

**TOWANDA BOROUGH COUNCIL
MEETING MINUTES
JANUARY 6, 2014**

The reorganizational meeting of the Towanda Borough Council was held on Tuesday, January 6, 2014, at the Municipal Building, 724 Main St., Towanda, Pa. The meeting started at 7:05 PM with Mayor Garrett Miller being administered the oath by Towanda District Judge Timothy Clark for another 4 year term. Also sworn in were newly elected Council members: Rex Klinger III, William Kovalcin Jr., Keith Long and Patrick Taylor. Mary Ann Harris also was sworn in for a 4 year term as borough tax collector.

Mayor Miller then called the meeting to order at 7:09 PM and 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: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long,
Mr. Roof, Mr. Taylor

ABSENT: Mrs. Miller, Mr. Sweitzer

ELECTION OF OFFICERS

Mayor Miller asked for nominations for President of Council.

Mr. Kovalcin made a motion to nominate Mark Christini for President of Council and Mr. Klinger 2nd it, and all were in favor. Mr. Long called for the close of the nominations, Mr. Kovalcin 2nd it, and all were in favor. Mr. Christini was unanimously elected Council President.

Mayor Miller asked for nominations for Vice President of Council.

Mr. Taylor made a motion to nominate Ellen Lacek for Vice President of Council, Mr. Kovalcin 2nd it, with all in favor. Mrs. Long called for the nominations to be close with Mr. Kovalcin 2nd it, and all were in favor.

Mrs. Lacek was unanimously elected Vice President of Council.

Mayor Miller asked for nominations for President Pro Tem of Council.

Mrs. Lacek made a motion to nominate Jean Miller as President Pro Tem of Council, Mr. Klinger 2nd it, and all were in favor. Mr. Long called for the nominations to be closed, and Mr. Taylor 2nd it, and all were in favor.

Mrs. Miller was unanimously elected President Pro Tem of Council.

Mayor Miller turned the meeting over to Mr. Christini, Council President at 7:11 PM.

The regular meeting of the Towanda Borough Council continued at this time.

CITIZENS TO BE HEARD:

A letter from Towanda Borough resident Rick Lewis was read. Mr. Lewis requested a handicap space in front of the Universalist Church on Second Street. Mrs. Lacek made a motion but "only on Sunday" was added to the motion. Mr. Taylor 2nd the motion with the rest of council in favor. Mrs. Kulick was instructed to contact Mr. Lewis to let him know it is approved.

MINUTES:

A motion was made by Mr. Long and 2nd by Mr. Kovalcin, approving the minutes of December 2, 2013 meeting. A motion was made by Mrs. Lacek and 2nd by Mr. Taylor approving the minutes of December 26, 2013. All the rest of council approved.

FIRE CHIEF'S REPORT:

Chief Roof said there were 139 calls for the year. The fire dept. was called out to the Berwick Turnpike house fire. His report said From Nov 1 to Nov 26, there were 14 total incidents, 7 were in the Borough.

FIRE BOARD REPORT:

Mr. Klinger will be on the fire board again.

MAYOR'S REPORT:

Mayor Miller asked for continued prayers for his mother and council member Jean Miller, as she is in the hospital. Mrs. Kulick was told to send flowers on behalf of the borough to her. There has been some training, and Chief Epler and Officer Ogden met with the new Attorney General's Agent for our area at Athens Township Police Station concerning Drug Taskforce Operations.

POLICE CHIEF REPORT:

Chief Epler talked about training that officer Bellows and he had attended in Elmira, New York. Also, officer Edsell completed his required MCSAP inspections for the year 2013. Also, as state by Mayor Miller, he mentioned meeting the Attorney General's Agent for our area. He also met with the attorney (Harry Coleman) concerning the Ward lawsuit. Total traffic citations were 20 for the month of December, and 14 Non-traffic. They are looking at new vehicles for the police dept.

PUBLIC WORKS: Mr. Haight reported. In addition, it was decided to leave the white Christmas lights on thru January. The Christmas trees will be picked up starting January 13th. Mr. Haight praised new employee April Maynard for how well she has done so far for the Public Works. Mr. Christini told him to let her know we are glad she is on board.

CODE ENFORCEMENT REPORT: Mr. Haight went over the permits that were issued, compliance actions and rental inspections, in addition zoning fees.

Parking report:

There were 68 \$10 tickets of which 5 were forgiven and 12 were excused.

4 - \$20 tickets were excused.

22 tickets were paid within 48 hours (\$220.00).

16 tickets were paid after 48 hours (\$320).

1 ticket went to Magistrate as citations.

Received \$31.50 from Magistrate.

The revenue from parking in December was \$560.00.

The hours spent on parking were 15 for December 2013.

of \$10 tickets (Police issued) was 6.

Dollar amount paid within 48 hours (\$20).

of \$20 tickets (Police issued) was 0

Dollar amount paid after 48 hours (\$40).

BOROUGH MANAGER: BCVMP opened 4 bids and the group will review the bids to ensure consistency and present to the full BCVMP committee.

Third Street project is done. It is flowing and working. Landscaping to be done in Spring.

Concerning the police pension, council rescinded the motion to place Josh Lake in the Teamster's inter-local pension fund. Mr. Lane recommended that we place Officer Lake in the current police (defined benefit) pension plan and work on the health of the fund. The motion to rescind was made by Mr. Taylor, 2nd by Mrs. Lacek with all in favor to rescind the original motion that was passed. The motion to put Officer Lake in the Borough Police Pension Plan was made by Mr. Klinger, 2nd by Mr. Kovalcin with all in favor to modify/amend to consider putting Office Lake in another fund that would be Act 66 compliant (Defined Contribution) approved by Union. All were in favor.

RACP Extension – By next December, we need to provide RACP people with all new paperwork for the parking garage. Applied for ARC Grant of federal money (\$100,000) for the project.

The TreeHab project will have closing in March 2014. 6 to 7 parking spaces will have to be moved and Mr. Christini said to make sure we have spots for those people that are displaced.

ARLE Grant – Will advertise bids tomorrow and hopefully project should be done by May 31, 2014.

Comcast – Moving to the next phase of upgrades and 7 days later they are increasing some rates, but very little.

BOROUGH SOLICITOR'S REPORT:

Mr. Frawley has decided to resign so he can spend more time with his family. He said he would perform the duties of solicitor until a replacement is found. Mr. Frawley praised Council for the hard work that they have done.

He said that we need to advertise the proposed ordinance for the Police Retirement Fund and say in the ad that we will be voting on the ordinance at a special council meeting on January 20, 2014.

At Monday, January 20, 2014, meeting the voting will be on:

1. Approve 2014 prepared budget
2. Enact 2014 real estate millage ordinance
3. Approve ordinance to raise the police contribution to 7% (currently 5%).

Need a motion to propose and draft the above ordinances to advertise in Daily Review and copies be made available for public inspection. Mr. Long made the motion with Mrs. Lacek 2nd it. All the rest of council was in favor.

BOROUGH SECRETARY'S REPORT:

Mrs. Kulick read a note from Mr. Brian Rosenberger asking for permission to hold a 5K event for the benefit of North Rome Christian School Building Fund. The will use Route #2 for the event. The motion to approve was made by Mrs. Lacek, 2nd by Mr. Klinger with the rest of council approving. Mrs. Kulick will e-mail Mr. Rosenberger to give him the OK for the event.

ADMINISTRATION REPORT:

Mr. Christini presented Manager Lane's agreement for the next 2 years, which includes a 2 percent increase in pay. The motion to accept the agreement was made by Mr. Klinger, 2nd by Mr. Kovalcin with all the rest of council in favor.

Also approved was Mr. Fairchild's new 1 year written agreement to work on an as needed basis as project manager and advisor for the Borough and TMA (Towanda Municipal Authority). This would be at the same hourly rate as 2013 (\$44.50/Hr), with a maximum of 80 hours per month. The motion to accept the agreement was made by Mr. Long, 2nd by Mrs. Lacek with all the rest of council present in favor.

Mark discussed the Chart of Pension Plan Fund to set the reserve (gas lease) money in plan. We need to put in 1.9 million, and we have 1.1 million - \$800,000 short. We are 57% funded. The last rate of return was 4.9%. Next year a new officer will probably be hired and the borough needs to be pro-active.

Mr. Klinger asked how much it costs to heat Borough Hall. Much discussion was made concerning the heating system and how it could be upgraded. Mr. Lane said the budget is \$5,600 for the year. This would probably cover a boiler change only.

Concerning the Main Street demolition, Mr. Lane said we have 3 bids.

The TMA audit is done. Mr. Thompson will need to interview Mr. Lane and a couple other employees yet.

There were no bills to be paid at this meeting.

Union Sub-Committee: Nothing.

FINANCE

Financial Reports: Included.

Planning Commission: Nothing.

TMA/CBPA Report:

Other:

ADJOURNMENT:

Meeting called to be adjourned by Mrs. Lacek and 2nd by Mr. Kovalcin at 8:28 PM.



Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH SPECIAL COUNCIL
MEETING MINUTES
JANUARY 20, 2014**

A special council meeting was held on Monday, January 20, 2014 at the Municipal Building. Council President Mark Christini, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance, called the meeting to order at 7:02 PM. Roll was called and recorded as follows:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Roof, Mr. Sweitzer, Mr. Taylor

ABSENT: Mr. Long, Mrs. Miller

Also in attendance were Mayor Miller and Borough Manager Kyle V. Lane.

CITIZENS TO BE HEARD

None.

ADOPTION OF THE 2014 BOROUGH BUDGET

Mr. Christini asked if there were any questions regarding the proposed 2014 Borough and Special Funds Budgets.

Mr. Taylor made a motion seconded by Mr. Klinger to accept, the 2014 Borough and Special Funds Budget as presented and advertised.

The roll was called and recorded as follows:

AYE: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Roof, Mr. Sweitzer, Mr. Taylor

NAYE:

ABSENT: Mr. Long and Mrs. Miller

The 2014 Budget was accepted with total millage at 15.56 Mills.

ADOPTION OF 2014 REAL ESTATE TAX ORDINANCE

Mr. Klinger made a motion seconded by Mrs. Lacek to accept the Real Estate Tax Ordinance 2014 as presented. The roll was called and recorded as follows:

AYE: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Roof, Mr. Sweitzer, Mr. Taylor

NAYE:

ABSENT: Mr. Long and Mrs. Miller

The 2014 Real Estate Tax Ordinance was accepted.

Ordinance No. 2014-1 was adopted.

ORDINANCE ON ADOPTION OF 2014 POLICE OFFICERS' CONTRIBUTION AMOUNT AT 7%

Mr. Sweitzer made a motion seconded by Mr. Klinger to adopt, by ordinance adoption of 2014 Police Officers' contribution amount of 7% to Police Pension Fund; plus, requirement that 2011 thru 2013 Police Officers' contribution of 5% was made to the Fund.

The roll was called and recorded as follows:

AYE: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Roof, Mr. Sweitzer, Mr. Taylor

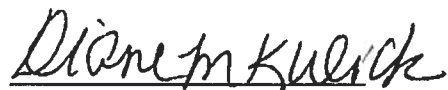
NAYE:

ABSENT: Mr. Long and Mrs. Miller

Ordinance No. 2014-2 was adopted.

ADJOURNMENT

Mr. Sweitzer made a motion seconded by Mrs. Lacek to adjourn. Meeting adjourned at 7:28 PM.



Diane M. Kulick
Borough Secretary

TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES
FEBRUARY 3, 2014

The February regular meeting of the Towanda Borough Council was held on Monday, February 3, 2014, at the Municipal Building. Council President Mark Christini called the meeting to order at 7:07 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mr. Long, Mr. Sweitzer, Mr. Taylor

ABSENT: Mr. Roof, Mrs. Miller

CITIZENS TO BE HEARD:

A letter sent by citizen Richard Latimer, N. Main Street, on behalf of himself and his wife concerning his neighbors at 206 N. Main Street. Mr. Latimer wrote about problems with the neighbor's dog breaking their fence down up to 4 times. The neighbor fixes the fence but in a cobbled way. The Latimer's also complained about their neighbors' truck parked on the grass in their own yard and driven very little. It blocks their view to the south. Also, the neighbor fails to shovel the walk in front of their property before 24 hour time allotment. These things have been on-going for over 2 years. Mr. Haight addressed this issue. It was noted that it was ok for him to park on the lawn, but no ok to park on the sidewalk. Mrs. Lacek made the comment that the 2 dogs bark 8 hours at a time sometimes. Chief Epler said that the police did get a call because both dogs had torn the fence, and it was fixed. He noted that there have been no other complaints on the dogs so far to the police dept. Mrs. Lacek said that she will let Mr. Latimer know that he should call the police if the dogs bark in the future.

MINUTES:

The minutes of January 6th were approved with a correction. Motion was made by Mrs. Lacek and 2nd by Mr. Klinger with all in favor.

The minutes of January 20th Special Meeting were approved as written. Motion was again made by Mrs. Lacek and 2nd by Mr. Klinger with all in favor.

FIRE CHIEF'S REPORT:

Fire Chief Roof was absent due to illness. However, his January 2014 report listed a total of 9 incidents.

FIRE BOARD REPORT:

It was noted by Mr. Klinger that Tower 2 was done being repaired and the fire department will be picking it up.

MAYOR'S REPORT:

Mayor Miller thanked everyone for their concern for his mother and fellow Council member Jean Miller who was hospitalized. She is home and continuing her recuperation. He also thanked the police for the successful arrest of a local person who is charged with numerous serious offences that he is accused of committing in the Borough. There was a total of 19 traffic citations, 4 non-traffic citations. Among the calls to the police in January 2014, there were 180 complaints and 40 disturbance calls. Also Mayor Miller talked with a local weather wiz who would like to get something together maybe next year for Ground Hog day. He was advised to talk to Mr. Cory, Ben Franklin manager with his ideas.

POLICE CHIEF REPORT:

Chief Epler related that the criminal case referred to in the Mayor's report kept the department busy. Plus, Officer Hennessey is at training school, and they are still looking for a part-time police officer. They are looking at some new cars/suvs to add to the police dept. Manager Lane is working with Chief Epler

on this. The Ford utility interceptor (like a Ford Explorer) base is \$8,000 cheaper than the Chevrolet Tahoe. There was no Police Committee meeting this past month.

PUBLIC WORKS/CODE ENFORCEMENT REPORT:

Mr. Haight said that a permit was issued to the owners of the business "Baskets, Blooms & Beyond," which is moving to the back of the Ben Franklin store. Also, a permit was issued to the "New to You" consignment shop, which is moving to 201 Main Street. He noted that "permits issued" count is down for January. There were 19 rental inspections in January with 2 fails, but were corrected and passed upon the 2nd inspection with 3 in failed status now. Also, there were 4 "unresolved" rental inspections with 1 pass after the 2nd inspection. There were numerous (22) January compliance violations, some were resolved but there were 19 "unresolved" compliance violations with 2 of them resolved this past month.

Parking Report:

There were 65 \$10 tickets issued, 1 \$10 ticket forgiven & 10 \$10 ticket excused; There were 0 \$20 tickets issued with 1 \$20 ticket excused. 27 tickets were paid within 48 hours at one-half the cost equals \$280. 2 tickets taken to the Magistrate as citations equals \$28 (rec'd). January revenue for parking was \$1,020. Mrs. Wells spent 15 hours on parking in January. There were zero amounts of \$10 & \$20 parking tickets issued by or paid to the police in January.

BOROUGH MANAGER'S REPORT:

1. Manager Lane discussed Act 13 – some portions were struck down by the state Commonwealth Court — as unconstitutional. Our zoning solicitor, Jonathon Foster said to keep the ordinance the same as it is now in our borough code.
2. Manager Lane discussed replacement for Solicitor Frawley. At this time, he has spoken to several interested lawyers. He wants to speak to one more person before he makes a recommendation. Solicitor Frawley gave some input on possible candidates for his position. Manager Lane will give his candidate of choice, at which time an executive session will be held.
Meeting stopped and Executive Session began at 7:40 PM to discuss personnel matter. It was over at 8:01 PM, and the regular meeting went back in session.
3. Received an updated agreement for Stiffler McGraw to be Engineer for this project. Manager Lane needs to read it and get Third Street was received from Stiffler, McGraw & Associates. He will review and seek approval at the March council meeting.
4. The software went live for accounts payable general ledger and is working out good. Utility billing will be on-line in March 2014.
5. A public meeting was held on January 13, 2014 to talk about the proposed Parking garage with a planned location to be behind Borough Hall. A DCED Grant application for \$250,000 was sent to cover "soft costs" related to the project. Groundbreaking will start next spring depending on the money. We would like to lock in all the monies before something happens. Trehab will start their project before us.
6. The Arle Grant bids will be opened on February 14, 2014 at 2 PM.
7. Progress Authority has sent us a request to vote on a resolution approving their organization bylaw changes/modifications. Mr. Klinger moved to adopt this resolution (Resolution # 2014-1), which Mr. Sweitzer 2nd the motion. Mrs. Kulick polled the rest of those present who agreed, therefore resolution carried.

BOROUGH SOLICITOR'S REPORT:

Solicitor Frawley will be reviewing the Cable contract and report his legal opinion to the Finance Committee on January 27, 2014.

