

January 12, 2015

Towanda Borough Council Meeting Minutes for January 12, 2015

The January regular meeting of the Towanda Borough Council was held on Monday, January 12, 2015, at the Municipal Building. Council President Mark Christini called the meeting to order at 7:00 PM, with a moment of silence and the Pledge of Allegiance.

Roll Call was called and recorded as follows:

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

ABSENT: None

Mark Christini indicated that this is not a reorganizational meeting, as that occurs every even numbered year. However, he asked Council to accept his decision to step down as Council President due to personal obligations. He has held the position for 5 years. Mr. Christini then asked if anyone would entertain the move to accept his resignation as President. A motion to accept Mr. Christini's resignation as Council President regrettably made by Mr. Long, seconded by Mr. Klinger. Motion carried with all of council agreeing on the wonderful job Mr. Christini has done in serving as Council President for Towanda since 2010.

Mr. Christini then turned the meeting over to Mrs. Ellen Lacek, who asked for nominations to replace Mr. Christini. Mr. Kovalcin made a motion to nominate and accept Mr. Paul Sweitzer as the new President of Towanda Borough Council, and this was seconded by Mr. Long. Motion carried. Mr. Sweitzer is now officially Council President.

CITIZENS TO BE HEARD:

1. Mr. Joe Saxe of PennDOT presented the 5 Year PennDOT Agility Agreement before council for approval and signature. This agreement is a 5 year agreement to swap services of equal value. It merely provides the foundation and legal authority for cooperation and exchanging services between the borough and PennDOT. A Work Plan is developed to determine who will do what for whom. A motion was made by Mr. Taylor and seconded by Mr. Long to approve the agility agreement.

RESOLUTION # 2015-1 PennDOT Agility Agreement:

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

NO: No one.

ABSENT: No one.

RESOLUTION # 2015-1 carried.

Mrs. Kulick read a thank you letter from a borough citizen who was grateful for the borough taking action by placing "no parking" signs in the alley between Bridge and Washington Street.

MINUTES:

A motion was made by Mr. Taylor to approve the minutes of December 1, 2014 with correction on page 5. Mrs. Miller seconded the motion. Motion passed with the condition of Secretary Kulick making the correction.

Minutes read: "A 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 (Error: Mr. Taylor voted YES not no.)**

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

Motion carried.

Minutes approved for Special Meeting: Mr.Klinger made the motion, seconded by Mrs. Lacek to approve the minutes of the Special Meeting that was held on December 29, 2014. Motion passed.

FIRE CHIEF'S REPORT:

Fire Chief Roof reported about the fire on the Bailey Block (right next to our borough building). Also, he introduced Joe Shay as the new 2nd Assistant Chief, Towanda 3. As far as the fire, he stated we had one of the Towanda FD's firefighters who had a small incident (missed a couple steps on the ladder). He was evaluated at Memorial Hospital and is fine. Also noted, during the Bailey Block fire there were 9 crews fighting the fire, and 3 or 4 back up coverage for other Fire Depts. that were at this fire.

Chief Roof also reported that our "tower" (on fire truck) was approved/passed.

FIRE BOARD REPORT: Noting to report.

MAYOR'S REPORT: Nothing to report.

POLICE CHIEF REPORT:

Chief Epler reviewed his dept status for last month. Switched over to Comcast as internet services provider. They had a battery backup system put in today.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

End of year figures were reported.

PARKING REPORT – NOVEMBER 2014

# Green Tickets Issued:	-	42
# Yellow Tickets Issued:	-	9
# Green Tickets Forgiven	-	2
# Yellow Tickets Forgiven	-	1

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# Green Tickets Excused	-	3
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ 1/2 Cost	-	18
\$ Amount Paid w/n 48 Hrs	-	\$180
# Paid After 48 Hrs	-	4
\$ Amount Paid After 48 Hrs	-	\$80
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	\$500
Revenue from Reserved Parking Spaces	-	\$3,000
Hours on Parking per Month	-	60
# 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:

Manager Lane asked to go into Executive Session to discuss with Solicitor Smith potential legal litigation in dealing with after effects of Bailey Block fire at 7:25 PM.

Executive Session ended at 7:57PM.

Manager Lane reported on the following items:

ARLE – The incandescent bulbs have been replaced with LED lights and the timing change will take effect today Monday January 12th. In addition, I met with PennDOT today to complete the final inspection and obtain the “green light” to close the project. (Pun intended ha-ha). PennDOT cancelled this today due to bad weather.

BCVMP – All of the granite pavers, the poem monument, and 14 granite benches are scheduled to be delivered on February 7th. GTP has graciously agreed to receive and warehouse the material until springtime when it can be installed.

PennDOT Main & Bridge St Project 2016 - We are all aware of the requirement to address ADA sidewalk ramps when streets are paved. That being said, PennDOT is

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planning to mill and overlay Main St. from Mix Avenue to the bridge and reconstruct Bridge St. from Main St. to Mechanic St. PennDOT plans to address all the ramps that cross Main St. and Bridge St. Manager Lane stated that he has been made aware the borough is responsible for the ramps that cross our streets. Manager Lane stated that Greg Dibble, PennDOT official told him that we may be able to do another Arle Grant for the (other than Main Street) sidewalks to get done, as this is a safety item/concern.

Also, If TMA has to have a water or sewer line moved, they could include this in their project and may commit to pay 75%, and the borough pay the other 25% to get the sidewalks ADA compliant. Manager Lane stated that TMA is looking into this.

BOROUGH SOLICITOR'S REPORT:

Items were covered in the Executive Session.

BOROUGH SECRETARY REPORT:

Secretary Kulick asked council on behalf of Borough resident Vicki Wells to approve a Route #2, 5K Run hosted by her graduation class of 1970 on Saturday, July 25, 2015 beginning at 9 AM. This will raise money to benefit the "Towanda School District Foundation". Motion was made by Mr. Christini and seconded by Mrs. Lacek with the term to have trained personnel for protection and traffic control at street crossings and intersections.

ADMINISTRATIVE REPORT:

No bills for approval are needed this month.

UNION SUB-COMMITTEE REPORT: Negotiation for new contract is coming up this year. Rick Lewis, Mrs. Miller and Paul Sweitzer are on the committee. Anyone else on council can join if so desired.

PLANNING COMMISSION REPORT: – Nothing.

RECREATION REPORT: – Nothing.

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

ADJOURNMENT: Motion to adjourn was made by Mrs. Lacek and seconded by Mrs. Miller. Meeting adjourned at 8:14 PM.

Diane M. Kulick
Towanda Borough Secretary

February 2, 2015

Towanda Borough Council Meeting Minutes February 2, 2015

The February regular meeting of the Towanda Borough Council was held on Monday, February 2, 2015, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence and the Pledge of Allegiance.

Roll Call was called and recorded as follows:

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

ABSENT: Mr. Long (working)

Mark Christini was presented with a gavel and sound block with his name engraved on it and the years he had served as Council President.

CITIZENS TO BE HEARD: None present.

MINUTES:

A motion was made by Mrs. Lacek to approve the minutes of January 12, 2015. Mr. Taylor seconded the motion. Motion passed.

FIRE CHIEF'S REPORT:

Fire Chief Roof reported that the tower was going in for recertification next month. There was some leakage under the tower that was taken care of due to hose leak that needed clamping.

FIRE BOARD REPORT: Nothing to report. No quorum.

MAYOR'S REPORT: There was a complaint of garbage between Vincent's and Pro-Care. Mr. Haight will check on it.

POLICE CHIEF REPORT:

Chief Epler reviewed his dept status for last month. They did some roving patrols in the area on and around New Year's Day. Bumper stickers with the badge of the Towanda Police Dept in the windows. One will be placed in the window on the back side. Detective Ogden and Officer McLinko went to training at Forty Fort, PA.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

In response to Mayor Miller's concern about the garbage situation, Mr. Haight said there has been some confusion for apartment dwellers on Bridge Street with garbage procedures. There was a complaint called in to the borough and Laurie McGuire e-mailed this issue to Mr. Sluyter and Mr. Haight. Mr. Haight stated that there will probably be fines issued.

PARKING REPORT – NOVEMBER 2014

# Green Tickets Issued:	-	59
# Yellow Tickets Issued:	-	3
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	1
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	15
\$ Amount Paid w/n 48 Hrs	-	\$150
# Paid After 48 Hrs	-	2
\$ Amount Paid After 48 Hrs	-	\$40
# Tickets to Magistrate as Citations	-	9
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	\$170
Revenue from Reserved Parking Spaces	-	\$2,610
Hours on Parking per Month	-	80
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	1
\$ Amount Paid After 48 Hours	-	\$0
TOTAL MONTHLY REVENUE	-	\$2,970

BOROUGH MANAGER’S REPORT:

Manager Lane reported on the following items:

BAILEY BLOCK – Manager Lane stated that the legal advertisement has been placed for the reconstruction of the north wall of the municipal building. All the documents and engineering studies are complete. A walk through is planned with Darin Rathbun PE of Hunt Engineering this week. We did receive Act 98 escrow check. Manager Lane’s plans are to have everything in line and ready when the demolishing is complete.

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ARLE – PennDOT has started its 30-day operational test of the traffic signal equipment. Upon successful completion, there is a six-month guarantee of mechanical and electronic equipment.

BCVMP – All of the granite pavers, the poem monument, and 14 granite benches are scheduled to be delivered on February 7th. GTP has graciously agreed to receive and warehouse the material until springtime when it can be installed.

YMCA - At the latest YMCA meeting, the advisory board approved to go ahead with a small capital funding raising campaign to raise money to replace the old heating system with a new HVAC unit which will both heat and cool the gymnasium. The current heating system consists of six vent-free infrared heaters, of which only three are operating. They are seeking to raise a total of \$30,000 to complete the project.

PARKING GARAGE – Manager Lane stated that we received verbal direction from RACP regarding the Flying Cow. The replacement of the building will be included in the overall project construction. The architect is currently working on a cost estimate for the building. Friday Manager Lane received a call from Tom Fairchild, who had been talking to Matt Kramer who is a consultant for RACP. Mr. Kramer talked to Elias Joseph from the office of the budget. Mr. Joseph stated that we can include the Flying Cow in the project for RACP money. This project will be under Davis Bacon rates (Federal prevailing wages on public works projects over \$2,000). This federal rate is lower than the Pennsylvania prevailing wage for commercial. We applied and received \$10,000 from a CDBG grant that will be spent on sidewalks to make them ADA compliant.

Mr. Taylor asked about the South Main red light slow flow when going north. Manager Lane stated from 6 AM to 6 PM the lights are set on a timer/clock, and after that the lights are run by cameras (including weekends). If we have it adjusted in the 15 minute time zone, it will mess up all the timing capabilities for all the lights (overall the maximum waiting time is 1 minute, 6 seconds). Council agreed that we don't need to mess with the times on the light.

Also, Mayor Miller expressed concern over an e-mail he received from PSAB. Manager Lane and Mr. Sweitzer sent a letter to Senator Gene Law a letter concerning a proposed constitutional amendment, if passed will allow for more organizations to be recognized as purely public charities. The more organizations that become charities, the less money municipalities will receive. The PSAB suggested that we write Senator Yaw expressing our concerns about this amendment.

BOROUGH SOLICITOR'S REPORT:

Nothing to report, but working on the easement report.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented the yearly Aggressive Driving enforcement project contact form to be witnessed by Mayor Miller and Chief Epler as evidence of a Co-operation Agreement between the Towanda Police Department and the North Central Highway

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Safety Network, Inc. This is a cost reimbursement grant with no profits to be gained.

Also, voted upon was **Resolution # 2015-2**, giving Borough Council President Mr. Sweitzer authority to be a signer of checks, including issue to stop payment orders regarding, or withdrawing funds from the Citizens & Northern Bank. Also, Kyle V. Lane and Diane M. Kulick continue to be authorized to do the same. This resolution releases former Council President, Mr. Mark Christini from the responsibility of engaging in the above duties involving C & N Bank. Motion was made by Mr. Christini and seconded by Mrs. Miller.

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

NO: No one.

