mayor Miller asked for nominations for President of Council

Mr. Sweitzer made a motion to nominate Mark Christini for President of Council. Mr. Long called for the close of the nominations.

Mr. Christini was unanimously elected Council President

Mayor Miller asked for nominations for Vice President of Council

Mr. Kovalcin made a motion to nominate Paul Sweitzer for Vice President of Council. Mrs. Lacek called for the nominations to be closed

Mr. Sweitzer was unanimously elected Vice President of Council.

Mayor Miller asked for nominations for President Pro Tem of Council

Mr. Sweitzer made a motion to nominate Jean Miller as President Pro Tem of Council. Mr. Klinger called for the nominations to be closed.

Mrs. Miller was unanimously elected President Pro Tem of Council

Mayor Miller turned the meeting over to Mr. Christini, Council President.

BOARD APPOINTMENTS

Ms. Harris noted that in addition to the re-appointments to TMA, the Bradford County Tax Collection Committee also needs new appointments. Ms. Harris is being recommended to replace Mr. Fairchild as the Borough's delegate with Susan Miller and Thomas Fairchild, Jr. as alternates.

Mr. Sweitzer made a motion seconded by Mrs. Miller to appoint Ralph Park and Ellen Lacek to 5 year terms on the Towanda Municipal Authority and to appoint Mary Ann Harris as delegate for the Borough to the Bradford Co. Tax Collection Committee with Susan Miller and Thomas Fairchild, Jr. as alternates. Motion carried.

CITIZENS TO BE HEARD

Joe Doherty, BCVMPA, asked Council to consider agreeing to break the park project down into three phases which would make it easier for fund raising purposes. Phase 1 which will cost \$200,000 is being funded with a \$200,000 state grant and this money will be used to build a parking lot at the park.

an entry ramp, stairs, retaining wall, sidewalk and engineering and design costs. He said rather than seeking another \$700,000 in funds to finish the park, he said the Association would like to break it down into phases. Phase 2 would cover the footprint of the veteran's side of the project. This would include the concrete work, landscaping, brick pavers, paving stones, the plaza, the rotunda, solar lighting and maybe some benches, etc. At this point, if for some reason the project could not come up with the remaining funds to finish it, the Borough would still have a useable park. The cost of Phase 2 is estimated at \$171,000. He said Phase 3 is estimated at \$308,000 which would include granite monuments, a flag display, rotunda structure, water fountains, etc. This estimate does not include the statues.

Tim Hoffman, CEO for the Association, told Council that if the project is broken down into phase it will be more obtainable and he said he felt that once the project is actually started and people see it happening more donations and interest will take place.

Mrs. Clark said she agreed that it would be easier to complete the project in phases.

Mr. Doherty introduced Jason Clapp, architect for the project that showed Council computer-generated renderings of the memorial park. He also told Council that the construction documents have been started.

Mr. Sweitzer said Council can okay the project in phases but the money still has to be in place before the phases can continue.

Mr. Frawley suggested that Council direct him to prepare an amendment to the present agreement with the BCVMPA to be reviewed and possibly approved at the next meeting of council. He said he felt this could be done by next month. Mr. Sweitzer said we need to keep the progress going and not get mirrored down in words. Mr. Frawley said one of the issues that comes to mind is the current agreement speaks of donations that are given and if the project does not reach completion the donations are returned. He said that has to be addressed again. Mr. Frawley said he is talking about a one month delay in making the final determination.

After further discussion, Mrs. Clark made a motion seconded by Mrs. Lacek to authorize the Solicitor to prepare an amendment to the agreement with the BCVMPA breaking the Veterans Memorial Park project into 3 phases as discussed and to send the proposed amendment to the Association's solicitor and committee for review and comment and to have it ready for action by Council at the February council meeting. Motion carried.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Mr. Kovalcin made a motion seconded by Mrs. Lacek to approve the minutes for the December 5, 2011 and December 14, 2011 special meeting of council as presented. Motion carried.

FIRE CHIEF'S REPORT

Chief Roof reported there were 11 calls in December with a total for the year of 198 which is about 45-50 more calls than the previous year. He said a lot of the increase is due to traffic control calls. He said the department is in good shape.

Chief Roof said he would like to clarify something that was brought up at the last meeting with regard to billing insurance companies for traffic and fire calls. He said it started about 4 or 5 years ago and he said it was his responsibility at that time to do it. He said at that time he was not very versed in computer usage and was sending the information to a wrong e-mail address. The company was not getting the information and neither was I. So he said he quit doing it. He said he has talked to the Wysox fire chief and he is going to show us how to submit the reports.

Chief Roof said Towanda is not losing out on a lot of money. He said the outlying townships where there is a lot of road mileage get more money, sometimes as much as \$1500 per call but he said Towanda's coverage area does not get those types of calls. We get more the "fender/bender" type

which brings in \$15 to \$150. He said that the townships do not bill for fires because they tried but did not receive anything back. He said entrapment is an automatic \$1000.

Mr. Christini said how far back you can submit a bill and Chief Roof said 6 months. Chief Roof said he would do that.

FIRE BOARD REPORT

Mr. Klinger said the Board discussed the insurance billing question and he said he discussed some parking issues within the Borough with Mr. Haight. Park St. is a concern of the Fire Dept. Chief Roof said he did not think the engine could get through and make the turn. He said there are a lot of streets in town that people are parking right on the corner and making it very hard for emergency vehicles to operate.