BOROUGH SECRETARY'S REPORT:

Mrs. Kulick addressed the board about a 5K run that Jamie Heft would like to have approval. This will be the 2nd year for the Annual Racing Heart 5K Walk/Run that will be held on Saturday, May 31, 2014. She will utilize the same route #2. The motion to approve was made by Mr. Long and 2nd by Mr. Sweitzer, with the rest of council in agreement.

A 5K run for ARCC/YMCA 5K Shamrock Run/Walk using route #1 on March 15th was made motion by Mr. Sweitzer and 2nd by Mr. Klinger, with the rest of council in agreement.

ADMINISTRATION/FINANCIAL COMMITTEE REPORT (President Christini):
Mr. Christini is working on the committee listing.

Approval to Pay Bills:

Motion made by: Mr. Taylor

Motioned 2nd by: Rex Klinger

Motion was passed to pay bills.

STANDING COMMITTEES REPORTS

Planning Commission:

Police Civil Service Commission:

Union Sub-Committee:

TMA / WTA / CBPA REPORTS: In packet if available.

Other Items:

Mr. Klinger said there is no longer a fire siren, and it is still on an electric meter. Manager Lane will get it taken off.

Concerning the odor the other day, the sewage treatment plant developed an odor problem when steam given off by the plant, which came from the facility's auto thermal thermophilic aerobic digester (ATAD), condensed and froze on the plant's roof. Workers got rid of ATAD-associated odor problem by cleaning the roof, using hot water under pressure.

Current billing issues with water and sewer are being worked on by staff and the software company Asyst.

ADJOURNMENT:

Motion made by: Mrs. Lacek

Motioned 2nd by: Mr. Klinger

Meeting was adjourned at 8:22 PM



Diane M. Kulick

TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES
MARCH 3, 2014

The MARCH regular meeting of the Towanda Borough Council was held on Monday, MARCH 3, 2014, at the Municipal Building. Council member Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

PRESENT: Mr. Klinger, Mr. Kovalcin, Mr. Long, Mr. Roof, Mr. Sweitzer, Mr. Taylor.

LATE EXCUSED: Mr. Christini was late and took over the meeting at 7:05 PM.

ABSENT: Mrs. Lacek, Mrs. Miller

CITIZENS TO BE HEARD: None present.

MINUTES:

The minutes of February 3rd were approved with motion made by Mr. Klinger and 2nd by Mr. Kovalcin, with all in favor.

FIRE CHIEF'S REPORT:

Fire Chief Roof has received email communication from the company working on the tower. They are still not finished after working on it 6 mos. The wires in the speaker system are being worked on even though Chief Roof told them not to work on it. His plan was to go wireless with it instead. The company seems to be very vague with communication while working on this fire truck. Mr. Christini suggested that Chief Roof call them and ask for face to face phone conversation with the person in charge of the repairs, and go over what has been done to the truck. In the past, we did not have any problems with this company in fixing equipment.

It was at this point that Solicitor Frawley suggested that Chairman, Mr. Christini should lead the meeting (@ 7:05 PM). Mr. Christini took over the meeting.

FIRE BOARD REPORT:

Mr. Klinger said everything was covered by Chief Roof's report. Mr. Klinger mentioned in the meeting that Council was a little concerned with the cost of the repairs to Tower 2.

MAYOR'S REPORT:

Mayor Miller offered condolences to President Christini and his family at this time due to the passing of Mr. Christini's father, Jim Christini. Mr. Christini was an asset to the borough. Mayor Miller gave Solicitor Frawley the "KEY" to the town of Towanda and declared March 3, 2014 as "Lonnie Frawley Day" in the Borough.

POLICE CHIEF REPORT:

Chief Epler told Council that Officer Edsell attended yearly update training in Harrisburg for MCSAP certification. Officer Lake attended training at the BC Correctional Facility for Cert Team Tactics. BUPA (Buckle up PA) education was conducted by a number of Officers at and around the Towanda High School in preparation of enforcement in the coming weeks.

A drug raid was conducted in the 3rd Ward in cooperation with the PA State Police. Two males and one female were taken into custody during that operation, and an infant was turned over to CYS.

The new personal body armor has arrived. The police wear these vests under their uniforms that have a 5-year shelf life. Chief Epler said the department receives a grant for this, which pays for half the cost of

the vests. Concerning Visual Alert System, crime, vehicle, evidence, all put in system, plus pictures. Multimedia is on computer. For Discovery, attorney receives down load on the attorney thumb drive. Mr. Epler reviewed and summarized the 2013-year report for the Police Dept. Complaints were down about one thousand. That being due to some of the gas industry going away from the area, and some due to the new system. Criminal arrests were up, DUl's and overall numbers were up. 2013 fines and

Reimbursements are up in general fund. Fines and reimbursements were up, some due to officer Douglas hours as school officer that went from 25 to 40 hours per week. The other was from MCSAP.

PUBLIC WORKS/CODE ENFORCEMENT REPORT:

Parking Report:

FEBRUARY 2014

76-\$10 tickets were issued, 0-\$20 tickets were issued
5-\$10 tickets were forgiven, 1-\$20 ticket were forgiven.
9-\$10 tickets were excused, 3-\$20 tickets were excused.
35 tickets were paid within 48 hours at one-half the cost at \$350.
19-tickets were paid after 48 hours at \$380.

0-tickets were taken to the local Magistrate as citations.

Amount received from Magistrate was \$20.

February revenue for parking was \$1,490.

Ms. Wells spent 15 hours on parking in February.

There were zero amounts of \$10 & \$20 parking tickets issued by or paid to the police in February.

Public Works/Code Enforcement:

Code report was in packet. Mr. Haight told council that permits are down this month probably due to weather this winter. Contractors' registrations are starting to be renewed. Some started renewing (early) in December 2013.

There were no zoning codes. Compliance actions were mostly caused by snow removals not been done. Some people had trouble getting salt and getting rid of the ice build up on their sidewalks.

As far as housing inspections, we had 7 fail the first time and 3 of the failed passed after inspection a 2nd time. Three have not been inspected a 2nd time. We have never had to inspect for a 3rd time.

Mr. Haight said there we a number of sewer lines plugged or broken due to the weather conditions. We have some salt allocation left yet. We do have sinters, and use more of this type of treatment this time a year (more than salt).

Mayor Miller stated that next year we need to come up with a better way of doing the "Snow Emergencies". Mr. Haight said the ordinance is written and it names certain streets. Mr. Haight stated that we need to look at that and maybe add a couple more streets for mainly fire protection.

Mr. Haight talked about the "Snow Emergency" that occurred in February. Mr. Kovalcin commented that there are a number of uninspected cars in town. Mr. Haight spoke that it is a police issue. Ms. Wells found 11 unregistered vehicles today. The way people parked was an issue in being able to plow. A meeting will be set up in the future with Mr. Manville to cover communication procedures to the public.

BOROUGH MANAGER'S REPORT:

Ms. Vicki Wells will be retiring on May 2, 2014. We will have to start looking for a replacement.

Manager Lane touched on the snow issue that had already been discussed. He also talked about a

TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES
APRIL 7, 2014

The APRIL regular meeting of the Towanda Borough Council was held on Monday, APRIL 7, 2014, at the Municipal Building. Council member Paul Sweitzer called the meeting to order at 7:03 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

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

ABSENT: Mrs. Miller

CITIZENS TO BE HEARD: Joe Doherty (BCVMPA update) Mr. Doherty gave an update of the BCVMP project. He talked about small items that need to be completed from the original plan in Stage II (no additional charges). Unspent money is left from the PA Grant of \$200,000 that is now allocated to be used in what we now call Stage II Part B. This money will be used for the rotunda, which will eventually house the Quintessential Soldier sculpture. BCVMPA will have to add about \$19,000 from the current balance with the Borough in order to bring this to completion. Council has already approved this change order with Middendorf Construction. The BCVMPA account will then be around \$62,000.

Cost estimate from Brian Hanlon Studios for the pavers to be installed in the park is around \$41,230, which will leave BCVMPA with approx. \$20,000.

The estimated cost of pavers is around \$19,000.

Mr. Doherty asked Towanda Borough Council to approve the Brian Hanlon invoice for the pavers (all pavers are already paid for by our citizens and local contractors). In addition, the town of Ridgebury has put in a check for \$1,000 into an account of matching funds that they have set up. That account has \$1,240 in it. Mr. Doherty is continuing to distribute flyers around that area.

Mr. Doherty has said that there have been kids hanging out and skateboarding around the site. Chief Epler is aware and the police are keeping an eye on this area.

A motion was made by Mr. Long to approve the Hanlon contract for the granite, and second by Mr. Klinger, with the rest of council in favor.

MINUTES:

The minutes of March 3rd were approved with motion made by Mrs. Lacek and second by Mr. Kovalcin, with the rest of council in favor. Mr. Taylor pointed out a minor item that needed correcting on page 3 line 2. It read "and the problem is they," should have been typed "and the problem is the." Mrs. Kulick will make the correction.

FIRE CHIEF'S REPORT:

Fire Chief Roof said that the tower is back and working well. The bill was around \$5,000 more than expected due to the age of the tower truck and finding parts. Chief Roof said he has a different maintenance company now – Elmira Tyler Fire Equipment is where the servicing will be done in the future.

Chief Roof also talked about the Hughesville training and Wysox training, and they have been asked to take the tower to Chemung for training in April.

The Fire Company received a state grant for \$12,800 for the tower repairs.

FIRE BOARD REPORT:

There was no report, as there was no meeting held in March 2014.

MAYOR'S REPORT:

Mayor Miller shared that it is the 10-year anniversary of the slain BC deputies Mike VanKuren and Chris Burgert. The deputies were killed on March 31, 2004 while trying to serve a warrant in Wells Township. A memorial service was held on Monday, March 31, 2014, at the courthouse in front of the granite monument that honors them.

In addition, Mayor Miller mentioned the fire on York Avenue at the Jim Bowen Funeral Home. He said that Mr. Bowen praised the fire department for the great job they did in getting the fire contained and put out.

In addition, he mentioned the Easter Egg Hunt that is to be held at the courthouse this Saturday at 12 Noon.

Mayor Miller also expressed condolences to Mr. Klinger as his father-in-law passed away yesterday (Sunday).

POLICE CHIEF REPORT:

Chief Epler said that BUPA enforcement was conducted around the Towanda High School throughout the month. This time a few citations were issued for other than seat belt violations. Held a DUI roving patrol on St. Patrick's Day holiday. Officers Bellows and Lantz attended High Risk Warrant Service School at Fort Indiantown Gap, PA.

New copier and Fax machines were installed, and two new computers are ordered for the station.

Chief Epler said that there was a flooding event at the station due to heavy rain last Saturday. It backed up so a pump was used to get the water out. Borough workers will be freed up to help them with this as heavy rains overwhelm the drains and they back up.

They have had radio issues in vehicle 06. It is junk analog only and they need digital. It is \$500 for a new one and they installed it today.

Chief stated that he is just about done in getting the computer equipment updated. Both fax machines are in operation and they have lots of back up in place now.

Finally, there was a contract from Bradford County Communication Services for Police Telephone Answering Services from the Bradford County Commissioners for the year 2014. This covers the cost for the 911 County Communications Center to answer Towanda Police administrative lines (not 911). The cost is \$.60 times population amt of 2915 – which equals \$1,749.00, for Police Telephone Answering Service. This contract had all three commissioners signature and needs the Council Chairman's (Mr. Christini) signature sent back with payment. Mrs. Kulick will take care of this through accounts payable.

POLICE COMMITTEE MEETING

There was no meeting.

PUBLIC WORKS/CODE ENFORCEMENT REPORT:

Parking Report:

MARCH 2014

108-\$10 tickets were issued, 0-\$20 tickets were issued

7-\$10 tickets were forgiven, 3-\$20 tickets were forgiven.

3-\$10 tickets were excused, 2-\$20 tickets were excused.

57 tickets were paid within 48 hours at one-half the cost at \$570.
13-tickets were paid after 48 hours at \$260.
3-tickets were taken to the local Magistrate as citations.
Amount received from Magistrate was \$2.
March revenue for parking was \$1,260.
Ms. Wells spent 15 hours on parking in March.
There were zero amounts of \$10 & \$20 parking tickets issued by or paid to the police in March.

Public Works/Code Enforcement:

Mr. Haight mentioned that contractor's registrations are slow to come in this year. He shared that the fire at Jim Bowen Funeral Home could have been worse, as a fire protected rug helped stop the spread of the fire on the third floor.

As far as rental inspections, everyone passed this time on their first inspection. There are less now due to the gas industry gearing down.

Spring cleanup will be held on May 8, 9, and 10 this year.

Mr. Long mentioned the Bailey Block and Larrabee parking lot next door to the Borough. It is very hard to pull out of this lot going north. Maybe we should look at only having turns to the south went exiting.

In addition, Mr. Long stated that there are pedestrian crossings at Pine and Main Street and Main and Bridge Street. He stated that there is an issue with people who use the new parking lot not being able to cross without walking a distance to the other crosswalks. Mr. Haight stated that they could not access where there is a curb installed, and there is on the other side of the street where they would be crossing.

BOROUGH MANAGER'S REPORT:

Manager Lane started by presenting a resolution for supporting the proposal to designate a portion of Pennsylvania Route 6 as a PA byway. This resolution came from PA Route 6 Alliance of Galeton, PA. Resolution was made by Manager Lane to support this cause, which was made by Mr. Klinger, and seconded by Mr. Kovalcin. The rest of council was called upon and voted yes – **RESOLUTION 2014-4** carried.

Manager Lane told council that we should not back down from contesting the denial of the appeal the borough made to FEMA on the location of the flood zones in town. Mr. Klinger stated that we need to do everything we can to get our citizens a lower rate for their flood insurance. Manager Lane said he has since talked to FEMA project engineer Jon Janowicz about the denial, "which made me feel better." Lane said that Janowicz' message was "We can still work together to get this rectified." We are waiting on Hawk Engineering to find our original hydrology study. They are looking for a duplicate copy of the record, as a study was done back in 2000's. However, their office was flooded in 2011 where these records were stored. It would be around \$10,000 to have a new hydrology study along with the cost of obtaining elevation certificates that would show the height of the parkway in relation to the flood zones. This will prove that the parkway acts as a dike that protects the borough. Note also, the larger pipe to carry Mix Run from the top of Elm Street to the River handles all the water that is carried through it during unusually heavy rains.

The College Run project received a check for \$150,000, from FEMA for work done thus far on that stream. We need a motion from council to contract Stiffler-McGraw for doing the rest of the Engineering for College Run project. Tom Fairchild wants to check with Stiffler-McGraw

again. The piping will be 60 inches diameter from start to finish. Motion was made to have Stiffler-McGraw do the engineering work on College by Mrs. Lacek, and seconded by Mr. Long, with the rest of council stating yes, and motion carried. FEMA (federal aid) will pay for engineering. Reimbursement will be around \$3.4 million at max, no more. Mr. Christini praised borough Manager Lane and Mr. Fairchild for their work on this project

Spring Clean up is May 8, 9 and 10th. Four dumpsters will be brought in that rotate with hours of 9 AM to 6 PM. Tires will have a fee based on size.

Manager Lane also shared with council that on Cherry Street the Independent Baptist Church wants to build a community center with a gymnasium, and want us to vacate about 70 feet of Cherry Street. They purchased the four houses on Cherry Street by their church. They will pay \$1,500 a year payment in lieu of tax (PILOT). He states that we need a motion to write an ordinance to vacate that section of Cherry Street. Solicitor Smith will have to draft an ordinance. Mr. Christini asked if the borough or the church would pay the legal costs. The motion was made by Mr. Long and seconded by Mr. Sweitzer to have Solicitor Smith to draft an ordinance and advertise it. Manager Lane stated that it would have to be advertised one time a week for two weeks. The motion carried unanimously. However, it was noted by Mr. Christini that we need to wait for a letter from the church requesting this purchase.

Mr. Fairchild came forward next to talk about the "Towanda Terrace," project being developed by Trehab and the borough parking garage. Trehab is looking to get a DCED home grant application for \$645,000 gap to fill dollars needed to build it. They are targeting for a spring closing.

Both projects are linked and need RACP money. \$15.8 Million roughly needed all together. The borough has applied for DCED grant for the parking garage.

Mr. Fairchild asked for a motion for Trehab to go to PHFA (Pennsylvania Housing Finance Aid) for aid. Mr. Kovalcin made the motion first, and Mr. Klinger seconded it. Motion carried unanimously. There should be no money contributed from the borough except the environmental study (approx. \$35,000). Mr. Long spoke of the number of projects that have gone on through the years in our historical town.

BOROUGH SOLICITOR'S REPORT:

Solicitor Fred Smith received a letter from Chemung Canal concerning a loan, and Solicitor Smith has to send them an opinion letter to qualify for the loan.

Mr. Frank Innes, who recently purchased property next to his own on York Avenue, has sent a letter asking the borough to amend the zoning ordinance to include a bed and breakfast use in the list of uses in the R-4 district as a special exception. A planning commission meeting to give recommendation to council on this subject will be discussed at the next regular meeting of the planning commission this month. A motion was needed to send to Planning Commission for consideration. It was made by Mrs. Lacek, and seconded by Mr. Kovalcin, with the rest of council in favor.