ABSENT: Mr. Long (excused, working).

RESOLUTION #2015-1 carried.

Concerning 5K runs, it was decided that the Secretary Kulick will put the request for a 5K run in the packets. No approval is needed as long as we know the route they will be using and the date and time (to check for conflicts and safety controls of the run).

ADMINISTRATIVE REPORT:

A motion to pay the bills for 1/1/2015 to 1/31/2015 was made by Mr. Taylor and seconded by Mr. Klinger. Motion passed.

UNION SUB-COMMITTEE REPORT: Negotiation for new contract is coming up in end of May or June of this year. Rick Lewis, Mrs. Miller and Paul Sweitzer are on the committee. Anyone else on council can join if so desired.

PLANNING COMMISSION REPORT: – Nothing.

RECREATION REPORT: – Nothing.

TMA/WMA/CBPA REPORTS: – Mr. Sweitzer reported that the Commissioners are trying to start getting more outside interest for Towanda area (core group). This will help piggy back with the Progress Authority. It is in the beginning stages.

Manager Lane stated that the subdivision received preliminary approval for water service in North Towanda. Twenty-three acres (for 2 wells), and 1 other well in the flood plain which will be built with a filtering system just because it is in the flood zone.

ADJOURNMENT: Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Taylor. Meeting adjourned at 7:46 PM.

Diane M. Kulick

Towanda Borough Secretary

Towanda Borough Council Meeting Minutes March 2, 2015

The March regular meeting of the Towanda Borough Council was held on Monday, March 2, 2015, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:06 PM, with a moment of silence and the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

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

ABSENT: Mrs. Lacek, Mr. Long (working) & Mr. Roof

CITIZENS TO BE HEARD: None present.

Approval of Previous Month's MINUTES:

A motion was made by Mrs. Miller to approve the minutes of February 2, 2015. Mr. Klinger seconded the motion. Motion passed.

FIRE CHIEF REPORT:

Fire Chief Roof was absent not available to attend.

POLICE COMMITTEE REPORT:

FIRE BOARD REPORT: Noting to report.

MAYOR'S REPORT: Mayor Miller stated that the firemen who fought the Bailey Block blaze and the fire on Pine Street that happened today are to be recognized for doing a great job on putting these fires out.

POLICE CHIEF REPORT:

Chief Epler stated that the month was busy, plus a lot of officer training has taken place. Chief Epler was accepted and approved to be DRE (Drug Recognition Expert) Instructor by the PA State DEC Program and the PA State DUI Enforcement Program in February, and passed the practical exam at White Deer Run Facility in Allenwood, PA.

Chief Epler also state that one officer attended Vehicle Equipment training, Testifying in Court training, and report Writing Training at the NETC in Forty-Fort, PA. This officer was also trained and Certified on the Taser by another trained officer in house.

Also, mandatory update training, MIST (Mandatory In-Service Training), required by MOPETC (Municipal Police Officers' Education & Training Commission has started again this year and about half of the police force has completed them.

Chief Epler also commented that DUI's in the Borough are up again this month.

Detective Ogden went up and talked to a group at Towanda High School about the dangers of drug use and addiction.

Officer Douglas is filling in at the high school when the assigned officer is out.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight stated that contractors are coming in to renew their registrations for this year. He also reviewed the code enforcement, zoning issues for the month.

Mr. Haight stated that Spring Cleanup will be held on May 8 and May 9, 2015. This will be advertised shortly and there will be new fees for handling tires. The motion was made by Mr. Klinger and seconded by Mr.Kovalcin to have the cleanup on those dates. Motion passed. This will be advertised a couple times – once in April and once in May.

Mr. Haight was asked by a council member concerning snow and ice removal, “If one written notice is the only warning sent out to homeowners that have not removed snow and/or ice.” Mr. Haight stated that this is still being enforced through Borough Code. (Note: This can be found in Borough of Towanda, PA Code: Chapter 264: Streets & Sidewalks, Article II: Removal of Grass, Snow, Etc., 264-2, Item B and item D. Failure to Comply.)

PARKING REPORT – February 2015

# Green Tickets Issued:	-	20
# Yellow Tickets Issued:	-	1
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	1
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	6
\$ Amount Paid w/n 48 Hrs	-	\$60
# Paid After 48 Hrs	-	0
\$ Amount Paid After 48 Hrs	-	\$0
# Tickets to Magistrate as Citations	-	6
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	\$300
Revenue from Reserved Parking Spaces	-	\$2,610
Hours on Parking per Month	-	80
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0

TOTAL MONTHLY REVENUE - \$2,970

BOROUGH MANAGER’S REPORT:

Manager Lane reported on the following items:

BAILEY BLOCK – Manager Lane shared the status of the Bailey Block building bids were opened and Middendorf Contracting was the low bid of \$135,270. The property owner has yet to decide the extent of the demolition. They have been discussing options with their architect and their focus is demolishing the most damaged and unsafe portions of the building as soon as possible. We expect to see movement within the next couple weeks.

At this time (7:20 PM) an executive session was called for by President Sweitzer concerning legal matters.

At 7:40 PM, the executive session ended, and the regular council meeting was opened up again.

BCVMP – The first order of granite pavers, 13 benches, and monuments have arrived and are currently being stored at GTP. Members of the BCVMP are going through the pavers and organizing them. Mr. Doherty and his team have also been working on the design of the next installment of granite, which consists of six granite “conflict panels” and one POW/MIA monument. The association would like to go ahead and place the order of these panels and monument, which has a base price of \$12,270. Therefore, a motion is needed to do this. This motion was made by Mr. Taylor and seconded by Mr. Kovalcin to enable ordering the panels and monument at the base price. Motion passed.

FIRM/LOMR – FEMA has requested more information pertaining to our LOMR application dated August 25th, 2014. Mr. Lane stated that we are gathering requested information and FEMA will have an additional 90 days to review and comment.

PARKING GARAGE - RACP requires us to re-scope the project documents to include the Flying Cow Bakery. Our architect is working on cost breakdowns for the Flying Cow to meet the conditions of RACP. This project continues to move forward.

HAZARD MITIGATION PLAN – Manager Lane presented the Bradford County 2015 Hazard Mitigation Plan. Hazard mitigation planning is an extension of that effort that aims at identifying hazards and risks in our communities and developing ways and means of reducing potentially disastrous losses of life and property. This Resolution # 2015-3 was made a motion by Mr. Christini and seconded by Mr. Klinger.

Voting results are as follows:

RESOLUTION # 2015-3 Hazard Mitigation Plan:

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

NO: No one.

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

RESOLUTION # 2015-3 carried.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith is working on some legal matters (executive session), and he is working on an easement for College Run project. The private railroad company does not own any land where the project runs, plus Progress Authority and Penelec own property at the edge where this project will run.

BOROUGH SECRETARY REPORT:

Secretary Kulick inserted some information on the upcoming borough council election and presented a request from Jay Cory, manager of Ben Franklin's for approval to hold a parade July 3rd, on Main Street, beginning with lineup at 6 PM, and the parade starting at 7 PM. After the parade, there will be a ceremony at the BC Court House paying tribute to our Independence and our Veterans. Following this ceremony, and after dusk there will be a fireworks show done by American Fireworks Display LLC over the water from Riverfront Park location. This display will last twenty to thirty minutes. A motion was made by Mr. Kovalcin and seconded by Mr. Klinger to give Mr. Cory permission to hold this event. Motion was passed.

ADMINISTRATIVE REPORT:

The Hazard Mitigation Plan (was included in the Borough Manager's report).

UNION SUB-COMMITTEE REPORT: Negotiations for new contract is coming up this year around May. Rick Lewis, Mrs. Miller and Paul Sweitzer are on the committee. Anyone else on council can join if so desired.

FINANCIAL REPORT: Motion was made to pay the bills by Mr. Kovalcin and seconded by Mr. Klinger. Motion was

PLANNING COMMISSION REPORT: – Nothing.

RECREATION REPORT: – Nothing.

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

ADJOURNMENT: Motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Klinger. Meeting adjourned at 7:54 PM.

Diane M. Kulick
Towanda Borough Secretary

April 6, 2015

Towanda Borough Council Meeting Minutes April 6, 2015

The April regular meeting of the Towanda Borough Council was held on Monday, April 6, 2015, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:04 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: 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 Saxe, Assistant Highway Maintenance Manager of PennDOT was in attendance to present the approved agility agreement work plan to council. Council President Sweitzer signed the agreement and Mr. Saxe will deliver our copy to us soon.

NOTE: We are very happy to again have Mr. Christini's daughter Cecelia as a guest tonight. Cecelia is very interested in politics and how the borough council meetings are run and the topics discussed. Thank you Cecelia!!

Approval of Previous Month's MINUTES:

A motion was made by Mr. Christini to approve the minutes of March 2, 2015. Mrs. Lacek seconded the motion. Motion passed.

FIRE BOARD REPORT: Mr. Klinger attended meeting, but there weren't many items covered in the meeting.

MAYOR'S REPORT: Mayor Miller was absent.

FIRE CHIEF REPORT:

Fire Chief Roof said they had 9 runs for March 2015. He talked about the tower truck being back in the garage at Elmira, NY, as there is a crack in the waterway. Also, it was found that the 2 back cylinders needed repacking. He made note that there were only some minor repairs of the truck due to the extreme winter weather. He told council that the tower truck did perform well when in use at the Bailey Block fire, but it seems that every year we spend money for repairing the truck. Chief Roof said that he has been checking on the cost of new tower trucks and they are very expensive (around \$999,000 new). This cost is too high, however; this type of truck is needed as we have a building that will be supporting four (4) floors going up now (Towanda Terrace). He suggested looking at leasing a used tower truck for maybe 5 years.

POLICE COMMITTEE REPORT:

Chief Epler told council that all full time officers were recertified in first responder first aid, CPR and Taser update training.

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Chief Epler also stated that he completed the requirements for DRE (Drug Recognition Expert) Instructor, and he was recognized as “an expert” in the Court of Common Pleas during a DUI trial this past month.

He also stated the following updates of officer training:

One officer attended training for DUI enforcement at Forty Fort, PA.

Our detective attended the monthly MDT (Multidisciplinary Team).

Also, Chief stated that the 2006 Crown Victoria has been redone with a new look, vinyl overlay on the doors. This changes the appearance of the police vehicles and they plan on doing this with other police vehicles in the future.

He said there were several DUI roving patrols conducted during the St. Patrick’s Day holiday.

And finally, the Chief stated that his department was audited by MPOETC (Municipal Police Officers Education & Training Commission), as well as by the PA Commission on Crime and Delinquency for the Juvenile Custody procedures.

Chief Epler presented the year end review (2014) showing lots of activity for the police department. There were 3,190 complaints, 577 disturbances and 466 traffic citations (highest numbers of all categories). Added to that were 172 warnings, 151 thefts, 128 criminal arrests and 110 non-traffic citations. Fewer than 100 reports were 64 vehicle doors opened, 63 animal complaints, 58 motor vehicle crashes, 31 DUI arrests and finally 11 juvenile petitions.

Randy was asked about the heating system and he stated that the furnace is working fine, but there are some control valves that are not working properly (this winter) that need addressing.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight stated that contracted work is increasing and registrations continuing to come in to renew their registrations for this year.

He also reviewed the Code Enforcement Report for March 2015.

PARKING REPORT – MARCH 2015

# Green Tickets Issued:	-	76
# Yellow Tickets Issued:	-	6
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	8
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	23
\$ Amount Paid w/n 48 Hrs	-	\$230

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# Paid After 48 Hrs	-	6
\$ Amount Paid After 48 Hrs	-	\$120
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	\$330
Revenue from Reserved Parking Spaces	-	\$2,460
Hours on Parking per Month	-	
Police # of Tickets Written	-	2
# of \$10 tickets (Police Dept.)	-	1
\$ Amount Paid W/N 48 Hours	-	\$10
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0
TOTAL MONTHLY REVENUE	-	\$3,140

BOROUGH MANAGER’S REPORT:

Manager Lane reported on the following items:

BAILEY BLOCK – Manager Lane stated that supports were installed in the borough garage (below council room) to insure the integrity of the building. We have received a report from Hunt Engineers noting observations of the remainder of the Bailey Block building. We have forwarded this document to the building owner’s council to reinforce the urgency of making a decision on the building in the respect of public safety.