Mr. Haight noted that the Borough cannot get the plow truck through Second Street with traffic parked on both sides.

Mr. Klinger said also discussed with Mr. Haight and Mr. Fairchild is the crosswalk signs that have been placed in the middle of the intersections. Have seen firsthand that an ambulance could not get through without knocking it down when vehicles were parked on both sides of Main St. They have now been moved to the side of the crosswalk.

Chief Roof asked if the siren was going to be replaced. He said he has been asked by others and Mr. Fairchild said he had not planned to but asked the Chief what he thought. Chief Roof said most of the firemen don't because they carry pagers but in talking with Mr. Manville, Towanda Borough Emergency Management Coordinator, he said that if the siren is in place the public would know there was an emergency occurring but the fire department does not need it. Mr. Fairchild and Chief Roof will check with Mr. Manville regarding the status of the siren. Ms. Harris was directed to write to Mr. Manville asking for his opinion.

MAYOR'S REPORT

Mayor Miller wished everyone Happy New Year and thanked the Borough employees, the Police Dept., the Fire Dept. and Council for their service to the Borough.

Mr. Christini asked the Mayor if he was going to do a year-end report of the Police Dept. and he said yes.

POLICE COMMITTEE REPORT

Mr. Eller reported that the Department assisted with the Santa parade and K-9 Morrow went to the Sullivan Co. school and did a sniff for them and we should be getting a donation from them. The Police Civil Service Commission is proceeding with the hiring process of the one officer and getting ready for the second round of hiring.

POLICE COMMITTEE REPORT

Mrs. Miller reported that the new vehicle was discussed. It is going to be a Tahoe. Chief Epler said he is looking at the state contract to purchase the vehicle through but going through another vendor to have it outfitted because the state contract for that is more than another vendor.

Mrs. Miller also noted that the Department already has a new radio for the vehicle so that will not have to be purchased.

CODE ENFORCEMENT REPORT

Mr. Haight reviewed his written report with Council. He noted that 834 Main Street has been condemned.

With regard to the public works and streets, we will work with the Police Department on these issues.

Mr. Haight said with regard to the commercial vehicles, he said maybe it should be taken to the Planning Commission with some recommendations to amending the ordinance that was done a while ago and include idling of vehicles in residential areas. Mr. Christini asked Council if it wanted to explore the idling situation and it was the consensus of Council that it did want to pursue it and involve the Planning Commission, Police Committee and Public Works Committee. Each committee come up with their recommendations and work together. Ms. Harris was asked to obtain sample ordinances from other municipalities.

Mayor Miller asked what the status of the Mulberry St. housing project was and Mr. Haight said they were turned down for money in the first round but are going to seek funding again.

Mr. Christini asked about the building fee for the GTP project. He said he thought it seemed low for a \$600,000 project and Mr. Haight said that is Code Inspections Inc. fee. He said we only get \$50 out of it.

Mr. Christini asked if there was any update on the Fairchild building and Mr. Haight said nothing to date. Mr. Christini asked Mr. Haight to keep on top of it.

PUBLIC WORKS/CODE REPORT

Mr. Kovalcin said items have been discussed already by Mr. Haight.

BOROUGH MANAGER'S REPORT

Mr. Fairchild did not have any items to bring before Council.

Mrs. Clark asked Mr. Fairchild if he had seen the e-mail regarding solar lighting for the street lights and Mr. Fairchild said he had and we are always open to any progressive ideas and solar energy definitely is. He said most of our street lights are owned by Penelec. The lights along the Merrill Parkway the Borough owns. Mr. Fairchild said he would contact Mr. Barrett about this situation. Mr. Fairchild noted that solar power does work in this cloudy climate.

BOROUGH SECRETARY'S REPORT

Ms. Harris gave Mr. Christini the information that was requested by Council regarding ordinances from Ithaca, NY with regard to historic districts, building heights, etc.

SOLICITOR'S REPORT

Mr. Long told Council that the Police Civil Service Commission met yesterday to make sure the process for hiring the officer was on track. The credit report has been taken care of and the background check. Mr. Frawley said the Commission found nothing in the background information that would prohibit them from making a recommendation of the candidate in contention subject to the physical exam and psychological exam. His physical is scheduled for tomorrow at 8:30 a.m. and the psychological testing scheduled for 1:30 p.m. tomorrow. The Commission will submit one name tonight, that of Bryan Bellows. The next step is for Council to offer him conditional employment under Civil Service provided that he passes the physical, drug and mental testing. Mr. Frawley noted that it could take 10 days or more to get the results from the psychological test.

Mr. Long presented the Certification List to Council.

Mr. Sweitzer made a motion seconded by Mrs. Miller to offer Bryan Bellows conditional employment as a police officer with the Towanda Police Department under Civil Service rules and regulations pending successful completion of a physical and psychological testing. Motion carried.

Mrs. Clark made a motion seconded by Mr. Klinger to add to the previous motion, passage of drug screening. Motion carried.

Mr. Long said a new written test is being order so the second round of testing can begin for the hiring of a second police officer.

ADJOURNMENT

Mr. Sweitzer made a motion seconded by Mrs. Lacek to adjourn the meeting. Motion carried. Meeting adjourned at 8 30 p m


Borough Secretary