BOROUGH SECRETARY'S REPORT:

Mrs. Kulick presented a letter from Jean M. Ruhf (Gasper) of Endless Mountains Visitors Bureau, with a copy of Tourism Promotion Act – Enactment of July 4, 2008, P.L. 621, No. 50. They are requesting our support of tourism. This motion was made by Mr. Taylor and seconded by Mr. Kovalcin with the rest of council in favor.

A letter from Sue Ann Williams in support of First Friday's in the borough was received. This notice was sent to all area business, residents, groups, organization and First Friday Participants & Volunteers, announcing a special meeting on April 8, 2014, to extend an open invitation to everyone to join the meeting at the Keystone Theater from 5:30 to 6:30 PM. The reason for the meeting is to discuss the direction for the events, and get input from people in support of reaching out to businesses and volunteers.

Concerning the Planning Commission meeting on the snow season, they decided to not do anything other than put temporary covers over the current signs on the street saying no parking from example: 8 AM to 5 PM.

As far as RV's in the borough the planning commission did not feel it is necessary to change anything in the code and a study would be costly and not necessary.

The Library has informed Mrs. Kulick that Mary Ann Harris has resigned and they have requested her to be a liaison. This would be decided at the next library meeting. Mrs. Kulick is waiting to hear from them to make it official.

ADMINISTRATION/FINANCIAL COMMITTEE REPORT (President Christini):

Mr. Christini had Manager Lane talk about the new software and the thicker reports that now print off. It does not separate TMA and the borough. Manager Lane asked who on council might want to receive just a summary of the financials in their packet and the complete report e-mailed to them instead of being copied every month. Mr. Klinger and Mr. Taylor would still like to have copies of the complete report in the packet that includes all financials.

BILLS TO BE PAID: A motion was made by Mr. Klinger and seconded by Mr. Taylor to pay the bills, with all the rest in favor.

STANDING COMMITTEES REPORTS

Planning Commission:

To schedule a meeting this month.

Police Civil Service Commission:

Nothing.

Union Sub-Committee:

Nothing.

TMA / WTA / CBPA REPORTS: In packet if available.

Other Items: Chief Epler talked about heavy vehicles coming through the borough without permits. We have no standard to use it currently. As there is a heavy load for the Panda Plant that is being built coming through town soon. \$.01 per pound for anything over 80,000 lbs., and this load that is coming through town for Panda is around 200,000 lbs. We may want a standard. Manager Lane is going to look into this.

Recreation Committee: Mr. Kovalcin talked about having Wayne Vanderpool, local weather man aka Weather Wizard, be the center of Weather Wizard Day on the last Saturday in January. He would announce how much longer winter will last. The committee will continue to look into doing this next year.

Mr. Christini welcomed Solicitor Smith to the group and said we look forward to working with him.

Mayor Miller mentioned the fire company's breakfast this coming Sunday morning.

In addition, a letter was received from PennDOT about the complete restoration of Main Street to Mix Avenue and from the end of the bridge to Route 187.

ADJOURNMENT: Motion made by Mr. Roof, and second by Mr. Kovalcin.
Meeting was adjourned at 9:20 PM

Submitted by:

Diane M. Kulick

TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES
MAY 5, 2014

The MAY regular meeting of the Towanda Borough Council was held on Monday, MAY 5, 2014, at the Municipal Building. Council member Mark Christini called the meeting to order at 7:04 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

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

CITIZENS TO BE HEARD: None.

MINUTES:

The minutes of April 5, 2014 were approved with motion made by Mrs. Lacek and second by Mr. Sweitzer, all in favor, motion carried. President Christini had a couple comments to make on the minutes entered on page 4. Under Borough Manager section about Cherry Street, to clarify, it should be added, "Need to wait for letter from the Independent Baptist Church."

In addition, on page 4, Mr. Fairchild's comments regarding Trehab stated, "all the rest of council was in favor." It should read, "Motion was carried unanimously." The second comment was on page 4 under the Borough Solicitor it stated, "A motion was needed to move this forward." It maybe should read, "A motion was needed to send to Planning Commission for consideration." President Christini then called for a voice vote approval of minutes with the changes. "Aye" was unanimous, and the minutes stand approved with clarifications to be made by the Borough Secretary.

FIRE CHIEF'S REPORT:

Fire Chief Roof commented that there were 15 calls, mostly mutual aid calls out of town. There is a problem with the engine of the tower truck. Chief Roof was on his way to Chemung and anti-freeze started leaking all over. He pulled into Ulster Fire Dept and parked it. Benjamin's Garage came up and filled it with antifreeze so Chief Roof could drive it to their shop in Wysox. They looked at it again and could not find anything wrong. Thought it may need a new radiator cap, changed that, and let it run over an hour. It was acting ok, so they started driving it back to Towanda Fire Company. On the way, it started acting up (leaking) again. They now have a diesel mechanic checking it out, but have no results yet. Everything else is working fine. They did some switching around with North Towanda to have equipment coverage.

FIRE BOARD REPORT:

There was no report, as there was no meeting held in April 2014.

MAYOR'S REPORT:

Mayor Miller and Chief Epler met to discuss addressing "Standard Operating Procedures." This is in relation of a pole that was hit by "Papa V's" this past winter. Mr. Haight said Penelec knew about it, but the information did not get to the proper people at Penelec. Therefore, the problem may have just been the communication with their group. The new police vehicle is at the station now and will be having the lighting put on it this week. Last week police had training, which the Chief will cover. Mayor Miller also expressed sympathy to the Sheets family in the death of their father, Robert, who was very involved in community affairs and organizations throughout the years. Mayor Miller thanked Jay Cory and Ben Franklin personnel for the nice job they did on the Easter Egg hunt at the Courthouse this year. The Kiwanis did a great job with the Easter Egg hunt at Memorial Park also. Mayor Miller was honored to throw out the first pitch at the opening day of Towanda Little League.

POLICE CHIEF REPORT:

Officer Ogden was sent to MBT training (Mentalization-Based Treatment) certificate course at the former Children House in North Towanda. A few of the officers including Chief Epler went to the New York State Officers Association Conference at Turning Stone Casino for Tactical Training Conference and Expo. Lots of training and each officer did different areas of training. Aggressive Driving first Phase is complete. 2014 Ford Utility vehicle is scheduled to go to Hi-Caliber to have lights etc. installed on it.

POLICE COMMITTEE MEETING

There was no meeting.

PUBLIC WORKS/CODE ENFORCEMENT REPORT:

Parking Report:

APRIL 2014

43 - # Green tickets issued

0 - # Yellow tickets issued

8 - # Green tickets forgiven

0 - # Yellow tickets forgiven

6 - # Green tickets excused

2 - # Yellow tickets excused

26 - # Paid w/n 48 Hrs @ ½ cost

\$260 - Amount paid w/n 48 Hrs

32 - # Paid after 48 hours

\$640 – Amount Paid after 48 Hrs

0 - # of tickets were taken to the local Magistrate as citations.

\$20 - Amount received from Magistrate

\$940 - Revenue from Reserved Parking Spaces

15 Hours spent on parking

1 - # of \$10 tickets (Police Dept)

\$0 - Amount paid within 48 Hrs

\$20 – \$ Amount \$20 Tickets (Police Dept)

\$0 - Amount paid after 48 Hrs (Police Dept).

Public Works/Code Enforcement:

Mr. Haight reviewed the report enclosed in the packet. Eighteen permits issued. Rental Inspections – Eight passed and one failed. Compliance action, out of twelve, four are unresolved. Other violations, out of twenty, sixteen are unresolved. Vicki Wells, parking officer and rental inspector has retired as of May 2nd. Her replacement will be decided soon.

Planning Commission Meeting is planned for May 20th, and the time will be at 5:30 PM. It will have to be discussed at the meeting if they want a time change for future meetings. Will need Community Cup paperwork for Planning & Zoning meeting. The annual Borough Cleanup is schedule for this Thurs, Fri and Sat.

BOROUGH MANAGER'S REPORT:

Manager Lane requested the following resolutions be voted on:

RESOLUTION: Parking Garage. A resolution (# 2014-5) to enter into the Grant Agreement with DCED was voted on.

Motion to adopt Resolution 2014-5 to enter into the Grant Agreement with DCED, was made by Mr. Long, and seconded by Mr. Sweitzer. No comments or discussion, voice vote taken, resolution carried (absent - Mrs. Miller).

RESOLUTION: Sale of Used Items. A resolution (#2014-6) to approve the sale of used items owned by the Borough per State Borough Code was voted on. Motion to adopt Resolution 2014-6 was made by Mr. Taylor and seconded by Mr. Klinger. No comments or discussion, voice vote taken, resolution carried (absent - Mrs. Miller).

The following items were discussed by Manager Lane:

Parking Garage: Concerning the parking garage, Manager Lane reported the borough has been tentatively awarded the "Keystone Opportunities" grant from DCED in the amount of \$250,000, which will pay for engineering and architecture of the parking garage. (This led to Resolution 2014-5, see above).

FEMA: The Borough received formal notification from FEMA that the updated FIRM will become effective on October 6, 2014. Before this date, the Borough is required to provide FEMA with our current floodplain management ordinance to ensure it meets National Flood Insurance Program (NFIP) regulations. Manager Lane sent a copy of our current ordinance to FEMA representative Daniel Fitzpatrick for his review. He will then inform us if any updating is needed.

BCVMP - Manager Lane has been notified by DNCR that the grant money must be expended by June 30th 2014, and an audit must be performed as part of the closing procedure. Manager Lane is currently in the process of hiring a CPA to audit the grant. Once Middendorf Contracting completes the stairs, line painting and the sign letters on the wall, we will have spent all the grant money and will start to close the grant. BCVMPA will be moving forward to finish phase 3 with the funds they have earned selling pavers and personal donations.

Property Maintenance Officer – Manager Lane spoke of Ms. Wells retiring this past Friday, May 2nd. She will be greatly missed around the office, and did a wonderful job serving Towanda Borough. (one pile of junk at a time). He and Mr. Haight interviewed four possible candidates this afternoon. We will discuss over the next few days and make a final decision that we feel is best for the Borough.

Sale of used Items – Manager Lane asked the permission of council to advertise and sell used items with an estimated value of over \$1,000. The items include a 2002 Ford Crown Victoria Police K-9 car, 1972 F-900 tanker truck, 1982 Ford F-350 Bucket truck, John Deere lawn mower and miscellaneous skate park equipment. (This led to Resolution 2014-6, see above).

2014 Paving – PennDot offers a service to assist local municipalities with paving projects. Manager Lane met with Greg Dibble last week and they discussed several options for the 2014-paving season. Mr. Dibble recommended we pave the most heavily traveled streets first. They discussed Western St., Mill St. and Lombard due to the proximity to the school, which draws the most traffic to residential streets. No final decision has been made at this point. Manager Lane just wanted to share the current information. President Christini asked Manager Lane to make a list for this year and next of the roughest roads needing paving.

Spring Clean-up – Concerning Spring Clean-up, the dates are May 8th, 9th & 10th. There will be (4) dumpsters set up at the rear of the wastewater treatment facility. The (4) dumpsters for general debris will be rotating in and out as they are filled. There will (1) separate dumpster for electronics and (1) separate dumpster for tires. NTSW does charge a small fee for tires that are collected.

Independent Baptist Church – Manager Lane stated that we need a letter from them to formally ask us about purchasing some properties on Cherry Street to they can develop their church property.

Other items Discussed: Manager Lane talked with Chief Epler about the station needing a small generator for backup. It was discussed that we may need one in this building also. An application was put in to change the Police Station to natural gas, so it may be feasible to put in a natural gas generator also.

Mr. Haight and John Miller (Foreman) attended seminar to do evaluation of low use roads (less than 500 cars per day). There are grants available to pave these roads. Manager Lane state that the “to do” list for the Public Works dept in the borough is very long.

It was discussed that in the coming days a 300 ton generator will be coming down the parkway, moving over Tip-Top mountain to Asylum township, with arrival at the under construction Gemma power plant. Three other super loads will be able to go across the Wysox Bridge to the power plant also.

BOROUGH SOLICITOR’S REPORT:

Solicitor Fred Smith shared about TREHAB’s elderly housing project. If this project does not take off the property will go back to the Borough (change in use). As far as recouping the value of the land, if TREHAB parts with the title, we have to be paid for the value of the land at that time. Solicitor Smith talked this over with the attorney for TREHAB.

The Independent Baptist Church project is on hold for now.

Concerning Contractor Registration denial for a local contractor, Solicitor Smith stated this person’s attorney wanted to know why the contractor could not get registration approved. Thirty days has gone by a while ago and his client still cannot do anything in the Borough. This depends on what type of contractor that his is categorized. Home Improvement contractors are outside of our jurisdiction as they are governed by the State. We cannot make them get a registration in the Borough. We have to say we are not making them get a contractor registration, but something else. Solicitor Smith is looking into this for revision. The Borough’s ordinance was set prior to 2006 when state mandated theirs (see Attorney General’s web page). Mr. Haight wants to look at this a little closer with code enforcement and public works committee. Code enforcement responded with a letter to the “general” contractor. We do not know if he is registered with the State as a Home Improvement Contractor.

BOROUGH SECRETARY'S REPORT: Mrs. Kulick mentioned the draft letter for possible entry in the newspaper concerning the dog feces along the Merrill Parkway. Our Borough maintenance workers picked up over 200 dog feces. President Christini suggested that Mrs. Kulick shorten the notice, and have him review it. We may mention this to James Lowenstein (Daily Review) next month, and maybe it would prompt him to use it in the paper. President Christini also mentioned having cameras installed in several spots on the parkway. Council discussed this, but no decision was made on purchasing cameras just yet.

In addition, Ms. Donna Lechnowsky, of 302 Bridge Street, has asked the Borough in a letter to grant her permission to have a "handicapped spot" for parking in front of her home. She has had bilateral hip replacements, with the last replacement on March 10, 2014, for Left Hip Revision surgery. A motion was made by Mr. Klinger and seconded by Mr. Kovalcin, with voice vote taken and motion approved unanimously.

ADMINISTRATION/FINANCIAL COMMITTEE REPORT (President Christini):

Mr. Christini had enclosed in the packet a pension fund comparison between Bradford County Pension Fund, Sayre Police Pension Fund, and Towanda's Police Pension fund, plus a letter that President Christini sent last April 2013 to Actuary Jason L. Fine of the Hay Group. President Christini felt that we should move it from 5% to 6%. He feels confident that we will hit this adjustment with the actuary. A model investment analysis indicates that we can slide it up to 6%. It was also told that C&N is doing a good job with our police pension plan. This change will also lower the MMO slightly. President Christini made the motion to adjust the interest rate from 5% to 6 percent. Motion was made by Mr. Kovalcin and seconded by Mrs. Lacek, with voice vote taken, motion approved unanimously. Manager Lane had already talked to Mr. Fine who agreed. He will send a letter to Mr. Fine to raise it to 6%.

Union Sub-Committee: Mr. Sweitzer talked about the committee and the borough residents who serve on it. We are not sure if Rick Lewis or Mrs. Miller would still like to be on the committee. President asked Mrs. Kulick to contact them to ask if they want to continue to serve on this committee.

Financial Report:

BILLS TO BE PAID: A motion was made by Mr. Sweitzer and seconded by Mrs. Lacek to pay the bills; voice vote was all "ayes."

STANDING COMMITTEES REPORTS

Planning Commission: A draft of the last meeting minutes is in this packet.

Recreation Report: Nothing to report.

Police Civil Service Commission: Nothing to report.

TMA / WTA / CBPA REPORTS: In packet if available.

Randy asked if he could hire a new part time police officer. He has a situation that may be medical with an officer, which will make it necessary to have a new parttime officer. However, he is not completely sure and will keep Council updated.

ADJOURNMENT: Motion made by Mrs. Lacek, and second by Mr. Kovalcin, with voice vote of all "ayes" by the rest of council at 8:47 PM.

Submitted by:

Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES
JUNE 2, 2014**

The JUNE 2014 regular meeting of the Towanda Borough Council was held on Monday, JUNE 2, 2014, at the Municipal Building. Council member Mark Christini called the meeting to order at 6:57 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

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

ABSENT: Mrs. Lacek and Mr. Roof (on fire call)

CITIZENS TO BE HEARD: There were a number of people present at this meeting, with six people voicing their feelings on parking in town at designated spots.

Mrs. Marguerite Shaner spoke about losing spots for the Memorial Hospital volunteers at Rainbow's End. Mrs. Beverly Murphy said that she has apartments, and her renter has received two tickets with no cancel on them. Mr. Christini said that there are spots on Second Street.

Mrs. Murphy's daughter said that she pays for a spot at Hurley's lot behind The Main Link. Mr. Christini said that that lot is private and anyone would need to talk to Nick Hurley about a space there.

Mr. Jay Cory, Manager of Ben Franklin had questions concerning how often we do parking enforcement each day. He indicated that 15 hours a month is not enough. Mr. Christini told him that the Borough is dealing with is more aggressively than before.

Mrs. Murphy's daughter said 3 hours is too long. Mr. Christini told all that council would have to visit this subject. The 3 hours was set some years ago.

Mrs. Shaner asked if there could be more spaces added. Manager Lane said there are 11 spaces that they want to stay 3 hour parking, and there are 18 three-hour spaces Manager Lane wants to convert to pay parking.