BCVMP – “The Veteran” monument and several of the granite benches have been installed. The pavers are to be installed as soon as weather permits. The ultimate goal is to have an opening ceremony on July 3rd before the Independence Day Parade and fireworks.

PennDOT/Agility Agreement - PennDOT has approved the “Agility” agreement with the Borough. Joe Saxe has been preparing a work plan in order to have the parkway crack sealed with the intention of micro surfacing the roadway after that is complete. Manager Lane also had a meeting with our Municipal Services representative Greg Dibble on Tuesday April 7th to review the street we plan to pave this summer. The idea is address the high traffic streets first then move outward. He plans to pave the same streets that were listed last summer. He will plan to advertising in the next week or two.

April 6, 2015

Manager Lane stated that the ADA (Americans with Disabilities Act) “requirement” held us up in getting this project done last year. Manager Lane and Mr. Haight have researched and found that in other boroughs, the homeowner pays to have the corners done. Grants are also offered for sidewalks in this borough, but this area has not been very active in the past few years. He stated that a planning committee meeting may have to address this issue. Also, only corner lots would be affected. Also, he said over fifteen (15) years ago a survey was done regarding this issue.

Mr. Christini stated that we need to be fair and consistent, and survey all the borough sidewalks, and handicap accessible would be something in addition to that, so they would be handled independently. But, they are somewhat related, therefore; we need some time to think about this and maybe send it to the Planning Committee.

At this time a motion was made by Mrs. Lacek, seconded by Mr. Christini to put this ADA requirement for sidewalks in the Planning Committee’s hands to discuss. Motion was passed and the next meeting date for planning is set to be on April 21st, 2015 at 7 PM. The secretary of the planning committee will be notified to send out notices and the subject matter for this meeting.

Parking Garage - Manager Lane said that there is more paperwork he is working on for this project. The architect is thinking about designing a new building for the Flying Cow Bakery & Café which would involve clearing the site for demolishing the current building starting in July; and construction of the parking garage starting in November 2015. The existing Flying Cow would be in existence until the “new” Flying Cow building is finished being constructed.

There will be separate bids – one for the Flying Cow and one for the garage. The garage bid will go out when they are building the “new” Flying Cow. President Sweitzer asked if it would be a May or June bid. Manager Lane stated that it will probably be a July bid. President Sweitzer stated his concern over the projected bid costs due to bidding going out in summertime. This may cause a 23 percent over budget projected cost due to the timing of the bidding being summer season. Manager Lane explained that this is currently where we were at in this project.

College Run – The joint permit that was filed in October 2014 with DEP has some (5) comments. Stiffler-McGraw is addressing these comments. Manager Lane stated the agency’s (DEP, Army Corp of Engineers) walked the work path earlier today and they had some suggestions on addressing the comments. The plan is to resubmit the requested information this week. He also stated this is a very big project that involves the middle of the street as the work site and moving sewer and gas lines among items to complete the project. He is working to complete a few easements and the project will optimistically start in the next couple of months.

April 6, 2015

Audits – Manager Lane shared that we are now up to date with the audits. Lochen & Chase (audit company) finished 2013 and 2014, and filed them with DCED.

BOROUGH SOLICITOR'S REPORT: Solicitor Smith is continuing to work on and gave an update on the Bailey block building. There has been much correspondence with the owners of the building with no response from them. Hunt Engineering (our engineer) has stated the remaining part of the structure (other two sections were demolished) should be demolished. There are many deficiencies such as cracks, loose bricks, missing bricks and missing or failing lintels on the north façade. The veneer is thin and it is actually separating from the structure. He stated that the owners had straps put through and around the front of the building's top windows. In the basement, there are deteriorated timber floor joists, rotted sections of beams, broken beams which Hunt Engineers indicated that there is an immediate need to support the front façade on this building. These repairs are needed without delay. Solicitor Smith sent several letters with the latest one on March 31st asking that the owners shore up and stabilize the building. The owners in earlier communication have said that there is structural stability according to their engineer (Peters Engineers) of the remaining part of the building. To date, Solicitor Smith has not received a report from a licensed structural engineer or equivalent qualification that this is true. Also, there has been no plan of action or application for permits to repair the building's deficiencies. He has asked in writing for the owners to submit a plan of action and provided written certification from the engineer that the building does not present a risk of personal injury or property damage in relations to others, and that the "party wall" was sufficient to support the building. As of tonight's meeting, he has not heard from the owners' attorney since a month ago. Solicitor Smith stated that we need to figure out what the borough needs to do now. He stated that it may not be within our rights to take down the remaining structure, and our engineer would need to be more specific and detailed in proving the level of seriousness of these problems for the owners of the building.

Solicitor Smith stated we do have a "dangerous structure" ordinance with procedures to follow to give notice and demand the repairs commence and there would be a period of time for completion of the repairs. However, our engineer (Hunt) would need to have a clear statement as to the condition of this structure with the detail and be specific in what needs to be done to this building. Can it be repaired or does it need to be knocked down? The borough could then put them on notice and let them know what we are going to do. This enforcement needs to be endorsed by council. A motion was made by Mr. Klinger and seconded by Mr. Kovalcin to support enforcement action on this issue with the building and any legitimate action needed to get resolution. Motion passed. Solicitor Smith will work with Mr. Haight (Code Enforcement Superintendent) on what order of action to take.

BOROUGH SECRETARY REPORT: Secretary Kulick had two resolutions to take to vote.

Resolutions and voting results are as follows:

RESOLUTION # 2015-4: Resolution subject: Bradford County Tax Collection Committee (TCC) Delegate Appointment Resolution to appoint Doreen Secor, Business

April 6, 2015

Manager of Towanda Area School District as TCC second alternate voting delegate. Borough Manager, Kyle V. Lane will still be primary delegate and Borough Secretary, Diane M. Kulick will still be first alternate delegate for Towanda Borough.

Motion made by: Mr. Long

Motion 2nd by: Mr. Klinger

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

NO:

ABSENT: Mrs. Miller

RESOLUTION # 2015-4 carried.

RESOLUTION # 2015-5: Resolution subject: Appoint "Borough Secretary" (with no name) as liaison between Towanda Borough and Berkheimer of Bangor, Pennsylvania, for purpose of sharing confidential tax information with the district for official purposes.

Motion made by: Mr. Long

Motion 2nd by: Mr. Klinger

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

NO:

ABSENT: Mrs. Miller

RESOLUTION # 2015-5 carried.

ADMINISTRATIVE REPORT:

UNION SUB-COMMITTEE REPORT: The Teamsters official memo was received today that they want to start negotiations for the new contract. Rick Lewis, Mrs. Miller and Paul Sweitzer are on the committee. Anyone else on council can join if so desired.

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

PLANNING COMMISSION REPORT: – Mr. Long stated that the next Planning Committee meeting will be held on April 21st, 2015 at 7 PM. Members will be notified.

RECREATION REPORT: – Nothing to report.

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

ADJOURNMENT: Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 8:35 PM.

Diane M. Kulick
Towanda Borough Secretary

May 4, 2015

Towanda Borough Council Meeting Minutes May 4, 2015

The May regular meeting of the Towanda Borough Council was held on Monday, May 4, 2015, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:03 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

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

ABSENT: Mr. Long (work), Mr. Roof (medical)

CITIZENS TO BE HEARD: None present.

Approval of Previous Month's MINUTES:

A motion was made by Mrs. Lacek to approve the minutes of April 6, 2015. Mr. Kovalcin seconded the motion. Motion passed.

FIRE BOARD REPORT: Mr. Klinger attended meeting, but there weren't many items covered in the meeting.

MAYOR'S REPORT: Mayor Miller was absent.

FIRE CHIEF REPORT:

Fire Chief Roof was absent.

FIRE BOARD REPORT:

Mr. Klinger reported on the discussion from the last fire board meeting. In the citizens to be heard topic, the future of the current truck tower and what path to take for replacing it with a used one or other options were discussed. The Fire Board wanted to make council aware that this will have to be dealt with in the future.

MAYORS REPORT: Mayor Miller just came from the Elks Club where he signed the proclamation for "Youth Week" being this week. Mayor Miller also participated in the opening day for Towanda Little League. Mayor Miller mentioned the upcoming July 4 celebration being a

POLICE COMMITTEE REPORT:

Chief Epler reported to council that three officers (1 part-time, 2 fulltime) went to Turning Stone to the annual New York Tactical Officers Association (NYTOA) training. They completed training on negotiations, GLOCK armorer, hand to hand ground fighting, and weapons retention.

Sergeant Lantz & Officer Edsell spoke at Lackawanna College on Police ethics to a class.

The police department also completed the second phase of Aggressive Driving enforcement.

May 4, 2015

The police committee discussed the future of the patrol cars and maybe selling the 2009 Charger while it has some resale value in it, and hanging onto the older cars for now. Doing it this way will help us have more value in it because it is equipped as a police car, and use that to get another SUV like the current SUV that the department is very happy with.

Currently, Chief Epler is looking at prices for body cameras for the officers. Cameras can be used in the court of law. Chief also shared that the Robert Leone federal civil court trial will be taking place next week in Wilkes-Barre. Officers Lantz and Werner will be attending although Towanda Police department has been released as a defendant. They will still be required to testify what took place.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight did not attend this meeting, however a question was raised about a permit that was listed on the sheet but thought to be complete. The permit fee was not paid, therefore it remains on the list. That permit is paid and complete as of this writing.

PARKING REPORT – APRIL 2015

# Green Tickets Issued:	-	55
# Yellow Tickets Issued:	-	3
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	2
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	3
\$ Amount Paid w/n 48 Hrs	-	\$30
# Paid After 48 Hrs	-	19
\$ Amount Paid After 48 Hrs	-	\$380
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	32
		\$640
Revenue from Reserved Parking Spaces	-	\$3,260
Hours on Parking per Month	-	80

May 4, 2015

Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0
TOTAL MONTHLY REVENUE	-	\$4,310

BOROUGH MANAGER’S REPORT:

Manager Lane reported on the following items:

At 7:13 PM Manager Lane called for an Executive session to discuss Legal matters.

Executive session ended at 7:33 PM and the regular meeting continued.

BCVMP – The opening ceremony will be held on July 3rd along with a full day of festivities including an Independence Day Parade and fireworks is currently in the plans. The status of getting the parking lot repaved was brought to Manager Lane’s attention. Manager Lane stated that he will bring this issue to the vendor’s attention, as we have an agreement with them (paving company) that says they will repave the lot. The reason for this is because they did not do a good job on the parking lot when they originally paved it. All of phase III should be complete by the fourth.

Paving Project – Contract and bid documentation is ready to go out to the newspaper for paving the streets and micro-surfacing the parkway. Manager Lane stated that we have money in an account for the Merrill Parkway and he wants to use this money to pay for micro-surfacing. North Towanda agreed to pay us for the work that will be done at their end (North Towanda Township).

The other streets that are involved in the project are for Base bid: Third Street from Poplar to State Street; Third Street from State to Maple Street; Third Street from Maple to Ward Avenue; Third Street from Ward Avenue to Lombard Street.

Alternate #1: Western Avenue from Pine to Poplar Street; Western Avenue from Poplar to State Street; Western Avenue from State to Mill Street

Alternate #2: Mill Street from Ward Avenue to Lombard Street.

Alternate #3: Lombard Street from Mill to North Fourth Street; and Lombard Street from North Fourth to Third Street.

May 4, 2015

Paving Project - continued.....Manager Lane talked about micro surfacing the parkway. This will buy us 5 to 7 years more usage after micro surfacing. He said there is money in a fund just for the parkway. North Towanda will pay us cash for their end of the parkway. We are also bidding out the rest block by block.

PARKING GARAGE – The Flying Cow replacement building is in the design stage now. This is to be built in front of the current Flying Cow restaurant.