Mrs. Lynn Daly asked how the parking garage is going to solve the problem of parking if there is no enforcement? Mr. Christini said we will have stricter enforcement, and we will have a new officer on board by then. Mr. Long asked how many spots there are in the borough. One hundred and ninety one is in the ordinance said Manager Lane. Several spots left can be converted – Lombard and the 500 block of 2nd Street.

Mrs. Carla Brimmer wanted to know why the parking attendant works only several hours. Manager Lane said that this person has dual duties with parking and rental inspections. Maybe we could do a full-time parking officer but we want to wait for parking garage to be built. Mrs. Brimmer said that she sees a problem with the trucks parking on the sides of the courthouse taking up a lot of room, and out into the driving roadway. Mr. Christini said this would be one of many areas that we need to look at in the future.

Jessica **Raber** of 316 State Street introduced herself and said she wanted to put a fence on her property. She was refused a permit to do this, as the present ordinance does not permit the area on her property where she wants to install the fence. Mrs. **Raber** went on to explain the dimensions of her proposed fence. Mr. Christini told her that the fence ordinance was created about 8 years ago, and this situation has come up before. Mr. Sweitzer said that the intersection might be a safety issue for schools buses turning if the fence were allowed to close to the triangle on the front right corner of the property. Mr. Haight had a meeting with the planning commission, and Mr. Christini said we would have to send this back to planning commission and have them readdress it. There is a June 17th Planning Commission meeting where this will be discussed.

MINUTES:

The minutes of May 5, 2014, were approved with motion made by Mr. Long and second by Mr. Klinger, all in favor, motion carried.

FIRE CHIEF'S REPORT:

Fire Chief Roof was absent.

FIRE BOARD REPORT: Mr. Klinger said that there was a fireboard meeting, but nothing new to report.

MAYOR'S REPORT:

Mayor Miller reported a resident asked him for a Porta-Potty on the end of the Merrill Parkway plus mile and/or foot markers. Mr. Sweitzer said we should look into getting the Porta-Potty, but not painting markers. Mrs. Miller, 2nd by Mr. Kovalcin, made this motion. Voice vote taken and motion approved unanimously (absent - Mrs. Lacek & Mr. Roof).

POLICE CHIEF REPORT:

Chief Epler spoke about completing the 2nd phase of Seatbelt Enforcement in the Borough; it is running from May 19th thru June 9th. Officers Bellows & Edsell went to DUI checkpoints training. Two DUI roving patrols took place in Towanda Borough. The new SUV was outfitted with lights and sirens. There is a grant from the Attorney General's Office for \$1,000 to purchase two PBT's (breath alcohol instrument).

There was a parking issue with a trailer – Mr. Sweitzer called police and they went to location and talked to the person responsible. Apparently, there is a parking issue-taking place on North Fourth Street by St. Agnes School. Chief Epler asked that council vote on a \$1,000 grant for reimbursement of purchasing two PBT's. Motion was made to do this by Mr. Sweitzer and second by Mr. Kovalcin. Voice vote taken and motion approved unanimously (absent - Mrs. Lacek & Mr. Roof). Mr. Taylor made a comment that on Mix Avenue and Williams Street cars are in no parking areas and facing wrong way often. Chief Epler said they are addressing the problem.

Mr. Christini read a letter from resident Mike Miller commenting that he has seen a Borough officer doing walks on the streets of town. Chief Epler said it was officer Edsell, and he decided to do this on his own.

Chief Epler said there is a house bill proposed to let local borough police in PA use Radar instead of Vascar. There was a motion made by Mr. Sweitzer and second by Mr. Kovalcin to write a letter of support for the use of Radar. Voice vote taken and motion approved unanimously (absent - Mrs. Lacek & Mr. Roof).

POLICE COMMITTEE MEETING

There was no meeting.

PUBLIC WORKS/CODE ENFORCEMENT REPORT:

Parking Report:

MAY 2014

155 - # Green tickets issued

8 - # Yellow tickets issued

6 - # Green tickets forgiven

2 - # Yellow tickets forgiven

3 - # Green tickets excused

0 - # Yellow tickets excused

86 - # Paid w/n 48 Hrs @ ½ cost

\$860 - Amount paid w/n 48 Hrs

14 - # Paid after 48 hours

\$280 – Amount Paid after 48 Hrs

Zero - # of tickets were taken to the local Magistrate as citations.

\$0 - Amount received from Magistrate

\$5,120 - Revenue from Reserved Parking Spaces

20 Hours spent on parking

Zero - # of \$10 tickets (Police Dept)

\$0 - Amount paid within 48 Hrs

\$0 - \$ Amount \$20 Tickets (Police Dept)
\$0 - Amount paid after 48 Hrs (Police Dept).

Public Works/Code Enforcement:

Mr. Haight reviewed the parking rules for the Borough. The Planning Commission will again address the "Special Exception" zoning issue (for second and higher floors in C2 district) for Community Cup on June 18th. The Planning Commission felt that the Community Cup has to provide parking for each apartment, which they did rent four spaces (4 apartments) from the Borough. That is the criteria for "Special Exception." The Community Cup has planned to have four apartments with a community room and an elevator & sprinkler. There will also be a fire escape on the side of the building.

Concerning the corner fence request for a Borough resident, the ordinance is written that one cannot put a fence on a corner lot at all. Planning Commission recommended that they use the rear building line, and the side building line facing the streets, which was not what the resident was in favor. She feels that a 30-inch fence is not that much, and would not block the view for turning vehicles. According to Council there seems to be a problem interpreting the ordinance. Mr. Christini state that the Planning Commission sets the rules, and the rules (ordinance 325-51) are unclear. They will need to clarify this section. Mr. Sweitzer made the motion to have the Planning Commission interpret parts of ordinance 325-51, 2nd by Mr. Kovalcin. Voice vote was taken and the motion was approved unanimously (absent - Mrs. Lacek & Mr. Roof). Currently, as it stands, there will be no fence until parts of ordinance 325-51 gets interpretation by the Planning Commission to Council.

Another item the Planning Commission looked at was the R4 district (1 family residential district) was to include bed and breakfast as "Special Exception." The Planning Commission was in favor of including bed and breakfast in R4 district. They made a recommendation in draft form to Council. It will not be approved until the next Planning Commission meeting on June 18th. Mr. Haight said that there would be no more than three owner occupied rooms. Motion was made to include bed in breakfast homes in R4 Zone. Motion was so moved by Mr. Sweitzer and second by Mr. Long. Voice vote was taken and the motion was approved unanimously (absent - Mrs. Lacek & Mr. Roof).

Mayor Miller had a question about parking situation on Elizabeth Street with cars parked so that they block the view when coming out of the alley. There have been at times six cars parked around this property. Mr. Haight said the sidewalks cannot be blocked, and he would look at that property.

Mr. Christini stated that there were 155 parking tickets issued in May. This has gone up a lot. In addition, Mr. Klinger share that there will be another decorative light pole installed 855 Main Street this week.

BOROUGH MANAGER'S REPORT:

Manager Lane talked about the tennis court being redone. There are very big cracks in the court. The cost to fix the cracks in the court is \$23,467. The fence is also bowed in from the wind. The cost to fix the fence is \$13,997. These costs are over the borough Manager's spending limit. Manager Lane had not budgeted for this cost for this year. However, the money to fix the court will come from a special fund that Towanda Borough and the Towanda School District contribute. He and Mr. Haight went up there in the spring and found cracks that you could put your hand down in the crack. The cracks will be fixed and Lancaster Asphalt Systems, Inc. will redo the surface. We have a separate contract with the fencing person who the other company fixing the court recommended to us. This person will shorten the height of the fencing from 10 ft to 8 ft. The posts will be reset and put in closer to each other to prevent the fence from bowing in the future. Manager Lane needed a motion to get this done. The motion to do the repairs to the tennis court was made by Mr. Long, 2nd by Mr. Sweitzer. Voice vote was taken and the motion was approved unanimously (absent - Mrs. Lacek & Mr. Roof). To conclude, Manager Lane said that some money would still be left in the tennis court budget after this job is finished.

FIRM: Manager Lane had a conference call with FEMA 2 weeks ago, and the person he talked to laid out what they are looking for from us. Hunt Engineering was hired by Manager Lane to start the hydrological study model. It normally costs \$4,000 and up to file a (LOMAR) Letter of Map Revision, however the FEMA Rep advised Manager Lane to write a letter to explain the Borough's situation, and they will possibly waive the fee. The FEMA Rep said we have a good chance of getting it waived. By the end of the month, Hunt Engineering will have preliminary numbers, which will tell us if we should continue to get the flood zones changed.

Concerning the **BCVMP Park**, we are done administering the grant. We have the bill for pavers. Manager Lane needed a motion to pay for the pavers from the BCVMP budget. The motion was made to pay for the pavers by Mr. Sweitzer and
Second by Mr. Klinger. Voice vote was taken and the motion was approved unanimously (absent - Mrs. Lacek & Mr. Roof).

Concerning **Commercial Zone Parking**, we have (12) twelve available rental spaces left in the commercial zone. Gannon Insurance has (9) nine available. There are also spots available in the 500 block of Second Street and on Washington Street. We will be losing the mid-town and the lots above that shortly. Manager Lane recommended we change (18) eighteen spaces on the east side of Merrill Parkway from "3 hour" to "monthly reserved," temporarily until the parking garage is complete. This would give us (35) thirty-five available spaces to better accommodate the rental that will be displaced due to the construction of Towanda Terrace. The motion to obtain (18) parking spots on the east side of Merrill Parkway from "3 hour" to "monthly reserved" was made by Mr. Sweitzer, seconded by Mr. Klinger with voice vote taken. The motion was approved unanimously (absent - Mrs. Lacek & Mr. Roof).

Towanda Terrace: The environmental phase two study is complete and went well. TREHAB also completed a geotechnical study in order to decide what type of footing the building will require. The project is moving quickly and if everything goes as scheduled, TREHAB plans to start construction in July.

College Run: Manager Lane met with DEP and Stiffler McGraw on May 21st in Williamsport. They went over the entire scope of the project and Stiffler is now in gear preparing the permit documentation. Manager Lane expects to have no issues from DEP, and the project is progressing well.

Arle project: PENNDOT told us the Optical Preemption System is to be used by all the lights or none of them. Manager Lane advised PENNDOT and Dawood the Borough would accept the base bid only. We have also accepted the bid from Larson Design Group to be the resident inspector during the traffic signal upgrade. The bid was \$25,358, and all cost relating to the inspection service will now be fully covered under the grant allocation. No Borough funds will be needed for the project.

Sign Maintenance Policy: Manager Lane state the Federal Highway Administration is requiring all municipal owned signs meet certain retro reflectivity criteria. The first step is to adopt a Sign Maintenance policy June 13, 2014. Mr. Long made a motion to do this, seconded by Mr. Klinger. Voice vote taken, and the motion approved unanimously (absent - Mrs. Lacek & Mr. Roof).

YMCA Pool: Manager Lane state the S.C.I. swimming pool is in rough condition, and the Borough will have to make a decision in the next year or two to either have it fixed or close it. The borough had to make many more patches this year. A broken pipe was also found and repaired (in the pool's filtration system). Council said the YMCA officials need to be informed about the need to rebuild the pool so they can come up with the money for the project. The pool is owned by the Borough and operated by the YMCA (Bradford County).

BOROUGH SOLICITOR'S REPORT: (Manager Lane reported on the report Solicitor Smith included.)

Solicitor Fred Smith was on vacation and did not attend the meeting this month. However, Manager Lane said that he is working with the TREHAB lawyer to have option to get the building back (after 30 years). It is our choice. Manager Lane will also notify Solicitor Smith that the R4 district (1 family residential district) was to include bed and breakfast as "Special Exception." This will have to be put in proper language by Solicitor Smith.

Manager Lane shared that he **attended Effective Grant Writing** in Harrisburg, PA last week. He had conversation with a girl that works for Senator Toomey's office. She told him that there are about 3,000 foundations in our state for money.

BOROUGH SECRETARY'S REPORT:

ADMINISTRATION/FINANCIAL COMMITTEE REPORT (President Christini):

There was no meeting this past month.

Union Sub-Committee: Mr. Sweitzer said that he would be getting a hold of Mrs. Miller and Mr. Lewis to meet. He may need someone to cover for Mr. Sweitzer when he is absent this summer. We are going to do things a little differently this time around for the Police contract. It should go smoother this time around.

Financial Report:

BILLS TO BE PAID: A motion was made by Mr. Sweitzer and seconded by Mrs. Miller to pay the bills; voice vote was all "ayes." Motion was therefore approved to pay the bills for May 2014.

STANDING COMMITTEES REPORTS

Planning Commission:

Recreation Report: Mr. Klinger reported that he would talk to his cousin, Mr. Wizard about planning something. May meet in August.

Police Civil Service Commission: Nothing to report.

TMA / WTA / CBPA REPORTS: In packet if available.

Mr. Taylor asked about the odd and even numbers that are supposed to be on houses in the Borough. Mr. Haight said that is one of the things they look at when doing rental inspections. This will be investigated.

Mrs. Kulick announced that two employees (Robert Fenton and Stacy Schoonover) pulled weeds, spread mulch and planted flowers. It looks nice.

ADJOURNMENT: Motion made by Mr. Sweitzer, and second by Mr. Kovalcin, with voice vote of all "ayes" by the rest of council at 9:11 PM.

Submitted by Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES
JULY 7, 2014**

The JULY 2014 regular meeting of the Towanda Borough Council was held on Monday, JULY 7, 2014, at the Municipal Building. Council President Mark Christini called the meeting to order at 7:01 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

PRESENT: Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mrs. Miller, Mr. Roof, Mr. Taylor.

ABSENT: Mr. Klinger, Mr. Long, Mr. Sweitzer

CITIZENS TO BE HEARD:

There was a letter written by a concerned person (did not indicate if they were a citizen of the borough or not), who attended an estate sale and was appalled by the condition of the residence next door to the sale, that being 218 Poplar Street. Code Enforcement has made calls, stopped by the address, and talked to the owner. The owner has stated that he is trying to "neaten it up."

Another letter was written by citizen and business owner Marlene Niemiec (Marlene's Floral, Inc., 413 Main Street) requesting that Borough Council reinstate the loading zone that she previously rented. This would be in the 400 block. No motion was proposed to reinstate the loading zone by any council member. Mr. Christini will contact Mrs. Niemiec to tell her there was no proposal started in favor, and if she wants to attend a meeting to discuss this more, she is welcome to attend.

MINUTES:

The minutes of June 2, 2014, were approved with motion made by Mrs. Lacek and second by Mrs. Miller. All voted "aye" to approve the June Minutes.

FIRE CHIEF'S REPORT:

Thirteen calls for traffic control mainly. He had a problem with one of the trucks spitting and sputtering, and all the gauges quit. We took this truck to Benjamin's garage in Wysox being looked over. Mr. Kovalcin complimented the efforts of the firefighters, who do just about any emergency, big or small. Mr. Christini commended the efforts of the firefighters during the chemical spill at GTP. Chief Roof stated that they broke the boat (gravel up in jets) during the process, but GTP offered to take care of the cost for the motor boat.

FIRE BOARD REPORT:

Mr. Klinger was on vacation, but Chief Roof stated that meetings are held the 2nd Tuesday of each month.

MAYOR'S REPORT:

Mayor Miller attended the parade on Saturday, July 5th, and presented the "Key to the City" to Tom Fairchild Sr. Tom Jr. (our former Borough Manager) gave Mayor Miller a ride in the parade in a jeep. There is a new state law called Rocco's Law, resulted because a K-9 dog in Pittsburg was stabbed. It is a Class II felony now. Mayor Miller also mentioned the nice flagpole that Chief Roof has in his yard.

POLICE CHIEF REPORT:

It was a busy month for the Police Department. Chief Epler attended the Chesapeake Workshop at their Athens Twp. Location.

Chief Epler also attended the mandatory meeting for the Aggressive Driver Grant that the Borough Police participate in held in Montoursville. He received praise from PennDot on doing a good job with this program. Officer Edsell and Chief Epler spoke to the 2014 Towanda Seniors about safety during their graduation practice. Officers Hennessey and K-9 Morrow were recently recertified in training held at Vestal, NY.

There is going to be another aggressive driving period, which we will be reimbursed.

The Police Department received 2 new intoximeters, and the grant for reimbursement has been submitted.

The Towanda Police department received a \$5,000 donation from VFW Post 1568 for the purchase of 5 more Tasers and Tactical Radios. These will fit in the vests they use. Currently, the old tasers won't fit in the current vests. This will also take care of buying any tasers for six to eight years. They are used refurbished. A big thank you goes out to the VFW Post 1568 for this great act of kindness.

They are working on the radios for the tactical vests. A thank you letter from the Police Dept and Towanda Borough will be sent to VFW Post 1568.

Chief Epler stated they had a little problem with the lights and siren on the new Explorer Police vehicle. He is going to take it to High Caliber where the lights were bought and installed at to have it corrected.

Members of the Towanda force took part in a Drug Raid in Canton.

POLICE COMMITTEE MEETING:

No meeting was held.

PUBLIC WORKS/CODE ENFORCEMENT REPORT:

It was noted that Jeremy Sluyter is doing a great job, and is scheduled to go to his first certification class that he needs in August. Jim Haight is going for re-certification.

PARKING REPORT:

JUNE 2014

111 - # Green tickets issued
5 - # Yellow tickets issued
5 - # Green tickets forgiven
0 - # Yellow tickets forgiven
5 - # Green tickets excused
0 - # Yellow tickets excused
55 - # Paid w/n 48 Hrs @ ½ cost
\$550 - Amount paid w/n 48 Hrs
25 - # Paid after 48 hours
\$500 – Amount Paid after 48 Hrs
\$0 - # of tickets taken to the local Magistrate as citations.
\$0 - Amount received from Magistrate
\$3,900 - Revenue from Reserved Parking Spaces
80 Hours spent on parking – revised by Mr. Sluyter
0 - # of \$10 tickets (Police Dept)
\$0 - Amount paid within 48 Hrs.
1 - Amount \$20 Tickets (Police Dept)
\$0 - Amount paid after 48 Hrs (Police Dept).

Public Works/Code Enforcement:

A comment from Mr. Taylor concerning a pick-up truck on 2nd Street that hasn't moved in a couple weeks. Manager Lane will ask Mr. Haight (who is on vacation) about it.

In addition, there are trees along Bridge Street that has limbs falling down. Manager Lane stated that if it is in between the sidewalk and street, the Borough is responsible for one-half cost, and the owner is responsible for the other half.

Mayor Miller asked that the rose bushes be trimmed along the parkway. Manager Lane also wants to weed eat the cracks in town before Riverfest on August 21 to 23.

Mayor Miller mentioned the bricks haven't been done yet. Manager Lane put this in the budget, but it hasn't been started yet. He said we would try to get one done this year.

BOROUGH MANAGER'S REPORT:

Manager Lane state that we are at a halfway point of the year, so he gave a brief update of the finances. We have taken in 75% of anticipated budget so far this year. This is a little higher than last year at this time. Last year at this time, we were 59% of the budget. Also, at this time of year last we were at 64% of expense of the budget. Therefore, the revenue vs. expense is very similar. The reasons it's higher than normal is Third Street money going in and out, all our reimbursement for FEMA comes into the General Fund, and Susan Miller disperses it to wherever we spend from. That's why we see more revenue. Also, we have many past due and delinquent taxes that came in from prior years. Also, the DUI and Seat Belt grants show a lot going out and a lot coming in. So they are the three drivers.

FIRM:

Manager Lane talked about NFIP (National Flood Insurance Program). We are instructed to update the ordinance for the Government. A contractor from DCED is working with Manager Lane on this. The borough has to accept FIRM to get through this. Solicitor Smith is reviewing and editing, and next month he will advertise it. Sometime in September, we will adopt it. Manager Lane shared that we have to do this in order to get Borough residents a subsidy for their flood insurance.

Hunt engineers said that they have all the cross sections from Mix Run and hope to eliminate some of the flood areas that are on the map.

Paving:

Manager Lane is working with Mr. Greg Dibble, PennDOT Municipal Services Specialist on this project. We will advertise one day, and then three days later. After ten days, the bids will be open by Manager Lane. A motion was needed to allow Manager Lane to open bids on the designated day. The motion to allow this was made by Mr. Kovalcin and seconded by Mr. Taylor, all voted "aye" to approve Manager Lane to open bids on the Paving Project on the designated day. This project will be for the main thoroughfares in town.

Sale of Used Equipment:

Manager Lane shared that 6 items were advertised, and 3 bids were accepted (bid results attached). A motion was needed to give him permission to accept the 3 bids. Motion was made by Mrs. Lacek and seconded by Mr. Kovalcin. All voted "aye" to give Manager Lane permission to accept the 3 bids. Manager Lane asked permission to allow him to get rid of the other 3 items as best he can. The motion was made to amend the original motion to accept the 3 bids, and to include the other 3 items (Manager Lane to get rid of as best he can). Mr. Christini spoke that he would like to amend this motion to give permission to Manager Lane to get rid of the other 3 items as best he can. This amended motion was again made by Mrs. Lacek and seconded by Mr. Kovalcin, and all voted "aye" in favor of the amended motion.

Parking:

Manager Lane reported that nineteen (19) more spaces are posted reserved on Merrill Parkway. We have to have these 19 spaces added to the Borough Code Ordinance in the General Code. Mrs. Kulick will send this change in to General Code for changing.

Manager Lane asked that Council approve effective June 9, 2014, that Jeremy Sluyter and Stacy Schoonover are appointed Parking Enforcement from 20 to 30 hours per month. Mrs. Schoonover will be a backup for Mr. Sluyter. The motion to appoint Mr. Sluyter as Parking Enforcer and Mrs. Schoonover as backup was made by Mr. Taylor and seconded by Mrs. Lacek, and all voted "aye" to approve it.

Towanda Terrace:

The closing for this will be July 16 or 17, 2014. The work is scheduled to begin ASAP. Solicitor Smith is working on the language revision on the title. The retaining wall is still up in the air, as Trehab wanted the Borough to be responsible for the retaining wall for repairs, replacement etc... Solicitor Smith is putting together wording that will lesson our liability if something does happen to the retaining wall. The wording now states that the Borough is responsible for 15 years if any of the above should occur. Trehab said that if we don't agree to do this (responsible for 15 years), it will be a deal breaker. Our feelings are that the retaining wall was secured years ago. Trehab also would like 4 spaces for their commercial customers. There are other things written in the agreement that Solicitor Smith feels we need to change. He is working with the Trehab lawyer on the agreement so we are all on the same page. There was some discussion about parking spots during and after the construction.

A motion was made by Mrs. Lacek and seconded by Mr. Kovalcin; all voted "aye" to allow Manager Lane and Solicitor Smith to work on option and cooperation agreement with Trehab.

Arle project:

Manager Lane stated that ARLE project is starting in a couple weeks. This should not affect traffic at all. Manager Lane also told the company not to be doing any work during "RIVERFEST" and they agreed.

Sidewalk Loans:

It was found that there is still money available (\$1,400), in the loan fund. However, there is NO Grant money. The maximum amount a homeowner can borrow is \$3,000. Manager Lane is going to try to get CGBG (Community Block Grant Program) grant money also. (They are low income).

Third Street Project:

The project looks great. Mr. Haight and the crew did an excellent job. It is working well now, and the grass is growing.

Parking Garage:

Manager Lane said he approached Mr. Chris Carr, owner of the Flying Cow to see if he would be willing to have us push his building forward toward Merrill Parkway. Mr. Carr was ok if the cost to him and disruption to his

business was minimal. This would make it easier for entrance to the parking garage. The architect thinks there would be minimal cost involved. It would be a steel garage with brick where the stairwells are, and the corners will be brick. They may put in antiqued lamps and planted trees in front of it. The police will have 12 spaces designated to them. So work is continuing on this project.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith said that everything that needed to be addressed was done with Manager Lane's report. Mr. Christini asked Solicitor Smith about amending the ordinance changing Bed & Breakfast to be R4 (Residential 4). Solicitor Smith said that he noticed it in the minutes of the May 20th Planning Commission meeting and he will follow it through.

In addition, there are 2 dilapidated properties: 836 South Main Street, and 13 Mason Alley. Manager Lane stated that we want to condemn 2 buildings, and the owners currently have 60 days to get them up to code. If they don't, we will condemn them. However, on the 13 Mason Alley property, the previous owner is still paying taxes on it. If we can get them, we will probably knock them down.

BOROUGH SECRETARY'S REPORT:

Nothing to report.

ADMINISTRATION/FINANCIAL COMMITTEE REPORT (President Christini):

Mr. Christini state that the Finance meeting was not held this month.

Union Sub-Committee:

Mr. Christini called for an Executive Session at 8:20 PM to discuss on-going police contract negotiations.

Executive Session ended at 8:44 PM.

Financial Report:

A motion was made by Mrs. Lacek and seconded by Mrs. Miller; all voted "aye" to approve paying the bills for the month.

STANDING COMMITTEES REPORTS

Planning Commission:

Mr. Christini stated that we could choose to act or not on removing a clause in ordinance 325-51 (Fence and Retaining walls). C4 (Fence Placement) number 4 says: On a corner lot, no authorized fence shall extend beyond the lines of any building located in whole or in part on the corner lot. A motion was made by Mrs. Lacek and seconded by Mr. Taylor; all voted "aye" to honor the Planning Commission's decision and remove item #4 in ordinance 325-51-C. Mr. Christini asked Solicitor Smith to advertise

Recreation Report:

No meeting.

Police Civil Service Commission:

TMA / WTA / CBPA REPORTS: In packet if available.

Other Business: Chief Epler has a potential part time officer that he would like to hire. This person has to take some qualifying tests before we can offer him the job. Mr. Christini told Chief Epler that he could do this, as it was already approved.

ADJOURNMENT: Motion to adjourn was made by Mrs. Lacek and second by Mr. Kovalcin, with voice vote of all "ayes" by the rest of council at 8:40 PM.

Submitted by Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES
AUGUST 4, 2014**

The AUGUST 2014 regular meeting of the Towanda Borough Council was held on Monday, AUGUST 4, 2014, at the Municipal Building. Council President Mark Christini called the meeting to order at 7:08 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Taylor.

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

CITIZENS TO BE HEARD:

Mr. Christini shared a letter written to council from borough citizens Edward and Jennifer Boardman. Mr. Boardman complimented our police and fire department and borough maintenance staff for their professionalism in response to a tree that fell, ripped out electric, cable wires, and crushed their loaner car early in the morning of July 23rd. They just wanted to pass along that they were very thankful for their assistance. Mr. Klinger asked that this letter be posted so the employees can all read it. Mr. Christini said he asked Fred Johnson to post it

MINUTES:

A motion was made by Mrs. Lacek and second by Mr. Taylor to approve the July 7, 2014 minutes. Mr. Christini said we can approve, but there were two changes needed. Mr. Chris Carr's comments about the parking garage in the minutes said he was "ok" with the idea that his building may have to be moved to make an entrance to the parking garage. He actually said that it was "ok" depending on the cost to him, and as little disruption as possible to his business. Second, concerning the executive session, Mr. Christini said the minutes should reflect the reason for holding the executive session "to discuss on-going police contract negotiations." Mrs. Kulick will make these changes. All voted "aye" to approve the July minutes with these changes being made by Secretary Kulick.

FIRE CHIEF'S REPORT:

Chief Roof was absent, but Manager Lane said that he spoke to the Chief earlier in the week. Chief Roof said Bradford County gave all the fire departments \$10,000. With this money, they purchased new helmets and other gear. In addition, Chief Roof asked Manager Lane if the borough could purchase a new printer, copier and fax machine. The printers he has always purchased in the past are much cheaper and do not last more than a year. Manager Lane is going to price and purchase a multifunction printer.

FIRE BOARD REPORT:

Mr. Klinger was on vacation at the time, but he said they might have not had a meeting this month due to attendance.

MAYOR'S REPORT:

Mayor Miller was absent tonight.

POLICE CHIEF REPORT:

Chief Epler was absent, but we have the written report from him. Also, Manager Lane said that Valley Energy sent a letter to Jim Haight stating that they were going to run natural gas to the borough hall building. We have a few quotes from contractors to change the boiler from oil to natural gas, which is not going to cost a lot. This conversion will greatly reduce the heating costs for the building. In addition, we could probably sell the oil that is left in the tanks. A new lining will have to be installed in the chimney for natural gas with cost being minimal.

POLICE COMMITTEE MEETING:

No meeting was held.

CODE ENFORCEMENT REPORT:

Mr. Haight is on vacation, but report is included in the packet.

PARKING REPORT:

JULY 2014

70 - # Green tickets issued
5 - # Yellow tickets issued
0 - # Green tickets forgiven
0 - # Yellow tickets forgiven
5 - # Green tickets excused
0 - # Yellow tickets excused
38 - # Paid w/n 48 Hrs @ ½ cost
\$380 - Amount paid w/n 48 Hrs
6 - # Paid after 48 hours
\$120 – Amount Paid after 48 Hrs
\$0 - # of tickets taken to the local Magistrate as citations.
\$0 - Amount received from Magistrate
\$440 – Delinquent Tickets before Citation
\$2,920 - Revenue from Reserved Parking Spaces
80 Hours spent on parking
5 - # of \$10 tickets (Police Dept)
\$30 - Amount paid within 48 Hrs.
0 - Amount \$20 Tickets (Police Dept)
\$20 - Amount paid after 48 Hrs (Police Dept).

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

BOROUGH MANAGER'S REPORT:

FLOOD PLAIN ORDINANCE

Manager Lane said that he needed a motion to instruct Solicitor Smith to prepare the ordinance to be advertised twice before a public meeting is held and adoption of the ordinance by Council is accepted. The motion for the preparation of the ordinance that includes adoption of the newly released FIRM (which is required for us to be in compliance with NFIP) was made by Mr. Kovalcin and seconded by Mr. Klinger. All present voted "aye" in favor of the motion.

FIRM/LOMR

Hunt Engineers have completed the necessary field work and the report that will be submitted to FEMA to request to have the flood map revised. Manager Lane has signed all the paperwork for LOMR (Letter of Map Revision). This will be submitted next week after one more review. They cannot see why FEMA would say it is not true (the findings), as we found all information they wanted to prove this flood area is substantially reduced. This is good news. Manager Lane and Mr. Christini both noted however, that if a home does not make it into this revision area, it is up to the homeowner to fight to have their home removed from the floodplain.

2014 Paving

Manager Lane stated that the bids for 2014 paving project were opened on July 24th in the Council room of the Towanda Borough at 3 PM. Two bids were received, and both were more than twice the estimate. The reason for the high bids is due to the ADA (American Disabilities Act) sidewalk ramps at each intersection and makes the project unaffordable. The ramps cost more than the paving itself, and they also have to be engineered.

The following are the paving bids:

Total Project Estimate = \$128,759.50	Paving ONLY Estimate = \$90,759.50
Bid # 1 = \$311,611.30	Bid # 1 = \$188,111.30
Bid # 2 = \$263,929.40	Bid # 2 = \$121,429.40

Manager Lane asked that Council agree to do mill overlay and get to the rest of the project as funds become available. He would like to get the streets paved this year by accepting the low bid for paving only. Glen O. Hawbaker was the low bidder for paving only at \$121,429.40. The paving would be from Western Ave to Mill Street, Mill Street to Lombard Street, Lombard Street down to Third Street. Also, Poplar Street is a State road and that will not be getting paved by the borough. Also, base repair was discussed and Manager Lane said that it is \$870 per ton for base repair if needed. A motion to just pave the streets this year, and accept Glen O.

Hawbaker's low bid was made by Mr. Kovalcin and seconded by Mr. Klinger. All present voted "aye" in favor of the motion.

Police Contract

Manager Lane has scheduled the first meeting with the Teamsters Local 529 President John Farwell. The union subcommittee will meet with Mr. Farwell on August 14th at 10:00 AM in the Council room to discuss the Police bargaining units' contract that expires December 31st, 2014.

At 7:34 PM, Mr. Christini called for an executive session to discuss on-going police contract negotiations.

The Council came out of executive session at 7:50 PM.

Towanda Terrace:

Trehab plans on closing on August 7 (this Friday). Construction is supposed to start as soon as possible. Solicitor Smith has been working with Trehab's Council Stu Poppel to work out the final details of the option agreement and the conveyance deed. **A resolution is needed to authorize the title company to convey the deed to the property.** Solicitor Smith spoke about the agreement points in the contract on the liability language, and he read the agreement to Council. A motion was made by Mr. Klinger and seconded by Mr. Kovalcin to approve by **Resolution # 2014-9**, the amended and restated agreement by and between Towanda Borough and Trehab Inc., replacing and superseding in its entirety any and all prior Option Agreements between Towanda Borough and Trehab, Inc. The Council was polled with the all present voting "aye," motion carried.

Parking Garage:

Manager Lane asked for a **resolution** to authorize him to file application for a Bradford County Infrastructure Bank Loan request of up to \$2.8 million to be used as interim financing for construction of RACP components of the Towanda Downtown Revitalization Project. This is called **Resolution # 2014-8**, and it was made a motion to adopt by Mr. Taylor and seconded by Mr. Klinger with all present voting "aye," motion carried.

Riverfest:

Riverfest is scheduled for August 21 through August 23. We are getting donations from sponsors and vendors. Manager Lane stated that he is working on getting the parkway looking nice. He is going to call Mr. Lacek to ask for help in guiding the tree trimmers he will be hiring.

He also noted that there is a Shade Tree Commission meeting on August 11, 2014 at 2 PM.

BCVMP:

The granite pavers are set to be delivered at the end of September 2014. Also, bids have been advertised for the preparation and installation of the pavers and a concrete walkway, starting from the stairs 20 ft. towards the already complete concrete ring. Manager Lane is also in the process of closing out the \$200,000 DCNR grant that requires an audit. The auditor was here on July 30th and we will be getting the report in the next two weeks. Manager Lane says it went well and our records were flawless.

South Main St. Blight:

We are in the process of trying to acquire a condemned property at 836 South Main Street just south of the parcel the borough purchased last year. Manager Lane is working with the current property owner and made an offer of \$2,500. If we acquire this lot, we will own three lots in a row. When the borough owns the property, we would like to knock it down immediately. Manager Lane estimated the demolition to cost \$15K to \$18K. He requested a motion for the funds to demo the building. A motion to demolish the property if Manager Lane can acquire it was made by Mr. Taylor and seconded by Mr. Kovalcin, subject to all legalities. Council was polled with the all present voting "aye," motion approved.