COLLEGE RUN – Manager Lane stated that he met with the representatives of the DEP, Army Corp of Engineering and PA Fishing and Boating Commission again, and they want us to mitigate the flows into the river, because we are reducing the flow down the existing river channel. Currently, from Fourth up to Fifth Street there is an open ditch and it is 6 or 7 feet deep in some spots. We were told if we repair this it will help mitigate the flows. We will enclose spots between Second and Third Street areas with pipe and fill. This will probably please the people who live near this spot. The design was sent in for the mitigation and we are waiting for approval again. Manager Lane also stated that he is currently working on getting our DEP joint permit to start the project. He also, has a few easements he is working on that should go positively.

TEAMSTERS CONTRACT – The contract is ending December 31, 2015. There will be a Borough Union Sub-Committee meeting on May 13th, and the union official and Teamsters union employees here at the borough will meet with us on May 21st to start talks.

BOROUGH SOLICITOR'S REPORT: Solicitor Smith had nothing to discuss that had not been discussed earlier in the meeting.

BOROUGH SECRETARY REPORT:

Secretary Kulick had a letter from JoAnn Burke requesting a handicapped sign be placed in front of her residence on 703 Second Street. She has to use a walker and needs assistance getting in and out of a vehicle. A motion was made by Mr. Klinger and seconded by Mr. Kovalcin to approve Jo Ann Burke's request. The motion passed.

Mr. Taylor asked about the status of the handicapped parking spot on Bridge Street that was approved last year. Manager Lane will send a letter to them asking the current status.

ADMINISTRATIVE / FINANCIAL REPORT: Mr. Christini stated that the Police Pension Plan Committee met on April 14, 2015, and he reported that the borough's Police Pension Fund earned a 2.75 percent return in 2014. However, so far 2015 is "on track" to earn a 13 percent return.

Motion was made by Mr. Klinger and seconded by Mrs. Lacek to pay the bills. Motioned passed.

UNION SUB-COMMITTEE REPORT – Manager Lane reported on this earlier in this meeting.

May 4, 2015

PLANNING COMMISSION REPORT: Mr. Christini stated that the Planning Commission held a meeting with a quorum on April 21, 2015. Tonight's packet contained a draft of those minutes. At that meeting they discussed the ADA (American Disabilities Act) compliance requirement for sidewalks and a motion was made to pass that suggested we modify the Towanda Borough code 264.37 B3. (This is subject to Solicitor Smith's legal opinion). Mr. Christini made the motion to have Towanda Borough Code Section 264.37 B3 be modified to read: All sidewalks shall be constructed to the approved specifications in effect at the time of application (adding the words) "including compliance with the American Disabilities Act." Mr. Jim Lacek seconded this motion, and the motion passed. This authorizes Solicitor Smith to start the process in the steps to modify this code.

RECREATION REPORT: – Nothing to report.

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

It was noted that Spring Clean-Up is this coming Friday and Saturday.

ADJOURNMENT: Motion to adjourn was made by Mr. Christini seconded by Mrs. Miller. Meeting adjourned at 7:54 PM.

Diane M. Kulick
Towanda Borough Secretary

June 1, 2015

Towanda Borough Council Meeting Minutes June 1, 2015

The JUNE regular meeting of the Towanda Borough Council was held on Monday, June 1, 2015, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

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

ABSENT: Mr. Christini

CITIZENS TO BE HEARD: Dr. E. Bart Young introduced himself with a request that a handicapped parking space be placed in front of his mother's apartment door at 16 Mix Avenue. She is 91 years old and in poor health, and has difficulty getting back and forth for appointments and store trips. Doctor Young asked if he could have a "handicapped parking only" sign placed in front of her apartment. She does not drive, but has a caretaker (daughter) providing her transportation. Mrs. Lacek made the motion to approve this handicapped parking space and Mr. Kovalcin seconded it. Motion passed.

Mr. Sweitzer commented that we have to think about the number of handicapped spaces we currently have in town, and we have a large number of elderly citizens. He states that although there is a need, we have to be aware of those residents that have a car and those who do not have a car. We need to be diligent in pulling them out when they are no longer needed.

Approval of Previous Month's MINUTES:

A motion was made by Mrs. Lacek to approve the minutes of May 4, 2015, and Mrs. Miller seconded the motion. Motion passed.

FIRE CHIEF REPORT: Mr. Roof stated that the tower truck is back in service and in working order. Also, he is waiting for the camera (thermal) to be fixed and sent back to us.

FIRE BOARD REPORT: Mr. Klinger had nothing to report.

MAYOR'S REPORT: Mayor Miller stated that he would like to thank the Kellogg Mountain Gun Club (Monroeton) for the \$1,500 donation for purchasing Police gas masks. Secretary Kulick will send out a thank you note to the club members. Mayor Miller also mentioned the events that will take place on July 3rd for the 4th of July celebration in town. Many good things.

Mayor Miller mentioned to Mr. Haight that there were many rentals that failed inspections last month. He was wondering if that was normal. There were a lot of first time failures.

POLICE CHIEF REPORT:

Chief Epler reported to council that Officer Wibert's brother was killed in a vehicular accident down in Alabama. Another vehicle hit him. Council will send flowers to the funeral home.

June 1, 2015

DUI roving patrols were conducted over the Memorial weekend. Chief Epler also mentioned what was said earlier about the Kellogg Mountain Rod and Gun Club (aka: Monroeton Rod and Gun Club) donating \$1,500 to the police department for the purchase of new equipment for their level 3 ballistic armor gear. Two officers attended the annual DUI conference in Gettysburg. In addition, two officers were subpoenaed to Wilkes-Barre Federal court for the Leone civil trial.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight's report was included in the meeting packet. Council reviewed it with some questions on the number of failed inspections. Mr. Haight noted that they were first time fails, and they will more than likely pass the second time. Mr. Sluyter, Property Maintenance Inspector is doing an excellent job, and council members agreed.

PARKING REPORT – MAY 2015

# Green Tickets Issued:	-	91
# Yellow Tickets Issued:	-	6
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	7
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	31
\$ Amount Paid w/n 48 Hrs	-	\$310
# Paid After 48 Hrs	-	13
\$ Amount Paid After 48 Hrs	-	\$260
# Tickets to Magistrate as Citations -		6
Amount Received from Magistrate -		\$0
Delinquent Tickets before Citation	-	14
		\$280
Revenue from Reserved Parking Spaces	-	\$2,800
Hours on Parking per Month	-	80
Police # of Tickets Written	-	1
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$20
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0

June 1, 2015

TOTAL MONTHLY REVENUE - \$3,650

BOROUGH MANAGER'S REPORT:

Manager Lane stated that PA Act 90 2010, addresses blight (deteriorating property conditions that have deleterious effects on the community in which the property is situated). He mentioned that the Borough would need to adopt the act via ordinance. Manager Lane ask council's permission to have Solicitor Smith look into adopting this ordinance. Mr. Sweitzer made the comment that if we put this into effect, we need to have the backbone to enforce it. Mr. Taylor made a motion, seconded by Mr. Kovalcin. Motion passed.

Manager Lane also reported on the following items:

Bailey Block – Manager Lane reported the demolition debris has been removed from the northern portion of the property. At this time, no permit has been issued to restore the remaining portion of the building. Neither the Brown's nor their consultant has provided the sufficient information for a permit to be issued.

Paving – Manager Lane reviewed the minutes from the 2015 Towanda Borough paving project bid opening. The low bidder for the Micro surface paving of the John B. Merrill Parkway was Suit-Kote out of Watkins Glen, NY for \$59,949.08 unit price of \$1.737 per square yard. The low bidder for the street paving was Bishop Brothers Construction from Ulster, Pa for \$114,179.09. The streets that will be paved are Third St. starting at Popular St. ending at Lombard St. Then Lombard starting at Third St. and ending at Mill St. Mill St will be completely paved. Finally, Western Ave. will be paved to Popular St. Manager Lane recommend council accept the low bids for both projects. A motion was made to accept both micro surface and street paving bids by Mr. Long and seconded by Mr. Sweitzer. Motion passed. Manager Lane will contact Bishops and Suit-Kote tomorrow. Manager Lane noted that there would be no paving at all during "Riverfest" in August per the contracts.

Parking Garage - I have received word that our re-scope documents are currently being reviewed by the office of the budget. I expect to hear something within the next few weeks. CBPA is working to close the short-term infrastructure loan from the County. We have agreed to provide the county with 20 spaces for 65 months in lieu of interest.

College Run – We received our NPDES permit from the DEP. This is the first of three permits required to move forward with the project. We are still waiting to hear from the DEP on the joint permit filed October 8th 2014. The last permit required is from PennDOT in which I do not foresee any issues in obtaining.

Lastly, Manager Lane stated that he has a meeting with the Commissioners next week concerning the old tennis court on State Street. He will have more details to report on this next month.

At this point in the meeting, Manager Lane called for "executive session" at 7:40 PM, to discuss legal issues. Executive session ended at 7:55 PM, and the regular meeting continued.

June 1, 2015

NOTE: After the executive session in the meeting, the Bailey Block was brought up again concerning on-going enforcement. Manager Lane suggested that council approve continuing legal enforcement on the Bailey Block issue. Mrs. Lacek made the motion to continue with this enforcement and Mr. Roof seconded the motion. Motion passed.

BOROUGH SOLICITOR'S REPORT: Solicitor Smith was not available for this meeting.

BOROUGH SECRETARY REPORT: Secretary Kulick presented **Resolution 2015-6**. The purpose of this resolution is to adopt the 2015 Hazard Mitigation Plan. The BC Emergency Management will forward a copy to FEMA and PEMA. A motion was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.

The yearly Picnic is slated to be held on August 7, 2015.

ADMINISTRATIVE / FINANCIAL REPORT:

Motion was made by Mr. Kovalcin and seconded by Mr. Klinger to pay the bills. Motion passed.

UNION SUB-COMMITTEE REPORT – Next meeting Manager Lane reported the next meeting is scheduled for June 10, 2015. The borough has a proposal from the union.

PLANNING COMMISSION REPORT: Ms. Karen Johnson is interested on being the replacement behind Mrs. Clark on the Zoning Commission. She is currently an alternate.

Council asked Mr. Lowenstein of the Daily Review if he would put something in the paper asking for two (2) alternate zoning board alternates and one (1) planning commission volunteer member. Mr. Lowenstein agreed to do this and this will be addressed again.

RECREATION REPORT: – Nothing to report.

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

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



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Council Meeting Minutes July 3, 2015

The JULY regular meeting of the Towanda Borough Council was held on Monday, July 3, 2015, at the Municipal Building. Council President Pro Tem Mrs. Jean Miller (name correction cited in August meeting) called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

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

ABSENT: Mrs. Lacek, Mr. Long (working), Mr. Sweitzer

CITIZENS TO BE HEARD: None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES: Motion to approve minutes of June 1, 2015, was made by Mr. Kovalcin and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT: Mr. Roof stated that the tower truck is out of service again. They just got it back a couple weeks ago. They were doing training exercise with it and the shaft coming out of the pump box twisted and would not let it drive. The mechanic says the shaft has bearings that grinded the gear going to the shaft. Chief Roof does not know how much it will be to rebuild it yet; however, it should not take long to fix it and get it back in service.

FIRE BOARD REPORT: Mr. Klinger attended the meeting but had nothing to report.

MAYOR'S REPORT: Mayor Miller commended Joe Doherty and the BCVMP (Bradford County Veterans Memorial Park) committee for the outstanding opening ceremony celebrating the Fourth-of-July on July 3rd, and the grand opening of the BCVMP. He presented Joe Doherty a key to the city, and Joe accepted on behalf of the entire BCVMP association and all veterans.

Mayor Miller also commended the Downtown Towanda Merchants Association and the many volunteers for the parade and fireworks show after the opening ceremony of the BCVMP. The Towanda Presbyterian, Community Alliance, Sts Peter and Paul's, Trinity Lutheran and Wysox Presbyterian church groups also sponsored a free dinner that day. There was also a free movie for veterans and \$5 admission cost for the public shown at the Keystone Theatre.

Mayor Miller voiced introductions at a ceremony at the Bradford County courthouse. The key to the city was given to William (Bill) Wall, a three-time veteran from Sheshequin. Officer Hennessy and Morrow were in the Parade, as was Officer Bellows. Mayor Miller said there was a tremendous attendance and lots of patriotism.

Mayor Miller also recognized Mr. Kevin Mosier (who was not present), in a citation from Borough Council, as an outstanding citizen, who is worthy of the esteem. Mr. Mosier is a low-key individual who walks a lot in the borough and while he is walking, he picks up litter. However, he asks for no attention or commendation. Mayor Miller will present to him the citation privately.

POLICE CHIEF REPORT:

Chief Epler was absent, and Sergeant Lantz reported to Council and reviewed Chief Epler's report, which included the following:

DUI roves were conducted throughout the Borough during the month .
Officer Mclinko attended and passed SFST (Standardized Field Sobriety Testing) Training in Williamsport.

The 2012 Tahoe was involved in a single vehicle accident with a pole, damage to the driver's side door and fender, the door could not be opened without causing further damage and was taken out of service awaiting repair.

2003 Ford Expedition out of service for electrical issues 2009 Dodge Charger, in service but with electrical issues

Members of Towanda PD assisted with the serving of a search warrant in Camptown, Pa this month. This was a AG (Attorney General) Taskforce Operation.

Donald Burrell trial started on the week of June 22, the trial lasted 4 days, retired Chief Osman was called as a witness, as well as Sgt. Lantz, Det. Ogden, Officer Hennessy and Chief Epler. Burrell was found guilty in the end on ALL 336 counts relating to the sexual abuse of his daughter. The original case started in Sept 2002, and after being withdrawn, was restarted on May 2013, with new evidence after Burrell was assaulted. There are still 28 counts of drug related charges that are pending outcome, which will be determined in a separate trial.

Williamsport PD contacted Towanda Police Department to let them know they had a K-9 available that needed a home, the handler that was assigned the dog was leaving the Department, and they needed a home for the K-9 by June 19. Officer Hennessy went to Williamsport and worked with the dog, and after a positive evaluation brought the dog home. The dog's name is 'Edo" and he is a 5 yr old Belgian Malinois.

Chief Epler attended the mandatory meeting of Aggressive Driving Task Force. The Towanda Police Department was awarded a certificate of appreciation for its efforts in 2014.

Note: Mayor Miller asked if everyone had received the NIMS (National Incident Management System) training email "save the date" note. He stated that we should receive this training to stay in compliance. This would insure that future grant funding would NOT be in jeopardy. They encourage at least one (1) representative from each concern being police, fire, and municipal to attend. Manager Lane will check into this at first chance.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight presented his report. Permit fees paid in June is \$3,931. Code inspections charge is \$1,695.00.

Mr. Haight stated that there was a zoning hearing in June for the zoning hearing board to consider special exception for apartments on second and higher floors per Borough Code 325-17 C2 (C), concerning an owner constructing apartments above a tanning salon/yogurt shop. Approval was granted.

PARKING REPORT – JUNE 2015

# Green Tickets Issued:	-	46
# Yellow Tickets Issued:	-	6
# Green Tickets Forgiven	-	2
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	4
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	14
\$ Amount Paid w/n 48 Hrs	-	\$140
# Paid After 48 Hrs	-	2
\$ Amount Paid After 48 Hrs	-	\$40
# Tickets to Magistrate as Citations	-	10
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	4
		\$80
Revenue from Reserved Parking Spaces	-	\$3,460
Hours on Parking per Month	-	70
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0
TOTAL MONTHLY REVENUE	-	\$3,720

BOROUGH MANAGER’S REPORT:

Manager Lane also reported on the following items:

Bailey Block – Manager Lane stated that the Bailey Block’s owner’s architect provided a “Structural Report” on June 22nd from a certified architect, and he determined that the east facing wall is “in good condition and has adequate anchors back to the existing wood framed wall”. Penn DOT was notified and the barricades were removed from Main Street. The owners have also been issued a construction permit from Code

Inspections Inc. to repair the structural deficiencies identified in Hunt Engineers report dated March 20, 2015.

Manager Lane called for “executive session” at 7:29 PM to discuss a pending legal matter.

Executive session ended at 7:50 PM and the regular meeting continued.

Paving – Manager Lane stated that the paving project would start on August 3rd with a time line of seven (7) days for Bishop Brothers Construction. Concerning the parkway micro surfacing, they are having a hard time getting a line-painting quote. They have received one (1) quote so far, and the requirement is three (3) quotes. Mr. Haight has tried to obtain more quotes by calling line-painting businesses, but no one will respond. If we don’t get any more quotes, Manager Lane stated that we can fill out a form stating that we attempted to obtain three quotes and only received one, and we accepted that quote. The parkway has been cracked sealed by Penn-Dot. Once we have the line painters on board, we will schedule with Suit-Kote for the micro surface.

Parking Garage - Manager Lane has received verbal confirmation our “re-scope” plan and documents are approved. However, he has not received the confirmation in writing yet. He expects that to happen very soon.

College Run – Manager Lane received today an approval from the Army Corp. of Engineers. He is waiting to get the final approval. In addition, Penn-Dot wants to iron out the details for College Run when the project reaches Main Street.

Manager Lane took part in a conference call with DEP, FEMA, PEMA, and USACE. He believes we should see our permit very soon. There has been discussion concerning the upstream area from the Fourth Street near the YMCA Community Garden. He believes the situation has been ironed out and the project can move forward.

State Street Lot – Manager Lane stated that the “Towner” parking lot that the borough turned over to Trehab for parking at Towanda Terrace has caused an issue with the museum. Bradford County Historical Society (BCHS) utilized the parking lot during daytime business hours and evening events. BCHS representatives, the County Commissioner’s and Manager Lane met to discuss a possible solution for the museum. They came up with the solution that the Borough will give the county the old tennis court lot on State Street, and the county in turn will give the parking lot on the west side of the museum to the Historical Society. At this time Manager Lane asked for a **motion** to approve the trading of the old tennis court property on State Street to the County in return for the parking lot on the west side of the museum to go to the Historical Society. Mr. Klinger made the motion and Mr. Kovalcin seconded it. Motion approved.

ACT 205 Pension Audit – Manager Lane stated that we received our audit of the borough’s three pension plans. There were no new findings and one finding from the previous audit that we seemed to have missed in rectifying. Council by way of **resolution** needed to adopt the Non-Uniformed Principal plan. This will address all of the audit findings.

Therefore, **Resolution # 2015-7**, "Restate the terms, provisions, and conditions of the updated non-uniformed pension plan for the Towanda Borough Non-Uniformed Pension Plan Agreement with the Principal Financial Group" was proposed.

Motion made by Mr. Klinger

Motion seconded by Mr. Kovalcin

Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Roof, and Mr. Taylor

No:

Absent: Mrs. Lacek, Mr. Long, and Mr. Sweitzer.

Resolution #2015-7 carried.

Code Chapter 284 Trees and Shrubs, Article II Trees Within Limits of Streets, # 284-4 items:

Manager Lane presented a letter from Shade Tree Committee member Jim Lacek to a resident concerning their curbside Norway maple tree at 220 North Main Street. This notice was sent to inform the homeowner that this tree has many large dead and dying limbs to the extent that a simple pruning and removal of these large limbs is not an acceptable solution to the problem. The tree and stump need to be removed. This was discussed with the homeowner and it will be removed. The homeowner is in the process of getting two quotes and having the work done (50% reimbursement is allowed).

Mr. David Jurnack, of 501 Third Street applied for 50% reimbursement for the cutting down a maple tree and grinding the stump. Total cost was \$790, and one-half of that is \$395.00. Mr. Jurnack will be reimbursed per Code Chapter 284 Trees and Shrubs, Article II Trees Within Limits of Streets, # 284-4.

Miscellaneous Items that will be addressed by Manager Lane:

There is need for more lighting at the BCVMP. Mr. Haight suggested that three (3) more permanent lights be added on the backside. Also, council was told that the walkway by the dumpster at Progress Authority has a deep drop off, and we should have a rail and a step built for this area.

Weed eating needs to be done by the boat launch and mud removed from there also.

Working on the repaving of BCVMP (Bradford County Veterans Memorial Park parking lot).

Manager Lane shared about the property Towanda Municipal Authority (TMA) purchased for three new water wells to be added to the municipal system. The driveway to the wells is being built near Church Hill Drive where these new wells will be located.

Manager Lane also wanted to thank Jim Haight and his water crew for all the work they did in getting the BCVMP ready for the Fourth of July opening ceremony. They did a wonderful job in setting up with very little time to do so.

BOROUGH SOLICITOR'S REPORT: Solicitor Smith is working on wording to adopt an ordinance aimed at blighted properties. The Neighborhood Blight Reclamation and

Revitalization Act known commonly as "Act 90," was signed into law in October of 2010, and took effect on April 25th, 2011. This expands the powers that municipalities have to reduce blighted properties in communities. Properties that are in "serious code violation," as determined by local municipalities and zoning officers, can have legal action taken against them. Also, buildings that are determined to be a "public nuisance" by local municipalities may have the same action taken.

BOROUGH SECRETARY REPORT: Secretary Kulick informed council that the Mason's Hope Committee would be holding a 5K again this year on Sunday, August 23rd using Route #1 in the borough.

ADMINISTRATIVE REPORT – Nothing new.

UNION SUB-COMMITTEE REPORT – Next meeting is scheduled on July 13, 2015 at 9 AM.

FINANCIAL REPORT - Motion was made by Mr. Klinger and seconded by Mr. Taylor to pay the bills. Motion passed.

PLANNING COMMISSION REPORT: Ms. Karen Johnson would like to fill the open position on the Planning Commission. Mr. Christini made the motion to accept her and Mr. Klinger seconded it. Motion passed. Ms. Johnson was approved to take a seat on the Planning commission behind Shannon Clark (moved out of town).

We now need two (2) alternates for the Zoning Hearing Board. Mr. Lowenstein from the Daily Review was present and said he would state this in his article for the paper.

RECREATION REPORT: – Mr. Kovalcin and Mayor Miller said they talked about the possibility of having each neighborhood adopt fire hydrants to paint. We would need to know the colors and the pressure of each before doing so. The committee will check into doing this.

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

ADJOURNMENT: Motion to adjourn was made by Mr. Klinger and seconded by Mr. Kovalcin. Meeting adjourned at 8:27 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Council Meeting Minutes August 3, 2015

The AUGUST regular meeting of the Towanda Borough Council was held on Monday, August 3, 2015, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

PRESENT: Mr. Christini (arrived @ 7:02 PM), Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Roof, Mr. Sweitzer, Mr. Taylor

ABSENT: Mrs. Lacek, Mr. Long (working)

CITIZENS TO BE HEARD: Citizen Mr. Rick Lewis spoke about the taxpayers of Towanda needing tax relief. He stated that as a retired person living on a pension, he sees a lot of property in Towanda Borough not paying taxes (35% he stated). He said, "He would like to join that group and wanted to know how to get in that group." He thinks that it is time Borough Council start looking at the "courthouse," as they should be taxed themselves. It seems the County is "gobbling" up properties, and they should pay their fair share.

He also said that there is a new "edifice" on Main Street that had not been paying anything, however, now he understands that the Borough has received a check from them. (However, when asked to state the name of the property to which he was referring, he declined.)

In Mr. Lewis's opinion, many people are not paying anything. He feels that the Borough should contact the County Commissioners, Ms. Pickett, and other people and ask "why." He stated that he has asked Ms. Pickett in the past, why the Borough can't collect, and she said it would be just like feeding one hand to another. Mr. Lewis then stated, "I would rather have a much larger hand than a small hand."

Mr. Lewis went on to say that, there are only 3,000 of us in Towanda Borough; half of those probably do not pay taxes, as they do not own property or anything else. He also said, "It is time the council started looking at this and doing something."

At this time, Mr. Sweitzer thanked Mr. Lewis for his comments and asked if there were any comments from any councilpersons.