Shade Tree Commission item

Manager Lane presented a request from Mrs. Phyllis R. Patton, 10 William Street, to have a large tree removed from in front of her home. She had three bids but did not want to go with the lowest bidder, as one of the other bidders had already started work on the tree. After some discussion, Solicitor Smith said that this would be

below the state code limit. The motion to approve one-half reimbursement to Mrs. Patton for removing a large tree from the front of her home from the Shade Tree Commission was made by Mr. Taylor and seconded by Mr. Kovalcin. Council was polled with all present voting "aye," motion approved.

Manager Lane talked about having Solicitor Smith check into the borough adopting Act 90 2010, as an ordinance in the future. He said this law gives municipalities power to take legal action against owners of deteriorating properties that are in serious violation or delinquencies in certain circumstances. Mr. Christini told him to keep council up to date on this project.

Mr. Taylor asked if the county was required to pay for permits. Manager Lane said there is no charge to the county for permits.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith already spoke about the work on the agreement with Trehab.

BOROUGH SECRETARY'S REPORT:

Secretary Kulick asked for a vote on Resolution # 2014-7 Impaired Driving Grant. Mr. Klinger made the motion to approve the impaired driving grant for 2014 and Mr. Kovalcin seconded it.

ADMINISTRATION/FINANCIAL COMMITTEE REPORT (President Christini):

Mr. Christini stated that everything discussed in the Finance meeting was covered in this meeting.

Union Sub-Committee Report:

This was discussed in the executive session earlier.

Financial Report:

A motion was made by Mrs. Lacek and seconded by Mr. Klinger to approve the July 2014 bills. All present voted "aye" to approve paying the bills for the month.

STANDING COMMITTEES REPORTS

Planning Commission:

No meeting.

Recreation Report:

No meeting. Might meet in September 2014.

Police Civil Service Commission:

TMA / WTA / CBPA REPORTS: In packet if available.

Other Business: Mr. Klinger asked about his water bill being spaced out to cover from 4/17/14 to 6/2/14. It seemed to be quite a spread to him. Mr. Lane said that it was probably a catch up billing. Then Mr. Klinger asked if we accepted credit cards for payment? Manager Lane stated that we are in the process of converting our water bill system to our new software system that the rest of the business is on. Once we have that software we will have the ability to do the credit card payment. This will be on the website only and not at the window. This will ultimately be a TMA decision.

ADJOURNMENT: Motion to adjourn was made by Mrs. Lacek and second by Mr. Kovalcin, with all "ayes" by the rest of council at 8:35 PM.

Submitted by Diane M. Kulick
Borough Secretary

**TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES
SEPTEMBER 8, 2014**

The SEPTEMBER 2014 regular meeting of the Towanda Borough Council was held on Monday, September 8, 2014, at the Municipal Building. Council President Mark Christini called the meeting to order at 7:05 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

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

ABSENT: Mr. Roof

CITIZENS TO BE HEARD:

Mrs. Jo Rockwell from 310 York Avenue (3rd Ward), who had several comments and concerns. Mrs. Rockwell inquired about the lighting outside the borough building, in the upper and lower parking area. She puts her payment in the payment box sometimes at night and it is very dark. She asked if the borough was closing Cherry Street, as she feels that this may cause traffic problems or make them worse. Manager Lane explained that someone approached him from the Independent Baptist Church about this, however; he has not heard anything official. Mr. Christini explained that if something did happen, the street would remain open, not closed all the way. Mrs. Rockwell also asked if council would consider a 5-mile speed limit by the Third Ward playground, as the traffic is very heavy and there is a lot of activity coming and going at the park. She also suggested that the borough have odd and even parking days on some of the streets. When driving through these streets, one has to maneuver around the cars on both sides of the street. Mrs. Rockwell also asked when the town traffic lights would be synchronized. Manager Lane said they have just started working (boring the holes) on this today. Mrs. Rockwell asked if Packer Avenue was a state route or a borough street. She stated the street is as bad as the Plaza parking lot in Wysox, and it should be checked out. A final item Mrs. Rockwell asked if council would consider a dog park. Currently, dogs can be in the park if leashed. Some of the time, she sees dogs off their leashes. Many people have dogs and cannot let them run anywhere at one time. She thought that some time ago grant money was available for recreation areas around ponds – consider Gorman's Pond. She also mentioned this to former Borough Manager Tom Fairchild that the area around Gorman's Pond would be a great dog park. Mr. Christini thanked Mrs. Rockwell for her comments and suggestions.

MINUTES:

A motion was made by Mr. Sweitzer and second by Mrs. Lacek to approve the September 8, 2014 minutes. All voted "aye" to approve the September 2014 minutes.

Mayor Miller – Swearing in ceremony.

At this point Mr. Christini turned the meeting over to Mayor Miller for a swearing in of new part-time police officer, Corey McLinko. Mayor Miller state that Corey is the son of former police officer Lynn Mclinko, and this is the first time there will be a second-generation police officer with the Towanda Police Department.

FIRE CHIEF'S REPORT:

Chief Roof was absent.

FIRE BOARD REPORT:

Mr. Klinger said several items were discussed at the Fire Board meeting, and they will address council at another time.

MAYOR'S REPORT:

Mayor Miller reported that he had the pleasure of representing the borough along with Kyle and Tom in the groundbreaking ceremony for a 38 apartment Towanda Terrace senior housing building (located in the 400 block of Main Street, downtown Towanda). In addition, he said two soccer fields in Eastside Riverfront Park in Wysox Township were badly damaged either Saturday night or early Sunday morning. The police believe the damage was from a truck. The Borough will be making temporary repairs and hope the soccer association will be able to use them soon. Mayor Miller had a chance to visit the moving memorial wall, which was nice. Also, he said he is glad to have Officer Cory McLinko on board with the police department.

POLICE CHIEF REPORT:

Chief Epler stated there were extra officers on duty for Riverfest (August 21, 22 & 23), however; other than a few small problems that were handled, the event was uneventful.

Detective Ogden attended training in Chicago for Advanced MDT CPIP Training, which was sponsored by the Children House. MDT paid for all expenses except his hourly rate.

Several DUI roving patrols were run during the month.

Chief Epler assisted in training with ARIDE (Advanced Roadside Impaired Detection) held at Wysox Fire Hall.

Towanda Borough PD assisted in an investigation which was being done by Rhinebeck Police Department, New York State Police and the FBI, in which the suspect was identified thru our investigation and a successful case was put together in which the actor in New York State was arrested. This is an ongoing investigation originating from here, but not involving any of our citizens here. It had to do with an internet problem.

Officer Bellows attended training at the Bradford County Correctional Facility for Taser.

Corey McLinko has started work as a new part time Police Officer for Towanda Police Department. Corey is currently working a 40-hour week schedule while training.

POLICE COMMITTEE MEETING:

No meeting was held.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight talked about the incident that happened at Henry Dunn Insurance over the weekend.

Some of the bricks on the building's façade fell onto the sidewalk. Henry Dunn Insurance had already planned to have work done on this building prior to this incident. The building is stabilized and appropriate barricades are in place for repairs and construction to occur.

Mr. Haight also stated that Community Cup is repairing the façade in their building also.

He told council that Jeremy Sluyter passed the Building Code Official course in Harrisburg, PA.

Mr. Taylor asked about compliance action on a property on Second Street in the Borough. Mr. Haight explained that the property needed hand rails and was fifty percent complete. The owner was supposed to come here in June to finish it but did not show. The building was left abandoned and vandalized and will probably be given a citation.

PARKING REPORT:

AUGUST 2014

82 - # Green tickets issued

8 - # Yellow tickets issued

1 - # Green tickets forgiven

0 - # Yellow tickets forgiven

2 - # Green tickets excused

0 - # Yellow tickets excused

42 - # Paid w/n 48 Hrs @ ½ cost

\$420 - Amount paid w/n 48 Hrs
6 - # Paid after 48 hours
\$120 – Amount Paid after 48 Hrs
0 - # of tickets taken to the local Magistrate as citations.
\$0 - Amount received from Magistrate
\$260 – Delinquent Tickets before Citation
\$3,580 - Revenue from Reserved Parking Spaces
60 - Hours spent on parking
1 - # of \$10 tickets (Police Dept)
\$10 - Amount paid within 48 Hrs.
0 - Amount \$20 Tickets (Police Dept)
\$0 - Amount paid after 48 Hrs (Police Dept).

BOROUGH MANAGER'S REPORT:

FLOOD PLAIN ORDINANCE

Manager Lane said that the ordinance is complete, and he and Solicitor Smith are waiting for final approval from Leslie Rhodes, who was hired by the State to manage it. After her ok, it will be advertised to the public, and it will have to be approved by council and in effect by October 16, 2014. The FIRM maps will be included, as they are part of the ordinance.

FIRM/LOMR

The LOMR has been submitted and received by FEMA. We have been assigned a case number and they committed to respond within 90 days. If approved, it will be a substantial decrease in the "special flood hazard area," which is the flood zone. Mr. Kovalcin states that this would save a lot of homeowner's money.

POLICE PENSION MMO:

Manager Lane stated that the police pension (MMO) Minimum Municipal Obligation information for 2015 is included in this month's packet, along with the calculation sheet. The plan's actuary, Jason Fine of the Hay Group in Philadelphia, Pennsylvania, determines this. Manager Lane also said that council is to approve by resolution the Officer contribution percentage for 2015. The current percentage is 7%. The motion to approve the Officer contribution percentage of the Police Pension MMO for 2015 at the current rate of seven (7%) percent was made by Mr. Klinger and seconded by Mr. Kovalcin, with all present voting "aye" in favor. **Resolution 2014-10 carried.**

Manager Lane asked for a vote on Resolution 2014-11. The motion that council now ratify the tentative agreement with Teamsters Local 529 representing the Towanda Police Dept, pending a correction of #1403 concerning new employees hired after January 1, 2013 was made by Mr. Kovalcin and seconded by Mrs. Miller, with all present voting "aye" in favor. **Resolution 2014-11 carried.**

Manager Lane requested that council amend Chapter 51, Article 1 in the Towanda borough code regarding "Police Sergeant." Manager Lane would like to remove the second Sergeant position and replace with a "Corporal" position. A motion to amend Chapter 51, Article 1 in the Towanda Borough Code was made by Mr. Long and seconded by Mr. Klinger and all present voting "aye" in favor. Mo-

tion approved. Manager Lane will draft the amendment and follow procedure to have the ordinance updated and enacted following the borough code.

Manager Lane stated the Towanda Terrace project is now underway, as groundbreaking took place on August 19, 2014. Concerning the Parking Garage, he would like permission to enter into a contract with Upstreet Architects for the design and construction management of the parking garage. The contract is a lump sum of \$174,850. In addition, Manager Lane stated that he would need a motion to enter into a contract with the civil engineer. This contract is for \$65,100. Both of these contracts are fully paid for by a \$250,000 Keystone Communities grant that was awarded to the Borough in May 2014. The motion to do this was made by Mr. Sweitzer and seconded by Mrs. Lacek, with all present voting "aye" in favor. Motion approved.

Manager Lane talked about the Shade Tree Commission meeting that was held today with Vinnie Catrone, Urban Forester from Penn State Extension. Mr. Jim Lacek, Mr. Pat Taylor, Mr. Frank Innes attended also. Mr. Catrone gave out many ideas to get started, such as inventory the shade trees, trimming, removing dead trees and replanting. There are some big pine trees in Memorial Park that are dead and we would like to replace them. Mr. Cutrone told us that our chances in getting a grant to replace these trees would be good.

Manager Lane said he received a letter from Mr. Jim Lacek, Shade Tree Commission confirming the need to remove a tree on the Ed Boardman property at 210 North Main Street. Two quotes were included (as required by borough policy). The low quote was \$1,265 and will cost the commission \$632.50 (one-half). A motion to approve this request was made by Mr. Taylor and seconded by Mr. Klinger, all present voting "aye" in favor. Motioned was granted. Manager Lane stated that he would call Mr. Boardman tomorrow.

One last thing Manager Lane talked about: The Borough liability, workers compensation and auto insurance renewal going out for bid. Steven Sumner from Gannon's Insurance presented a package of these insurances to the Finance and Administration Committee last Thursday. The policy he presented was \$9,000 less than it was last year, therefore he accepted to renew with Gannon's.

Mr. Christini thanked Manager Lane for taking the initiative to do this, as it saved us \$9,000.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith spoke about the Flood Plain Ordinance that has to be voted on (next council meeting) by October 16, 2014. This will be advertised in the newspaper as required. Manager Lane received a call from Brenda Ferguson of Stevensville Township, and she said to make sure we limit this to flood hazard areas only because we have general building ordinances in place.

Solicitor Smith also talked about funding to tear down the building at 836 South Main Street. The final cost will be \$2,500, and the cost of title search, Solicitor Smith's services, and recording fee is \$347, making the total \$2,847. He was not sure if council authorized the purchase and teardown last month, so he asked that council vote on this tonight. A motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin, all present voting "aye" in favor. Motion was passed to purchase and tear down

BOROUGH SECRETARY'S REPORT:

Secretary Kulick suggested a date for Trick-or-Treat this year. A motion was made by Mr. Kovalcin and seconded by Mrs. Lacek to hold it on October 30, 2014, from 6 PM to 8 PM. All present voted "aye" in favor. Motion was passed to hold Trick-or-Treat on October 30, 2014 from 6 PM to 8 PM.

Also, Jay Cory, Manager of Ben Franklin Crafts wrote a letter to council asking permission to close off Park Street the night of the Halloween Parade on October 25th (rain date October 26th) for vendors to set up. In addition, the downtown merchants are planning a Halloween block party for the night of the parade. He would like to close off the street at 3 PM to allow enough time for the cars to clear out before the vendors set up at 4 PM. A motion was made by Mr. Long, seconded by Mrs. Lacek with all present voting "aye" in favor. Motion was passed, and Mrs. Kulick will call Mr. Cory to tell him it will be okay to proceed.

ADMINISTRATION/FINANCIAL COMMITTEE REPORT (President Christini):

Mr. Christini discussed an e-mail that he sent to Elaine Poost of Bradford County Regional Arts Council concerning parking spaces for non-profit events held at the theatre during the day. The 3-hour parking limit is an issue for people who are in a training session that goes beyond the 3 hours. Mr. Christini explained in his email that there are not enough 3-hour free parking spaces for everyone coming in to downtown Towanda on most days, let alone for a large special event. It would have a negative effect if council gave special treatment to a particular business group or activity. Also, the Weigh Station and Red Rose diner are not in favor of granting a parking pass for special theatre events during the day. Parking is a very complicated issue and ordinances have been discussed and tweaked many times over the past 20 years. He wrote if she could come up with a better system that is fair to all, to please let him know.

At this time, Mr. Christini brought up the subject of tourism in Bradford County. On April 7th, a motion was made and accepted to support Endless Mountains Visitors Bureau, which spends 70 percent of the revenue from Bradford County's room tax promoting the region that EMVBA serves. This region consists of Bradford, Sullivan, Susquehanna and Wyoming counties. Doug McLinko of Bradford County Commissioners would like to start a new tourism promotion agency. The commissioners approved this, and have asked each borough and township to pass a resolution in support of this new agency. The new agency will receive more than \$400,000 that is generated annually by the county's room tax. Also, this money will be spent promoting Bradford County, and will include all 5 Chambers of Commerce in the agency.

There was some discussion against and for this new agency, and a motion was made by Mr. Sweitzer and seconded by Mrs. Miller to rescind the initial motion supporting the Endless Mountains Visitors Bureau. Vote was taken and rescinding the initial motion was approved on a 6-2 vote. Those members voting "aye" were: Council members Christini, Klinger, Long, Miller, Sweitzer and Taylor. Those voting "nay" were: Council members Kovalcin and Lacek. Councilman Roof was absent.

Next, a motion was made by Mr. Sweitzer and seconded by Mr. Klinger to allow the revenue from the county's room tax be turned over to the Bradford County commissioners new tourism promotion agency. Vote was taken and the motion was approved on a 6-2 vote. Those members voting "aye" were: Council members Christini, Klinger, Long, Miller, Sweitzer and Taylor. Those voting "nay" were: Council members Kovalcin and Lacek. Councilman Roof was absent.

Union Sub-Committee Report:

No new information

Financial Report:

A motion was made by Mr. Klinger and seconded by Mrs. Miller to approve the August 2014 bills. All present voted "aye" to approve paying the bills for the month.

STANDING COMMITTEES REPORTS

Planning Commission:

No meeting.

Recreation Report:

No meeting.

Police Civil Service Commission:

TMA / WTMA / CBPA REPORTS:

TMA and WTMA reports in packet.

Other Business:

Mr. Taylor had a question concerning if the borough receives a fuel discount and Manager Lane answered "yes." It's called cart and carry through Williams Oil. We pay cost that Williams Oil pays to get the gas here. We swipe at Dandy Mini-Mart, and the reduced charges show on the invoice. This covers fire, police and the borough vehicles.

ADJOURNMENT: Motion to adjourn was made by Mrs. Lacek and second by Mr. Kovalcin, with all "ayes" by the rest of council at 8:12 PM.

Diane M. Kulick
Borough Secretary

TOWANDA BOROUGH COUNCIL
MEETINGS MINUTES OCTOBER
6, 2014

The OCTOBER 2014 regular meeting of the Towanda Borough Council was held on Monday, October 6, 2014, at the Municipal Building. Council President Mark Christini called the meeting to order at 7:04 PM, with a moment of silence and the Pledge of Allegiance. Roll was called and recorded as follows:

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

CITIZENS TO BE HEARD:

Mr. Tom Calaman, of the Knights of Columbus on 7 Poplar Street, Towanda sent via letter a request that a handicap parking space be designated in street in the front of their 7 Poplar Street building. This request was made on behalf of their tenant to accommodate any handicap clients visiting their office. Manager Lane said they have discovered that there is no dedicated parking on that section of Poplar Street. We could create it, as he does know the property owner that owns the Culver building that is telling his tenants that they could park out there. However, those cars are there in the evening, we have not seen any parked there in the daytime yet. After much discussion, motion was made by Mr. Long and seconded by Mr. Kovalcin to take this to committee and to the Solicitor to get advice (Police and Public Works Committee). Mr. Christini stated that we want to make sure that it is safe and legal before we get back to him. Mrs. Kulick will contact Mr. Calaman to update him on this request.

Mr. Christini welcomed guests Jo Rockwell and his daughter Cecilia who is in fifth grade, as she wanted to see about borough government.

MINUTES:

A motion was made by Mr. Long and second by Mrs. Miller to approve the September 8, 2014 minutes. All voted "aye" to approve the September 2014 minutes.

FIRE CHIEF'S REPORT:

Chief Roof was absent.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting, but he had nothing to discuss or bring before council.

MAYOR'S REPORT:

Mayor Miller thanked Mr. Klinger for getting a streetlight fixed on his street. In addition, there is a lot of construction going on around town. He stated there are more police issued traffic violations, and non-traffic violations and DUI's were up for September. He also stated the new part-time police officer (Corey Mclinko) is doing a good job.

POLICE CHIEF REPORT:

Chief Epler talked about the North Tier Career Center (NTCC) in North Towanda, on their "in service" training, where he did a seminar about drugs in schools.

The Chief also spoke to the Abuse & Rape Crisis Center (ARCC) group about drug detection and drug use in the community.

Chief Epler also attended the mandatory Aggressive Driving Meeting in Montoursville, Pennsylvania this past month.

The police department also ran several DUI roving patrols during the month.

Chief Epler also stated that training is continuing with Officer Mclinko, therefore the other officers' numbers are down because Officer Mclinko is writing up the violations (to give him practice).

The Chief also stated that MCSAP (Motor Carrier Safety Assistance Program) has had a chance to get out and find approximately 12 violations. Mr. Sweitzer asked if they made stops on the Merrill Parkway, but Chief Epler said that in order to do this they would have to stop every one. They can do rolling stops for any violations. If they find any violations that opens the doors for them to do a level one inspection. The police found many small vehicle violations with the hotshot trailers not having safety chains, no breaks or connections in some cases.

In addition, the Chief talked about the training they get at Forty Fort, Pennsylvania. The officers get comprehensive law enforcement programs training in realistic settings. They are well equipped and have simulation facilities, which are updated, and tactics. Some of the key aspects in the training given are skill training in realistic settings, and they gain extensive firearms experience, approved by the MB POST (Municipal Board Peace Officers' Standards and Training), and develop and improve memory and critical thinking. After completing the program, the officers receive a certificate (certification). This area offers sponsorship, and will pay officers' a salary during the free training. Gas for the trip is the only thing needed to get there. Chief Epler also stated that their fingerprinting course might not be in depth as it can be for us, but it gives us the tools we need for mundane cases. In addition, we can use them for fingerprinting at times where in depth investigation is needed, as they have a fingerprint lab and are very professional. They will get the evidence and bag and tag it for us.

Lastly, Chief Epler discussed the in-street signs placed in the roadway to communicate "Yield to Pedestrians" or "Stop for Pedestrians" in the crosswalk. Someone asked if they could be set on Main Street again. The Chief said that if they are hit, they could do a lot of damage to a vehicle. There was some discussion and Mr. Christin said that several years ago the Borough received a letter from PENNDOT stating that we could not use them anymore, as the street is not wide enough.

POLICE COMMITTEE MEETING:

Mrs. Miller state there was no meeting held.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for Council.

PARKING REPORT:

SEPTEMBER 2014

<u>76</u>	<u>#Green tickets issued</u>
<u>15</u>	<u># Yellow tickets issued</u>
<u>1</u>	<u># Green tickets forgiven</u>
<u>0</u>	<u># Yellow tickets forgiven</u>
<u>3</u>	<u># Green tickets excused</u>
<u>0</u>	<u># Yellow tickets excused</u>
<u>36</u>	<u># Paid win 48 Hrs @ % cost</u>
<u>\$360</u>	<u>Amount paid win 48 Hrs</u>
<u>4</u>	<u># Paid after 48 hours</u>
<u>\$80</u>	<u>Amount Paid after 48 Hrs</u>
<u>0</u>	<u># of tickets taken to the local Magistrate as citations</u>
<u>\$0</u>	<u>Amount received from Magistrate</u>
<u>\$100</u>	<u>Delinquent Tickets before Citation</u>
<u>\$4,420</u>	<u>Revenue from Reserved Parking Spaces</u>
<u>70</u>	<u>Hours spent on parking</u>
<u>1</u>	<u># of \$10 tickets (Police Dept)</u>

<u>\$10</u>	<u>Amount paid within 48 Hrs.</u>
<u>0</u>	<u>Amount \$20 Tickets (Police Dept)</u>
<u>\$0</u>	<u>Amount paid after 48 Hrs (Police Dept).</u>

BOROUGH MANAGER'S REPORT:

Flood Plain Ordinance:

Manager Lane stated that Solicitor Smith has advertised the new proposed floodplain ordinance required by the (NFIP) National Flood Insurance Program. The ordinance also includes the adoption of the (FIRM) Flood Insurance Rate Map that was released late summer last year. A resolution was needed and to enact the new ordinance. The Floodplain Ordinance and Adoption of the (FIRM) Flood Insurance Rate Map was proposed 1st by Mr. Long and seconded by Mr. Klinger. The vote was taken with all present for this meeting voting "aye" in favor. Mr. Roof and Mrs. Lacey were absent. Resolution # 2014-12 carried.

COMCAST Cable Franchise Agreement:

Manager Lane stated that he met with Liz Sterner over the details of the Comcast cable franchise (draft included in packet) agreement. The agreement they offered will be for 10 years and they will provide \$2,500 to help pay for equipment pertaining to the community bulletin board. With this money, we plan to purchase a new TV for the Community Bulletin Board. Originally, they wanted to do the contract for thirty (30) years. In addition, Comcast will continue to pay the borough five percent (5%) of the gross revenue that it generates from its cable TV service in the borough. Lastly, in a separate letter from the agreement, Comcast agreed to provide the Borough with a 2nd free internet connection to be installed at a building of our choice. Chief Epler has in the past requested a new internet connection, as they currently pay for a different one that is not very fast. Therefore, this 2nd internet connection will be installed at Borough Hall. Comcast will be required to maintain the borough's system to certain standards. Approval of the COMCAST Cable Franchise Agreement for 10-Year Period, which will provide the services, facilities, and equipment necessary to meet the future cable-related needs of the community according to the terms and conditions of the contract, was made motion by Mr. Long, and seconded by Mr. Klinger. The vote was taken with all present for this meeting voting "aye" in favor. Mr. Roof and Mrs. Lacey were absent. Resolution # 2014-13 carried.

Towanda Terrace:

Manager Lane stated this 38-apartment complex project for the elderly in the 400 block is moving along. They did hit a brick foundation and it was very difficult to break through it. Therefore, this held the project back and will cause it to be more costly.

Parking Garage:

Manager Lane stated that agreements were made last month with the architect and engineer to start the design work. The surveying has been done, and Dave Young, Project Engineer of Joe Hunt & Associates has begun work on land development process. Manager Lane stated that he has hired a consultant at \$107 per hour (for approximately 25 hours), to help with anything associated with the \$5 million state Redevelopment Assistance Capital Program (RACP) grant. There is a lot of paperwork that has to be filled out precisely, and we need to get the 1st reimbursement correct so there is no delay in getting our reimbursements from the state. We also want to avoid taking out a bank loan to cover costs, and pay more interest while waiting for these reimbursements. The parking garage will take approximately one (1) year to build, and is projected to be started in spring 2015. Manager Lane also stated that we are currently using a \$250,000 grant from the State Department of Community & Economic Development (DCED) to help pay for the architect and engineer on this project, and some of the remaining funds will be used to pay the consultant.

Manager Lane has worked with the Bradford County Commissioner to loan the borough some of its Act 13 money so we can avoid taking out a bank loan while waiting for RACP reimbursements. He will be meeting with the Commissioners to see if this loan will be approved.

College Run:

The joint permit application has been filed with Pennsylvania Department of Environmental Protection (DEP). Once the permit is approved, we will take the project out to bid as soon as possible. Manager Lane has also filed for an extension with Federal Emergency Management Agency (FEMA) for an additional six (6) months in order to complete construction in the fall of 2015, and to finish closing the project by the end of 2015. Manager Lane shared that the project will be crossing Main Street, which will be a big deal. He is meeting with PENNDOT next week to see how we will get this done. A permit was filed with DEP, and after that, it would go to several other state agencies. The borough did get a reimbursement of \$63,000 from FEMA for this project plus Engineering costs for the project to-day. This will also help in constructing curbing on Third Street where one part of College Run runs through. This project will take five (5) days to complete this project and will be the first time the Merrill Parkway has been broken up.

Arie (Traffic Signal Project):

Manager Lane stated that the project was to be complete on September 30th, but they have asked for a two (2) week extension. This would take them out to October 10th (Fri) or 11th (Sat), 2014.

BCVMP:

Manager Lane stated that Phase 2 is complete. This phase included the construction of the parking lot, the stairwell, and the sidewalk under the Veterans Memorial Bridge. Phase III successful bid went to Middendorf Contracting. This will include prep work for the granite pavers, another sidewalk, and a monument that will have a poem (The Veteran) engraved on it, plus 10 granite benches. The cost of Phase 3 bid by them is \$22,780. The BCVMP funds will pay for Phase 3. The granite pavers are scheduled to be here by the end of November 2014. The original date for the pavers to be here was the end of September 2014, but more time was needed to make sure the names and other information was correct before they were inscribed. The last item will be a bronze sculpture of the "quintessential soldier" inside a rotunda, and a "war-ravaged tree" sculpture to be sculpted by Brian Hanlon of Hanlon Sculpture Studio, Toms River, NJ.

A question was asked about the status of the gas furnace conversion at the Borough Hall Police Station. The gas line is through the building and the chimney has a top barricade on it. Saring Company Incorporated is the company that is doing the work, but they have been busy installing heat at another building in the borough. Hopefully, they will start to do this work any day now.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he has been focused on the Flood Plain ordinance and he is working on three (3) ordinances to present to council.

BOROUGH SECRETARY'S REPORT:

Secretary Kulick had nothing to report.

ADMINISTRATION/FINANCIAL COMMITTEE REPORT (President Christini):

Mr. Christini had a request from Tony Ventello of the Progress Authority to move At-Large-Member Paul Sweitzer to Finance member category in the Progress Authority. This move needed Council's approval. The motion to approve a by-law change of Paul Sweitzer to move from Progress Authority at-large member to Finance member behind Chris Brown, who recently became an employee of Progress Authority was proposed 1st by Mr. Klinger and seconded by Mrs. Miller. The vote was taken with all present for this meeting voting "aye" in favor. Mr. Roof and Mrs. Lacek were absent.

Resolution #2014-14 carried.

A vote was called for to approve the sidewalk loan for Niemiec, Smith and Pelling for \$3,300. Motion made by Mr. Sweitzer and 2nd by Mr. Kovalcin. The vote was taken with all present for this meeting voting "aye" in favor. Motion to approve Niemiec, Smith and Pelling's sidewalk loan was approved.

Union Sub-Committee Report:

No new information

Financial Report:

A motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin to approve the September 2014 bills. All present voted "aye" to approve paying the bills for the month. Mr. Roof and Mrs. Lacek were absent.

STANDING COMMITTEES REPORTS

Planning Commission:

No meeting.

Recreation Report:

No meeting.

Police Civil Service Commission:

No meeting

Police Pension Review Committee:

A meeting will be held on Wednesday, October 8, 2014 at 10 AM with Citizens & Northern Bank officials Larry Alderson and Lori Blascak to review the police pension plan performance for the last twelve (12) months. Mr. Christini, Mr. Sweitzer, Manager Lane and Mrs. Miller will be attending.

TMA /WTMA /CBPA REPORTS:

TMA and WTMA reports in packet.

Other Business:

Manager Lane told everyone that he is presently working on the 2015 Budget and if any committee members have any needs to let him know.

ADJOURNMENT: Motion to adjourn was made by Mr. Sweitzer and second by Mr. Kovalcin, with all "ayes" by the rest of council at 8:05 PM.

Diane M. Kulick
Borough Secretary

Towanda Borough Council Meeting Minutes November 3, 2014

The November 2014 regular meeting of the Towanda Borough Council was held on Monday, November 3, 2014, at the Municipal Building. Council Official Paul Sweitzer called the meeting to order at 7:03 PM, with a moment of silence and the Pledge of Allegiance.

Roll Call was called and recorded as follows:

PRESENT: Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Sweitzer, Mr. Taylor.

ABSENT: Mr. Christini, Mrs. Lacek, Mrs. Miller, Mr. Roof

CITIZENS TO BE HEARD:

North Rome Christian School asked permission to hold the 2nd Annual 5K race request. Mr. Kovalcin made a motion to approve, seconded by Mr. Klinger, with all the rest of council present voting "aye" to approve the 5K that is proposed for March 28, 2015.

MINUTES:

A motion was made by Mr. Long and seconded by Mr. Kovalcin to approve the October minutes as amended on page 2, paragraph 6. It read "I they find any violations etc... It should have read, "If they find any violations etc.... Also, same paragraph replace "no breaks" with "no brakes." The rest of council voted "aye" to approve the minutes with these minor corrections.

FIRE CHIEF'S REPORT:

Chief Roof was absent tonight due to medical reasons.

FIRE BOARD REPORT:

Mr. Klinger commented that the Fire Department Halloween parade went very well. Great job done by fire department personnel, especially Mrs. Susan Webb, the organizer of the parade. He also thanked the fire police for their help during trick-or-treat night, as this is strictly volunteer help, and he thanked the police department for their efforts on both nights.

Mr. Taylor asked about the new business items at the bottom of the fire board report. It read that the name of the new development road is called Hemlock Hills Road. Mr. Klinger said that this is the development off route 220 South. He also said that Towanda Township also attends all the fire company meetings.

MAYOR'S REPORT:

Mayor Miller also thanked Mrs. Susan Webb for all her support given to the Halloween parade. Mayor Miller attended meetings with Mrs. Webb and she is very organized and did an excellent job with the parade this year.

November 3, 2014

Mayor Miller has received some comments from people concerning the red light. There are issues with the timing and Manager Lane said that the camera works in off peak hours to help traffic move without waiting for the light to cycle. The lights are all in tune with each other now. Mr. Sweitzer commented that this traffic light upgrade/change was being worked on over two years ago when we had much heavier traffic. Mr. Klinger commented that he feels that cameras at the Elizabeth and Merrill Parkway could be used all the time. Manager Lane will check into that. Manager Lane also said that PennDOT maxed the amount of time that it could be set. The lights are all correlated together and that you have to time them just right to work with each other.

Chief Epler said the acceleration time between head and foot (reaction time) is a long time, so each car pulls out slow. Four second and ten second lights just do not work.

POLICE CHIEF REPORT:

The 09 Charger was involved in an accident; it is scheduled to be fixed soon. This was discussed at the Police committee meeting and decided to take this opportunity to change it to a marked patrol car. It was hit while it was parked at the district magistrate office. Chief Epler stated that it is being painted black and white to become a marked vehicle now. They will rotate out the 2006 shortly and the 2003 is very old. The black Charger has a push bumper and alley light on it already. They use vinyl door skins now so the black color will still be underneath. Then if you want to sell or use the car for other purposes, it makes it easier to do.

Chief Epler is looking at another vehicle through a government surplus property program, and is working with Kyle on eligibility for this program.

Chief Epler went over his report. Officer Hennessy attended training in Athens for Crash 101 and 16 minutes. They are school based programs for young drivers. Towanda P.D. conducted week long seatbelt detail, with the focus being on the high school area and drivers under the age of 18. Chief Epler just received word that Towanda Police Department will be dropped from the Seat Belt program due to budget constraints.

All members of Towanda Police Department participated in the annual firearms qualification as well as a tactical training exercise. All members passed the annual qualification.

Sgt. Lantz spoke to the students of Keystone College about modern policing. All the reports that Chief Epler got back were that he was very well received.

Chief Epler attended the Quarterly security meeting for the Gas Industry at Talisman Energy Inc. in Big Flats, NY.

Training is continuing with Officer Mclinko, with several schools being arranged for further training.