Mr. Kovalcin questioned if anyone knows the figures, and then stated that he has talked to Ms. Pickett for years about this issue.

Mr. Lewis recommended that Borough Council send Ms. Pickett a letter on this. President Sweitzer then asked for any additional comments from Council, and there were none. He then thanked Mr. Lewis for his comments.

APPROVAL OF PREVIOUS MONTH'S MINUTES: Mr. Kovalcin pointed out that the July meeting was called to order by Pro Tem Mrs. Miller, as President Sweitzer and Vice-President Lacek were both absent. Motion to approve minutes of July 6, 2015, with this correction was made by Mr. Christini, and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT: Mr. Roof stated that they had a very busy month. Heavy rain caused a problem south of Towanda near Monroeton. The Fire Company will be sending a bill to PennDot for helping with the sluice pipe down there. They were down there at least eight (8) hours and the cost of a hose.

He said the tower is back in operation now and working. We had 96 calls this past month.

In addition, Chief Roof stated that there is a concern about Lombard Street when school is in session. People are parking on both sides of the street up to J. Andrew Morrow elementary

school on Fourth Street while waiting to pick up their children from school. The roadway is so narrow that it would be difficult for emergency vehicles to get through if there is an emergency. He said that the parents of children of the school temporarily park on both sides while waiting for the buses to leave so they can pull in and pick up their children. According to Mr. Haight, there are signs posted that say "No Parking." President Sweitzer said we need to have the police fine the people parking there. If this is done, it will help prevent it from happening in the future. It was discussed and decided that police will give warnings for one (1) week. Violators after that will be ticketed. Council asked James Lowenstein (of the Daily Review) to add a note in the paper stating that there is "No parking on the North side of Lombard Street, and this will be reinforced by local police." (See Police Chief Report for more information on this topic.)

FIRE BOARD REPORT: Mr. Klinger had nothing to report from the meeting.

MAYOR'S REPORT: Mayor Miller said that there are a couple maintenance items that need to be done at the Police station before Riverfest. In addition, he said that this Saturday, August 8th at 9:00 AM, will be the ribbon cutting for the opening of the Farmers Market's at the Courthouse.

The Mayor also gave recognition to Officer Hennessy and Morrow for all the community activities they attend. This helps develop a good rapport with the public.

POLICE CHIEF REPORT:

Sargeant Lantz reported for Chief Epler who is out of town. Sargeant informed Council of DUI roves that were conducted throughout the month.

Detective Ogden attended the Multidisciplinary Team (MDT) meeting in North Towanda this month.

Also, he stated that the Police Department did weapons training at the shooting range. This was done two at a time over a four-day period, with a four-hour block of instruction.

There were 39 traffic citations and 11 non-traffic citations in July.

Sargeant Lantz also reviewed other instances that occurred in July:

224 Complaints	5 Theft reports
4 DUI arrests	2 Animal complaints
22 Disturbance calls	4 Vehicle doors open
3 Vehicle accidents	8 Warnings issued
4 Out of town assists	4 K-9 Services
9 Criminal arrests	

Also, President Sweitzer mentioned that he talked to Probation department head Tom Schuster about the fact that one of the shooting range banks needs to be made taller. Mr. Haight said that he met with Detective Ogden at the range, and he had the grass mowed up closer so the shooters could get closer and shoot from various positions. They talked about maybe moving the mound of dirt back closer to the range. Sargeant Lantz said the people that worked on it did a fantastic job. He indicated other changes might take place at the range in the future.

The situation on Lombard Street with people parking on both sides of the street when school lets out was brought up again. President Sweitzer stated that we must address this problem, as it is the borough's legal responsibility. We need to make sure there are signs on both sides, this way it can be enforced. Sargeant Lantz also stated that we should include "No Standing" signs be put in place on the north side. In addition, we should post a notice in the paper, offer leniency for a week, and after that start handing out fines. Sargeant Lantz said

that with the signs in place they could certainly enforce it.

Mr. Klinger stated that a resident contacted him concerning close calls on Houston Street because vehicles are parked on both sides. There are no parking signs on both sides of the street (about 100 feet). Sargeant Lantz said that they would keep an eye on that street.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight presented his report. There were 29 permits issued in July. Permit fees paid in July is \$2,305.48. Code inspections charge is \$6,100.59 year to date. The value of permits issued work in the borough year to date is \$720,301.00.

PARKING REPORT – JULY 2015

# Green Tickets Issued:	-	44
# Yellow Tickets Issued:	-	1
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	3
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	19
\$ Amount Paid w/n 48 Hrs	-	\$190
# Paid After 48 Hrs	-	3
\$ Amount Paid After 48 Hrs	-	\$60
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	25
		\$360
Revenue from Reserved Parking Spaces	-	\$3,340
Hours on Parking per Month	-	60
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0
TOTAL MONTHLY REVENUE	-	\$3,950

BOROUGH MANAGER’S REPORT: Manager Lane stated that Mr. Haight, Mr. Sluyter, and Mrs. Schoonover deserve recognition for raising money to cover Riverfest this year. He is seeing this happen for the first time since he became Borough Manager a couple years ago. The sponsors are all in and the fireworks are paid for with this money. Manager Lane said the

three of them talked to the Rotary Club at lunch today.

Manager Lane also reported on the following items:

2015 Paving and Micro-Surface – Manager stated that the milling started today, and they will be about done with it today. Tomorrow they will clean it all up, and Wednesday they will be tacking and paving. They did replace the valve boxes, but there is one on Western Avenue that has to be dealt with as it sticks up. Usually the crew will break off the pipe and put a smaller one inside it in line with the road surface. Then immediately following milling, paving will begin there also.

Manager Lane also stated that the John B. Merrill micro-surface project is scheduled to begin August 10th, and barring any unforeseen circumstances will be finished on the 11th. Line painting will follow immediately after the micro-surface is complete.

Parking Garage – Manager Lane said we are still waiting to receive the re-scoped written approval. The Bradford County Commissioners provided the short-term loan documents (for a bridge loan) to Manager Lane, and Solicitor Smith has reviewed the contract to ensure the borough interests are protected. However, Manager Lane stated that we need a resolution to commit to the terms and conditions of this \$2,800,000.00 Infrastructure Bank Loan from the Bradford County Commissioners for a term of eighteen (18) months. This will help pay for the steps of construction of the Main Street Project and the parking garage between Park and State Streets. The resolution was proposed and voted as follows:

Resolution # 2015-9 – Towanda Borough will borrow \$2,800,000.00 Infrastructure Bank loan distributed in stages to pay for construction of the Main Street Project and the construction of a parking garage between Park and State Streets for a term of eighteen (18) months.

Motion made by Mr. Klinger

Motion seconded by Mr. Kovalcin

Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Roof, Mr. Sweitzer, and Mr. Taylor
No:

Absent: Mrs. Lacek, and Mr. Long

Resolution #2015-9 carried.

College Run – Manager Lane said that we received our Joint-Permit from DEP, which took approximately nine (9) months. Stiffler, McGraw is starting to put together the bid documents for the project. We have a couple corrections to do with easements, and then we plan to advertise to accept bids in September this year. Manager Lane stated that the railroad owners are charging a sixteen hundred dollars (\$1,600) engineering review fee versus the regular forty-seven hundred dollars (\$4,700) one. Manager Lane thinks that the railroad will ask that we put a concrete pipe under the tracks. He said the original design called for using the sixty (60) inch corrugated piping that is going to be used on Second and Elizabeth Streets. He also stated that we do have concrete going under Main Street, as that is what PennDOT requires. Manager Lane also stated that if the railroad owners do not get back to us, and we need to start the project, we could have that part of the project (going under the railroad tracks) bid out when we get to that point. In all, Manager Lane hopes this project gets started in the fall. In addition, Manager Lane also plans to submit a time extension with FEMA due to the unexpected lengthy process of acquiring our permit from DEP and the other agencies involved.

800 Block South Main St. – Concerning revitalization of the 800 Main Street area started by former Manager Fairchild, Manager Lane was given an offer to purchase what used to be 844 Main Street, and now is 12 Mason Alley. This piece of property is contiguous to the three properties already owned by the borough. Last year, and the year before, the borough purchased 836 & 838 South Main St., which is adjacent to a property previously donated by Mr. Lewis. The packets contain the tax map of the properties. Manager Lane then asked that council approve the purchase of 12 Mason Alley by the borough for the purchase price of thirteen thousand (\$13,000) dollars. Manager Lane also stated that he has intent to seek a tax-generating private entity to purchase and develop the property in the future. A motion to purchase this property was made by Mr. Kovalcin, and seconded by Mr. Christini. Motion passed.

BOROUGH SOLICITOR’S REPORT: Solicitor Smith further explained the terms of the loan that Manager Lane talked about earlier in the meeting. Solicitor Smith then called for an executive session to discuss current legal litigation.

**Executive session” started at 8:02 PM.
Executive session ended at 8:12 PM, and the regular meeting continued.**

BOROUGH SECRETARY REPORT: Secretary Kulick presented **Resolution 2015-8**, the **2016 IMPAIRED DRIVING GRANT** for the police department. The resolution is needed by PennDOT to show them that we have authorized an official to make the final proposal submission in dotGrants for final approval.

Motion made by Mr. Klinger Motion seconded by Mr. Kovalcin

Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Roof, Mr. Sweitzer, and Mr. Taylor
No:
Absent: Mrs. Lacek, and Mr. Long

Resolution #2015-8 carried.

Secretary Kulick reminded everyone that the Borough Employees and Committee Members Picnic is Friday, August 8th at 4 PM.

ADMINISTRATIVE REPORT – Manager Lane covered this in the meeting.

UNION SUB-COMMITTEE REPORT – Next meeting is scheduled on Monday, August 10, 2015, with a secondary date of Monday, August 24, 2015. We are currently in the mediation process.

**At 8:15 PM, President Sweitzer called for an Executive session to discuss personnel issues.
Executive session ended at 8:35 PM, and the regular meeting continued.**

FINANCIAL REPORT - Motion was made by Mr. Klinger and seconded by Mr. Kovalcin to pay the bills. Motion passed.

PLANNING COMMISSION REPORT:

RECREATION REPORT: Mr. Kovalcin stated that they had a meeting and Mayor Miller and the

rest of the committee and discussed Riverfront Park (how clean it looks now), and painting the fire hydrants. Painting the wall at Third Ward playground was not an issue for the Committee. He said that people really enjoy the playground.

Manager Lane then stated that Kay Miller (Bradford County Commissioner Daryl Miller's spouse) cleaned up the Gateway Park did some planting; and, she worked on the cleaning up the Merrill Parkway landscaping. He said we would like to give her a citation to recognize her for doing this for the Borough, and he plans to give her the citation at the opening ceremony of Riverfest. All agreed this would be appropriate.

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

ADJOURNMENT: Motion to adjourn was made by Mrs. Miller and seconded by Mr. Kovalcin. Meeting adjourned at 8:45 PM.

Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Council Meeting Minutes September 14, 2015

The SEPTEMBER regular meeting of the Towanda Borough Council was held on Monday, September 14, 2015, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

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

ABSENT: Mr. Roof

CITIZENS TO BE HEARD: Mr. Joe Doherty, founder of the Bradford County Veterans Memorial Park (BCVMP) association was present and gave Council an update on the status of the BCVMP. He stated that financially they are in good shape, even though they still have more work to do to complete the park. Mr. Doherty also stated there would probably be an \$80,000 to \$100,000 shortfall yet to complete the project.

Mr. Doherty also told Council that the Bradford County Commissioners have given grant funding approval for the BCVMP in the amount \$167,000 to pay for the cost of the two statues – the “Quintessential Soldier” and the “War Ravaged Tree” – that will be part of the park’s design. Brian Hanlon, a nationally acclaimed master sculptor, will make the bronze statues. Mr. Doherty stated that Mr. Hanlon would be in town within the next couple of days to walk around and design the footings for the statues.

Mr. Doherty would like to get the concrete bases poured and the rotunda on paper as soon as possible. It will take six to nine months to create the statues. The rotunda goes on after the statues go on their footings. Mr. Doherty is trying to get dollar numbers on the brass plates, but so far has not found anyone interested in doing them. Mr. Doherty thanked Council for all the help it has and continues to provide. In turn, Council thanked Mr. Doherty for all of his sincere efforts in making this vision happen.