Mr. Sweitzer asked Chief Epler about his education budget. Chief Epler stated that a lot

of schools with training programs are free, but the State of Pennsylvania programs are not free, and add hotel room rental to that, it is very expensive. The budget is trim. Mr. Sweitzer stressed that the necessary training for something like safety, we should be able to take part in. The DUI standard field sobriety test training is a must for the police department, and we need to keep up with this training. There are many other training areas that we must take to keep up with the standards. After discussion, Mr. Sweitzer felt that Council will support any training that is necessary, especially if it is dealing with an officer presenting in a court situation.

POLICE COMMITTEE REPORT:

The Police Committee discussed the subject of mandatory 96 working hours per year minimum to stay on the payroll.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight discussed Code Enforcement report.

IPMC (International Property Maintenance Code

Compliance action: 2 violations in particular were discussed:

10/17/2014 – notice date

309.1 Infestation.

All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

10/07/2014 – notice date

302.5 Rodent harborage.

All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

No zoning appeals.

One rental inspection failed 3 times. The issue was the work was started before the permit was issued and the address is having a new furnace installed now. This should pass after this work is complete.

PARKING REPORT – OCTOBER 2014

# Green Tickets Issued:	-	81
# Yellow Tickets Issued:	-	6
# Green Tickets Forgiven	-	1
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	2
# Yellow Tickets Forgiven	-	0

November 3, 2014

# Paid W/N 48 Hrs @ ½ Cost	-	42
\$ Amount Paid w/n 48 Hrs	-	\$420
# Paid After 48 Hrs	-	9
\$ Amount Paid After 48 Hrs	-	\$180
# Tickets to Magistrate as Citations	-	46
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	\$500
Revenue from Reserved Parking Spaces	-	\$4,560
Hours on Parking per Month	-	70

BOROUGH MANAGER'S REPORT:

2015 BUDGET – Manager Lane has been working on the budget most of the month. The first rough draft is complete and he plans on tweaking it throughout November. The assessment value from the county should be coming in mail any day now. Manager Lane predicted that the Borough should finish this year in pretty good shape. However, next year's budget will be tight. Budget work session is scheduled for Thursday, November 20th at 5 PM. We should be able to have the proposed budget ready for vote at the December 1st meeting so it can be advertised for general public and then final vote approval at an end of the year **Special Meeting** taking place on Monday, December 29th.

DOWNTOWN REVITALIZATION PROJECT – PARKING GARAGE – Tom is working on this project. Manager Lane said that they are collecting all the required "special conditions" material for RACP on both the garage and Towanda Terrace. They are also in the process of changing our "project scope" to include a solution to deal with the Flying Cow. Moving the Flying Cow is imperative in order to maximize the spaces in the garage and maximize the efficiency of the garage. Mr. Sweitzer commented that the bids should go out by January to insure the cheapest price/cost.

ARLE – The construction is complete and the signals are active. Manager Lane has received several complaints concerning the "green" time turning south off the Farley Connector. The engineer has sent the information to the contractor to adjust the time slightly. The new signals are run on timers during the day and "photo optic" sensors in the evening. The (3) signals are also coordinated with each other to better the flow of traffic through Main Street and the Merrill Parkway. It was commented that the traffic flow study for this conversion was done two and a half years ago when traffic flow was enormous.

BCVMP – Released the Phase III bid which Middendorf Contracting won. This work

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should begin any day now and hopefully will be complete before the end of the year. Phase III includes the site prep for the pavers, a concrete walkway that will connect the stairway to the rotunda and 10 concrete pads for the granite benches. It will also be graded and leveled so it is ready by Spring 2015.

MEETING SCHEDULE:

Manager Lane said that we need to schedule year end meeting date to adopt the 2015 budget, 2015 real estate tax ordinance and 2015 salary and wages.

The finance/administration meeting was already advertised (legal ad last December 31, 2014) as being December 18th at 7:00 PM. We will not need to re-advertise this again.

It was decided a **Special Year End meeting** will be held on Monday, December 29, 2014, at 6:30 PM, council will vote to accept the 2015 budget and pay year end bills, and also vote to adopt the 2015 Real Estate Tax and 2015 salary and wages. This special meeting will be advertised to the public. **Also, on this night we will have a time of fellowship with each other, and food and refreshments will be provided.**

Lastly, Manager Lane talked about the parking request by the Knights of Columbus in front of their building. Manager Lane and Mr. Kovalcin looked at this Poplar Street parking situation, and decided that maybe one 15 minute loading zone parking spot for handicapped and one regular parking spot would be acceptable. Mr. Kovalcin made the motion, and Mr. Klinger seconded it, with the rest of council present voting "aye" to approve the motion to do this. This will be put on trial basis, and if it doesn't work, council can exercise the option to change it. Manager Lane will let Tom Calaman (K of C) know.

One last thing brought up by Chief Epler to Manager Lane was Comcast (internet hookup) and the heating system at the police station. Manager Lane will call Comcast tomorrow. Also, the heating project is not finished yet. Mr. Haight said he will call the heating contractor tomorrow.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith brought the drafted ordinance with him to amend chapter 51, Article I, Sections 51-1 of the Towanda Borough Code to reduce the number of police sergeant positions from two (2) to one (1), and adding Article 2, Sections 51-2 to Chapter 51 to create one (1) Corporal position within the Police Department of Borough of Towanda. Solicitor Smith stated that the drafted change had been advertised. **Motion to approve this change was made by Mr. Taylor and seconded by Mr. Klinger with the rest of council present voting "aye."** Therefore, ordinance 2014-4 passed. Solicitor Smith said that this change will have to go to County Planning for comment, as they have a meeting on November 18, 2014.

Solicitor Smith also mentioned an old lien that Controller, Susan Miller brought to his attention that has not been settled yet. He is working with the Sheriff's Office on this.

Mr. Haight asked if the Knights of Columbus parking space was going to be a 9 hour or

November 3, 2014

reserved space. That is what it is going to be according to Manager Lane and Mr. Kovalcin.

Mayor Miller wanted to thank Manager Lane and Parking for finding Rainbows End parking space. A deed was found by Solicitor Smith that the borough owned property where the "hump" once was located.

ADMINISTRATIVE REPORT:

There was one item on that needed to be voted on. This was on the second page of a letter request from Progress Authority to vote on along with a separate vote to have Mr. Sweitzer move from at-large to finance, leaving a vacancy in at-large.

Therefore, approval for Frank Pinkosky of Guthrie Clinic Health Care, to be appointed to Progress Authority Board Member-at-Large opening behind Paul Sweitzer, who moved to Finance behind Chris Brown, who recently became an employee of Progress Authority was made by Mr. Klinger and seconded by Mr. Kovalcin with the rest of council present voting "aye" in favor. **Resolution 2014-15 carried.**

A motion was made to pay the bills by Mr. Long and seconded by Mr. Kovalcin with the rest of council present voting "aye". Therefore, motion to pay bills was approved. A code inspection payment fee was questioned by Mr. Taylor and explained by Manager Lane.

UNION SUB-COMMITTEE REPORT: – Nothing.

PLANNING COMMISSION REPORT: – Nothing.

RECREATION REPORT: – Mr. Klinger and Mr. Kovalcin are working on this.

TMA/WMA/CBPA REPORTS: – Included if available.

It was noted that "Chili" Roof (who is absent) was to have surgery this week. Our thoughts are with him to get well quickly.

ADJOURNMENT:

Motion to adjourn was made by Mr. Taylor and seconded by Mr. Kovalcin with all the rest of council present in favor voting "aye". Meeting adjourned at 8:10 PM.

Diane M. Kulick
Towanda Borough Secretary

December 1, 2014

Towanda Borough Council Meeting Minutes
December 1, 2014
CORRECTED (1/12/2015)

The December regular meeting of the Towanda Borough Council was held on Monday, December 1, 2014, at the Municipal Building. Council Official Paul Sweitzer called the meeting to order at 7:04 PM, with a moment of silence and the Pledge of Allegiance.

Roll Call was called and recorded as follows:

PRESENT: Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Sweitzer, Mr. Taylor.

ABSENT: Mr. Christini, Mrs. Lacek, Mr. Long, Mr. Roof

CITIZENS TO BE HEARD:

Bishop Dan Buynak of the Church of Jesus Christ of Latter-day Saints was a guest who proposed to council a service project that some 350 to 400 members would be involved in for Towanda Borough. They perform this service each spring. This project will last approximately 3 hours on Saturday, May 9, 2015. It will include repairing, painting, and doing basic tasks like picking up garbage or helping senior citizens with things that they need done on their own properties.

The Bishop explained that the volunteers would be wearing yellow shirts with the words, "Mormons Helping Hands" written on them. He also told council that they have done similar service projects in Lock Haven, Mansfield and also the Bloomsburg Fair. Bishop Buynak's church was chosen this year to reach out to the community in this way. His offer was accepted by council with Mr. Haight suggesting that they have a planning meeting to coordinate the work to be done, and the tools that will be needed to do some of the tasks that will be completed. The Bishop said the volunteers work from 9 AM to 12 Noon, after which a meal is provided for them by the Church. It was agreed that they could use Riverfront Park for their picnic afterwards. Council was very appreciative of the offer made by Bishop Buynak on behalf of the church, and look forward to it.

MINUTES:

A motion was made by Mrs. Miller and seconded by Mr. Taylor to approve the November 2014 minutes as written. Motion carried.

FIRE CHIEF'S REPORT:

Chief Roof was absent tonight due to medical reasons.

FIRE BOARD REPORT:

Mr. Klinger talked about the passing of Edward Webster Sr. this past weekend (over Thanksgiving). The borough (Diane) will send something to the funeral home tomorrow (Tuesday). Mr. Klinger stated that Jerry was a devoted member of the Towanda Fire Department for many years serving in all officer positions. He will be missed.

MAYOR'S REPORT:

Mayor Miller also mentioned Jerry Webster's lifelong commitment to the fire company. Mayor Miller also stated that he signed proclamations for the Lions Club "White Cane Days" and National Music Month last month.

POLICE CHIEF REPORT:

Chief Epler stated they conducted Aggressive Drive details throughout the Borough in the past month.

Also, BUPA dropped us from the seatbelt program due to budgeting issues.

Towanda Police Department also started holiday DUI roving patrols.

The Chief also stated that Sergeant Lantz, Officers Hennessy, Bellows and he attended the Active Shooter Seminar at Towanda High School this month. This was a very good program for law enforcement and school staff. The police from Ohio who participated, in the program did an excellent job. They shared situations that they have been involved with and what worked and what didn't work to resolve them. Chief Epler feels that our police force is right on the mark with training to prepare for anything that might happen in our schools. The Chief encourages all of the officers to do a walk through the schools to familiarize themselves with the surroundings. A police presence does not intimidate the students, as they are used to them being around.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Code Enforcement Report included in packet.

Kyle commended Jim and his public works crew for the way they handled the recent snow fall, being shorthanded because of the holiday, and some of the crew was on vacation for hunting season.

PARKING REPORT – NOVEMBER 2014

# Green Tickets Issued:	-	59
# Yellow Tickets Issued:	-	10
# Green Tickets Forgiven	-	2
# Yellow Tickets Forgiven	-	1
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	19
\$ Amount Paid w/n 48 Hrs	-	\$190
# Paid After 48 Hrs	-	0
\$ Amount Paid After 48 Hrs	-	\$0

Tickets to Magistrate

December 1, 2014

as Citations	-	46
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	\$160
Revenue from Reserved Parking Spaces	-	\$3,250
Hours on Parking per Month	-	70
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0

BOROUGH MANAGER'S REPORT:

2015 BUDGET – The proposed 2015 budget is in the Council packet and Manager Lane requested approval from council to advertise and place on public display in the library and here at the borough. The Borough General Fund projects \$1,400,434 in revenue and \$1,390,233 in expense. This was discussed at length during the budget work session, and a 2 mill tax increase was recommend to eliminate \$60,000 shortfall that would have existed in the new budget year (2015). The increase would bring an additional \$79,160 next year. Thirty percent (30%) of the borough is tax free, which makes budgeting more challenging. Manager Lane stated that we have a premier police force and a full public works department. This equates to professional services at a reduced cost. Manager Lane also stated the last time the borough had a property tax increase was three years ago, and it was increased by 1 mill.

Budgeting in 2015 will be more difficult, especially if we have an unforeseen circumstance such as heavy snowfall this winter. Councilman Sweitzer also stated, causing a shortfall would be the 2 percent increase in health insurance costs and increased contributions to pensions as salaries increase. He said that the borough needs to have money on hand to operate the borough while waiting for taxes to come in. Manager Lane stated that the 2 mill increase would make the borough property tax levy to be at 17.56 mills.

A motion was made by Mr. Taylor and seconded by Mr. Klinger to advertise the proposed budget and make it available for public inspection here and at the Towanda Library.

Council was polled and the vote recorded as follows:

YES: Mr. Klinger, Mr. Kovalcin, Mrs. Miller & Mr. Sweitzer, Mr. Taylor

NO: None.

Motion carried.

December 1, 2014

Manager Lane also proposed the date of Monday, December 29th at 6:30 PM, for the year-end meeting to adopt the budget, pay all the year-end bills, and finalize any pending borough business from 2014. Mr. Klinger, in agreement, proposed the year end meeting to be held on December 29th, 2014, at 6:30 PM, to vote on a budget, the proposed tax levy and pay the bills for the remaining year. This was seconded by Mr. Kovalcin.

Council was polled and the vote recorded as follows:

YES: Mr. Klinger, Mr. Kovalcin, Mrs. Miller & Mr. Sweitzer, Mr. Taylor.

NO: None.

ABSENT: Mr. Christini, Mrs. Lacek, Mr. Long, Mr. Roof

Motion carried.

DOWNTOWN REVITALIZATION PROJECT – PARKING GARAGE – As far as the parking garage, there is nothing new to tell of the project. Manager Lane said that we are still waiting for a response from RACP regarding the Flying Cow. He and Mr. Fairchild are wrapping up the special conditions materials, and plan to submit to RACP by the end of the week.

ARLE – It was brought up about the red light, and Manager Lane stated that Penndot told him that there was no need for an engineering study. We can adjust the timing east off main street and turning south off the Farley Connector. Penndot will make these adjustments and some other items fixed also. Mayor Miller also stated that the night of the storm the arrow was not working. Mr. Klinger said we need to check on them because they are LED's. They won't melt snow. Also, the orange lights and several other colors will have to be changed to LED type bulbs. The date they come to change the lights out and change the timing has not been determined yet.

BCVMP – Middendorf Contracting has begun work on phase three. The concrete pads have been poured for the benches and the poem. In the spring the sand and pavers will be started.

College Run – Manager Lane received approval from FEMA to extend the completion date of the project until October 31, 2015. The previous deadline was July 14, 2015. This permit is still currently under review at the Williamsport DEP office.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith presented the revision to the zoning ordinance amending Chapter 325, Article III, Section 325-16, Subsection C., to add bed and breakfast residence as a use permitted by special exception in the R-4 Special One-Family residential zoning district, and amending article V, Section 325-51, Subsection C., by deleting Sub-Part 4 regarding placement of fences on corner lots.

A motion was made by Mr. Klinger, and seconded by Mr. Kovalcin to approve **Ordinance # 2014-5**, amending the above Towanda borough code (Chapter 325, 2 sections).

YES: Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Sweitzer and Mr. Taylor

NO: None.

ABSENT: Mr. Christini, Mrs. Lacek, Mr. Long, Mr. Roof

Motion carried to adopt Ordinance #2014-5.

December 1, 2014

ADMINISTRATIVE REPORT:

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

UNION SUB-COMMITTEE REPORT: – Nothing new.

PLANNING COMMISSION REPORT: – Nothing new.

RECREATION REPORT: – Mr. Klinger and Mr. Kovalcin are planning on meeting in early January 2015.

TMA/WMA/CBPA REPORTS: – Included if available.

Before adjournment, Chief Epler asked if the police could roll over vacation that is left at the end of the year in excess of 80.0 hours. Some officers have more than 80.0 hours left for vacation. Mr. Sweitzer stated that he was not really comfortable to make a motion on the table. Mr. Sweitzer stated that he is a big supporter of the police department, but this has to be taken care of earlier as it could result in a big payout at retirement or if they resign. This issue has been addressed multiple times prior to this meeting night.

To resolve this problem for this year, Mr. Sweitzer stated that Chief Epler is asking that council allow the officer's with remaining vacation in excess of 80.0 hours be allowed to roll over to next year. After much discussion, Mr. Sweitzer asked if anyone would like to make a motion to let the officers roll over their vacation "as long as it never equates to a dollar payout when the officer is leaving the force" – "a onetime only" situation.

NOTE: Motion was made by Mr. Taylor and seconded by Mr. Kovalcin for this one time only rollover of over 80.0 hours vacation for the police officers...

YES: Mr. Klinger, Mr. Kovalcin, Mrs. Miller.

NO: Mr. Sweitzer, *Mr. Taylor*

NOTE: MINUTES CORRECTION made aware in January 12, 2015 Council Meeting for this motion - ***Mr. Taylor* voted YES and not NO.**

ABSENT: Mr. Christini, Mrs. Lacek, Mr. Long, Mr. Roof

Motion carried.

ADJOURNMENT:

Motion to adjourn was made by Mr. Taylor and seconded by Mr. Kovalcin. Motion carried. Meeting adjourned at 8:05 PM.

(Signature on file)

Diane M. Kulick

Towanda Borough Secretary