In conclusion, Manager Lane stated that the grant money from Bradford County Commissioners is in the Borough’s bank account, and we need a motion to release the money for the two statues when the time comes to do so. A motion to approve this was made by Mr. Christini and seconded by Mr. Klinger. Motion passed.

President Sweitzer called for an “executive session” at 7:04 PM to discuss legal issues.

Executive session ended at 7:43 PM and the regular meeting continued.

APPROVAL OF PREVIOUS MONTH’S MINUTES: Motion to approve minutes of August 3, 2015, was made by Mr. Taylor, and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT: Chief Roof was absent. His report had a total incident count for Towanda and the local area around it at thirteen (calls).

FIRE BOARD REPORT: Mr. Klinger had nothing to report from the meeting. However, he gave recognition to the police, the school, and the Borough for keeping Lombard Street open and handling the situation with the traffic and no parking on that street at the end of the school day.

MAYOR'S REPORT: Mayor Miller thanked the Riverfest Committee for the efforts they put forth to this year's event. Mayor Miller stated that the fireworks keep getting better and better every year. In addition, he thanked Rocky's Bicycle shop for donating an extra bike for officer patrols during Riverfest, Frank Niemiec for again donating his golf cart for use on the Riverfest grounds, and Jeff Rosenheck of Lifesaving Outreach for installing Emergency Medical packs for the patrol cars.

Mayor Miller also stated he met Aprylle Gilbert, a woman who is running across the United States via Route 6 the entire way from Long Beach, California, and ending in Provincetown, Massachusetts. She is raising money for a youth center in San Jose, California. Mayor Miller presented a letter of recognition to Ms. Gilbert. Mayor Miller stated that Joe DuPont, owner of the Red Rose Diner made him aware of Ms. Gilbert's journey, and Mr. DuPont kept the diner open until her arrival on August 23rd at 10:40 PM.

POLICE CHIEF REPORT: Chief Epler distributed before and after pictures of the landscaping that his officers trimmed and spruced up at the police station. He gave thanks to his officers who donated their time to make the station look better. He also stated they had extra patrols during Riverfest, and they had only normal minor incidences. Bikes were used to patrol Riverfest and surrounding areas during the month, a second bike was donated for use by Rocky's Bicycle shop in Monroeton.

Chief Epler also stated that Officers of Towanda Police Department ran an information table at Riverfest and gave away bike helmets and information calling cards. The helmets were donated by the Bradford County Sheriff's Office and the Bradford County Safe Kids Coalition. The Officers of Towanda Borough Police Department donated refrigerator magnet information cards.

He also said DUI Roves were conducted throughout the Borough during the month along with Aggressive Driving enforcement; many of the hours were used to coincide with Riverfest.

Detective Ogden attended a MDT training Conference at the annual National Organization for Victim Advocacy in Dallas, Texas. He attended classes on "Stalking by Computer," "First Amendment Issues in Crimes," "Cop Concerns for Survivors" and "Media Issues in Connection with Mass Casualty Incidents."

Chief Epler also mentioned that Officer Hennessy has returned to SRO (School Resource Officer) duties at the school. This has caused their schedule to be very tight. They are still looking for some part-time help.

Just as the Mayor stated, Jeff Rosenheck of Lifesaving Outreach Services LLC donated emergency medical packs that are being kept in each of the patrol cars. In addition, Mike Northrup of MD Outfitters donated a large jump bag with emergency medical supplies that is being kept at the station for grab and go response. Also, Frank Niemiec donated the use one Golf Cart for patrol at Riverfest.

The patrol cars are still giving the police many headaches with mechanical issues.

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing to report this month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight was absent, and Jeremy Sluyter (Parking & Property Maintenance Officer) presented the report.

There were 27 permits issued in August.

Permit fees paid in August is \$1,817.00.

Code inspections charge is \$7,460.07 year to date.

The value of permit issued work in the borough year to date is \$832,491.75.

Mr. Sluyter covered Rental Inspections, and said there were a number of “failed” inspections this past month.

Mr. Sluyter commented that parking dollars were down in August due to Riverfest and micro surfacing on the Merrill Parkway. However, he stated they are on budget for the year.

Mrs. Lacek stated to Mr. Sluyter that two more people moved into a location on North Main Street that has been in violation of code for too many people (9) living there. Mr. Sluyter stated that he has been to the magistrate for this reason, and will do a check again on the address. It was suggested that he take a police officer escort with him for safety purposes. Mr. Christini stated that the definition in the Borough Codes of a family is very lenient and should be looked into.

Also, a location on Third Street was brought to Council’s attention, and Mr. Sluyter told Council a letter went out to this owner today.

Mr. Christini complimented Mr. Sluyter and Mr. Haight for doing a good job on residential compliance with the Code of the Borough, and being fair and consistent with the enforcement of our ordinances. They pay attention to health, safety and welfare and Borough residents know they are protecting our town and their property values. Mr. Christini stated that in the Borough codes the definition of a family is very lenient and should be looked into. [He said this was discussed by Council during the Code Rewrite project done in 2012 where General Code Publishers proposed \(5\) alternate definitions for family, however Council choose not to make any changes at that time.](#)

PARKING REPORT – AUGUST 2015

# Green Tickets Issued:	-	29
# Yellow Tickets Issued:	-	4
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	2
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	10
\$ Amount Paid w/n 48 Hrs	-	\$100
# Paid After 48 Hrs	-	4
\$ Amount Paid After 48 Hrs	-	\$80
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	\$0

Delinquent Tickets before Citation	-	6
\$		\$180
Revenue from Reserved Parking Spaces	-	\$3,340
Hours on Parking per Month	-	60
Police # of Tickets Written	-	1
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$20
TOTAL MONTHLY REVENUE	-	\$3,790

BOROUGH MANAGER'S REPORT: Manager Lane announced that the Borough acquired 13 Mason Alley in a judicial sale for \$125. This property is in the area of 800 block of South Main Street. This property is contiguous to the other properties purchased by the Borough. Manager Lane also told Council the purchase of 12 Mason Alley, from Joe DuPont of Towanda for \$13,000, should be closing soon (This was approved to purchase in the August 3, 2015 Council meeting). Mr. DuPont offered to sell the house to the borough, and the Borough plans to demolish the house. Once again, the intent of purchasing these properties is to seek a tax generating private entity to purchase and develop them in the future.

2015 Paving and Micro-Surface – Both contracts for paving the streets and micro surfacing the Merrill Parkway have been completed. I am very pleased with the work of both contractors.

Parking Garage

1. Bradford County Infrastructure Bank Loan closing is now scheduled for Thursday, September 17th. Manager Lane stated that we need to get this money moving and added that Towanda Terrace does get some of this money too.
2. The first facilitation meeting was held on Wednesday September 2nd with two people from the Office of the Budget – RACP (Redevelopment Assistance Capital Program). Manager Lane said their agenda was nineteen pages long, and there is a lot of paperwork and detail that is required to get this going. It will probably be a year or more to get it accomplished. They have requested further information on Phase I, and Manager Lane plans to submit a payment request for the commercial space of Towanda Terrace by the end of the month. Also, Manager Lane stated that Towanda Terrace would receive a portion of RACP money. The Main Street (commercial) level of the building will be wide open until the RACP grants start coming to us.
3. Plans are being finalized on the Flying Cow and the Land Development package is on the schedule this month for the Bradford County Planning Commission. Manager Lane stated that Solicitor Smith is working on a cooperation agreement with Chris Carr, Towanda Terrace, and Trehab.
4. Manager Lane stated the environmental review is being conducted by CDBG (Community Development Block Grant Program), and should take up to 90 days for completion. The good news here is RACP will accept CDBG's report as a special condition that they require. This will eliminate duplicate efforts. He stated that if this is acceptable, then we might be able to have a December start date and at the least get the footers in place.

5. Manager Lane executed a contract with ESC Mid-Atlantic, LLC for the Geotechnical study of the parking garage site. This is a special condition that we must do in order to receive the grant funding from RACP.

College Run – Manager Lane is currently waiting for our engineer to work out the details with Reading & Northern Railroad relating to the storm pipe going under the track just east the Progress Authority’s parking lot. If this is not resolved within the next few weeks, Manager Lane plans to bid this portion (15-foot section) of the project separately and move forward with the rest of the project. He wrote a letter to FEMA asking for a one-year extension of the grant, as it runs out October 31st. He does not think this will be a problem, as FEMA understands the delays.

800 Block South Main St. – Again, as stated earlier in the meeting, Manager Lane said that Solicitor Smith’s office has been working on closing the sale of 12 Mason Alley. He also stated that the total of all the properties the Borough owns in this 800 block and Mason Alley area is around two acres.

The upgrading of the Borough Hall heating system furnace was again discussed. Chief was not present to comment. Manager Lane said that this building (Water & Sewer office bldg) had to have a new condenser installed on the roof. The former one went bad, and for a week or so, it was extremely hot in the offices. White’s Refrigeration did the work on the condenser, and we were very pleased with their work. Manager Lane asked them to look at the YMCA, and they found a problem right away. He may send them down to check Borough Hall, as there may be relay issues with the heating system.

2016 Police Pension MMO – Manager Lane stated that the Police Pension Fund’s (MMO) Minimum Municipal Obligation information for 2016 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, calculates this MMO. The estimated state aid for the fund in 2016 is \$54,222, and the Borough’s estimated minimum contribution requirement is \$91,558 for 2016.

Resolution #2015-10

At this time, Manager Lane stated that a resolution is needed to accept the MMO for 2016 to be in compliance with Pennsylvania ACT 205, and approve by resolution the officers’ contribution percentage of 7 percent (7%) for 2016.

The motion to approve the Officer Contribution percentage of the Police Pension MMO for 2016 at the current rate of seven (7%) percent was proposed.

Motion made by Mr. Klinger Motion seconded by Mr. Taylor

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

No:

Absent: Mr. Roof

Resolution #2015-10 carried

At this time, Manager Lane asked for an “executive session” to discuss the union (Teamsters) contract negotiations. President Sweitzer then announced the session at 8:23 PM.

Executive session ended at 8:28 PM and the regular meeting continued.

Public Works Collective Bargaining Agreement – Resolution #2015-11

After the executive session, Manager Lane asked for a resolution to ratify the tentative agreement with Teamsters Local Union 529, representing the Towanda Public Works Department and Clerical Workers for period of January 1, 2016 through December 31, 2018.

Motion made by Mr. Klinger Motion seconded by Mrs. Lacek
Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor
No:
Absent: Mr. Roof

Resolution #2015-11 carried

BOROUGH SOLICITOR’S REPORT: Solicitor Smith stated that he has drafted a contract for the purchase of 12 Mason Alley (Joe DuPont), and 1st Abstract will be drawing up the paperwork. This transaction should happen soon.

For College Run project, Solicitor Smith had a couple easement revisions, and they are done. They just need a sign off for the properties. Solicitor Smith also stated his concern if there is extra work in satisfying the railroad, “Who would pay for these extra costs”? Manager Lane stated that we have a finite amount of grant money to follow the plans. As far as any issues with the railroad (tracks) that may be brought about, FEMA said they would help us out. Solicitor Smith said that he would look into this a little more.

Solicitor Smith talked about the Infrastructure loan and informed council he has a meeting with the Commissioners tomorrow to get the documents that are needed for this to happen. He also stated that we need another resolution authorizing the Borough Manager to sign the promissory note with the terms and conditions of the \$2,800,000.00 infrastructure loan set by the Bradford County Commissioners for the construction of the parking garage in the Borough of Towanda.

Resolution # 2015-12 – This authorizes the Borough Manager to sign the promissory note, and any other documents associated with the terms and conditions of the \$2,800,000.00 infrastructure loan set by the Bradford County Commissioners for the construction of the parking garage in the Borough of Towanda.

Motion made by Mr. Kovalcin Motion seconded by Mr. Christini
Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor
No:
Absent: Mr. Roof

Resolution #2015-12 carried.

BOROUGH SECRETARY REPORT: Secretary Kulick asked Council for the date they would like to have Trick-Or-Treat this year. It was unanimous that it be held the Thursday before the Halloween Parade. Therefore the date of Trick-Or-Treat this year is Thursday, October 29, 2015. Secretary Kulick will let the Daily Review know this soon.

Secretary Kulick presented a request from a hospital employee to hold a 5K run on October 24th at 6 PM, and using Route 2. The Guthrie/Memorial Hospital sponsors this run with proceeds going to Camp Sensation, a four-day summer camp for children with disabilities. Secretary Kulick was assured that there were volunteers to assist in executing the event and helping to ensure participant safety. Council agreed that this event could move forward. Note: Since this writing, Secretary Kulick found out that the run is cancelled for now until June of 2016.

ADMINISTRATIVE REPORT – Manager Lane stated that they will bid out the Borough insur-

ance again this year. A response on this is slated for the November meeting.

UNION SUB-COMMITTEE REPORT – Nothing to report.

FINANCIAL REPORT - Motion was made by Mr. Klinger and seconded by Mrs. Miller to pay the bills. Motion passed.

PLANNING COMMISSION REPORT: Nothing to report.

RECREATION REPORT: Mr. Kovalcin had a meeting, but had nothing to report.

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

ADJOURMENT: Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 8:40 PM.

Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Council Meeting Minutes October 5, 2015

The OCTOBER regular meeting of the Towanda Borough Council was held on Monday, October 5, 2015, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

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

ABSENT: Mr. Christini, Mr. Roof

CITIZENS TO BE HEARD: Mr. Bill Manville, the Emergency Management Coordinator addressed Council about training requirements related to the National Incident Management System (NIMS). Mr. Manville explained that in 2014 each state had to develop an implementation plan and strategy for developing NIMS training.

This is a PEMA directive, and the minimum training is understanding the "Emergency Management System." He stated that elected and appointed officials should have a clear understanding of their roles and responsibilities for emergency management and incident response. This is also required as a condition of receiving federal preparedness funding assistance and grant money.

Mr. Manville then asked for a commitment from Council to take the course G402 (minimum training requirement). It was decided that Borough Manager Kyle V. Lane, be the public information officer. Mr. Manville will set up a Saturday morning in November for Council and officials to do the training.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve minutes of September 14, 2015, was made by Mrs. Lacek, and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent; however, his report stated there were seven Fire Department incidents in September.

FIRE BOARD REPORT:

Mr. Klinger reported that Donna Nye is approved to be a tanker driver, and Tim Miller is approved as an operator driver on Engine #4. Mr. Klinger made a motion to Council to approve Ms. Nye and Mr. Miller as drivers. Mr. Kovalcin seconded the motion. Motion passed.

MAYOR'S REPORT:

Mayor Miller attended the regular Police Committee meeting that was held on Monday, September 28, 2015. (See Police Committee Report below.)

POLICE CHIEF REPORT:

Chief Epler reported on DUI roving patrols that were conducted during the Labor Day Holiday, and the homicide that occurred on Main Street this past month.

In addition, he stated the Towanda Police Department took part in an audit and inspection of the Children's House in North Towanda for the purpose of national accreditation of the facility. He said it was indicated that they would receive the accreditation. He stated that this achievement

would make them the first Multidisciplinary Team (MDT) house in rural Pennsylvania to reach this standard.

POLICE COMMITTEE REPORT:

There was a regular scheduled police committee on Monday, September 28, 2015. Manager Lane, President Sweitzer, Mrs. Miller, and Mayor Miller attended and discussed capital budget with Chief Epler. There were discussions about having computers in the cars, more cameras, and other things in the future, some of which may be mandated.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight was absent, and Jeremy Sluyter (Parking & Property Maintenance Officer) presented the report.

There were 22 permits issued in September.

Permit fees paid in September is \$2,427.00.

Code Inspections charges are \$8,590.07 year to date.

The value of permits issued work in the borough year to date is \$969,517.75.

Mr. Sluyter also talked about the Third Street property clean up status. He talked to the owner in depth and he was cooperative. He is working on getting it cleaned up.

President Sweitzer stated that when this parking garage is built we would have to get tough on those that still try to park over the three hours on Main Street.

PARKING REPORT – SEPTEMBER 2015

# Green Tickets Issued:	-	55
# Yellow Tickets Issued:	-	3
# Green Tickets Forgiven	-	5
# Yellow Tickets Forgiven	-	1
# Green Tickets Excused	-	3
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	18
\$ Amount Paid w/n 48 Hrs	-	\$180
# Paid After 48 Hrs	-	4
\$ Amount Paid After 48 Hrs	-	\$80
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	\$0
Delinquent Tickets before Citation	-	9
\$		\$180
Revenue from Reserved Parking Spaces	-	\$3,260
Hours on Parking per Month	-	60

Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0
TOTAL MONTHLY REVENUE	-	\$3,700

BOROUGH MANAGER’S REPORT:

2016 Budget – Manager Lane stated that he will begin work on the 2016 Budget in the upcoming weeks. We should set a date for the Budget work session in November. I have sent an RFP (Request for Proposal) for the Insurance package and Workman’s Compensation that are due at the end of November. Council members decided to meet on November 17, 2015 at 5:00 PM, for a budget work session.

Manager Lane mentioned the NIMS compliancy that Borough EMA coordinator Bill Manville already reviewed with us at the beginning of this meeting. FEMA is requiring the Borough to be NIMS (National Incident Management System) compliant in order to receive disaster relief funds in the future. Part of the requirement, is training courses that certain responders need to complete.

PennDOT – Manager Lane reviewed an agreement from PennDOT to set up four annual payments for an invoice relating to a construction reimbursement agreement that involved construction of the Parkway back in 2006. Somehow, the payment was missed at the time the Parkway was completed. The total amount due is \$49,998.00. Manager Lane feels that setting up the four annual payments is the best way to handle the amount due. He asked Council’s permission to do this. A motion was made by Mrs. Lacek and seconded by Mr. Kovalcin. Motion passed.

Northern Tier Solid Waste Authority – Manager Lane discussed the letter he received from NTSWA’s Executive Director, Scott Sample requesting a small rate increase of \$.05 per bag, which would make the cost be \$2.70 per bag. The NTSWA also requested to increase the roll off disposal rate \$1.00, from \$46.50 to \$47.50. When the Borough surcharge rate of \$36.00 is added in, the total roll off rate would be \$83.50. Manager Lane stated that according to NTSWA, the delivery and pickup charges would remain the same at this time. These increases seem minimal, however; Manager Lane would like to discuss the increases with Mr. Sample, who is presently out of town, when he returns. These increases will be discussed again next month when Manager Lane has more information.

FIRM/LOMR - Manager Lane received an email from the FEMA Revision Analyst stating that they have all the information they need and will be “issuing the case soon.” Manager Lane stated that he was not sure how long it would be, but he is hoping that by the end of this year we will get a revision of the flood zone designation.

Property on Elm Street – Manager Lane inquired about selling (bidding out) the property on Elm Street, as a storage-shed business approached him with an interest

in it. It is an R1 zoning area, therefore it would have to go through the zoning board to get it changed first, and it would have to be publicly bid. The interested party would have to pay the money for the zoning hearing before they would even be able to bid on it. Manager Lane then asked Council if they would be interested in selling this property. It is a fact that the property cannot be built on due to the ground instability. Solicitor Smith stated that it would be difficult to obtain a usage variance in an R1 neighborhood. However, a few stated that it would be nice to have the tax revenue.

President Sweitzer asked Council if they wanted to sell this section of property on Plank Road. A motion was made by Mr. Taylor and seconded by Mr. Kovalcin to sell the property. President Sweitzer then called for a vote and asked who was in favor of selling the property on Elm Street. A vote was 3-4 against; motion failed.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith reviewed some things he was working on, and called for an "Executive Session" to discuss legal issues. President Sweitzer then announced the executive session at 8:03 PM.

Executive session ended at 8:28 PM and the regular meeting continued.

BOROUGH SECRETARY REPORT – Secretary Kulick had nothing to report.

ADMINISTRATIVE REPORT – Was covered.

UNION SUB-COMMITTEE REPORT – Nothing to report.

FINANCIAL REPORT - Motion was made by Mr. Klinger, and seconded by Mr. Long to pay the bills. Motion passed.

PLANNING COMMISSION REPORT - Nothing to report.

RECREATION REPORT - Mr. Kovalcin had a meeting, but had nothing to report.

TMA/WMA/CBPA REPORTS – Included in packet if available.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Taylor. Meeting adjourned at 8:29 PM.

Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Council Meeting Minutes November 2, 2015

The NOVEMBER regular meeting of the Towanda Borough Council was held on Monday, November 2, 2015, at the Municipal Building. Council Vice President Pro Tempore Mrs. Miller called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek (arrived 7:05 PM), Mr. Long, Mrs. Miller, Mr. Roof, Mr. Taylor

ABSENT: Mr. Sweitzer

CITIZENS TO BE HEARD: Mr. Robert Sobolewski and Doctor Robert Fetterman, residents of Foster Road were both present to comment and inquire about an alleged abandoned, illegally parked, unlicensed, unregistered motor home that has been on their street for almost two years. Mr. Sobolewski stated that he talked to Mr. Haight, who referred him to the police department. He went to the police and spoke to an officer, but never heard anything back.

Approximately three weeks later, Mr. Sobolewski went back to the police station to talk to them again. A police officer told him that he did contact the motor home's owner, and the owner told the officer that the vehicle was registered in Pennsylvania and showed the officer a license plate. According to Mr. Sobolewski, the officer did not see a paper registration from the motor home's owner. He stated that he asked the officer if he would check to see if that plate is registered to that vehicle (allegedly the motor home's owner has several other hauling trailers parked on his property with one of those being parked on the street), and the officer indicated that he would.

Mr. Sobolewski had to leave the state off and on for a family issue, and when he came back, the motor home was still parked on the street. He stated that this is a year later. He then stated that he called the police station and was told there is "nothing we can do with that." Mr. Sobolewski that he started researching the Towanda Borough ordinances and found the motor home may not fall within the definition of a motor vehicle. He stated that for illegally parked vehicles the code specifies "vehicles," and includes "trailers." Mr. Sobolewski then presented some pictures of the motor home's current condition.

At this time 7:14 PM, Vice-President Mrs. Lacek took over chairing the meeting.

Mr. Christini stated that he did drive by the address where the motor home is parked, and he agrees that it is a nuisance, and he printed a copy of "Borough Code Chapter 298: Vehicles, Abandoned", for everyone. He stated that he would like to have the Mayor and the Police Chief say if this falls under the abandoned vehicles designation, in their opinion. Chief Epler then stated that there might be loopholes in this code. If you refer to the definition of a vehicle, you have to go to a different section, "305-1 Definition," which does not read very clear. The Chief has some concern about working on that particular vehicle (this motor home) versus all vehicles that would fall under that same type of vehicle.

Mr. Christini then asked Solicitor Smith to provide legal clarification, and if the code is not clear, we need to make it clear to enforce.

Next, Doctor Fetterman spoke a few words to reinforce Mr. Sobolewski's view of the abandoned motor home situation on Foster Road, when Mr. Sobolewski was away from his home. He stat-

ed that the vehicle had not moved. Vice President Lacek stated to both residents that they will be updated after Solicitor Smith reviews and clarifies the code. Also, Mr. Haight suggested a meeting to discuss this with Manager Lane, Chief Epler, Solicitor Smith, and possibly a couple council members to discuss resolution.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve minutes of October 5, 2015, was made by Mr. Kovalcin, and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reported a very busy month, 5 total calls. Also, Chief Roof stated that the Towanda Fire Department is part of an area task force. The department houses a foam trailer (that they share) that the county received through a grant (he believed), mainly for the Towanda airport. The fire department was called and took the foam trailer to a tire fire in Mansfield, Tioga County. He noted that the closest foam trailer from here is Lock Haven. Chief Roof also reported that the cost of the foam that was used for this incident in Tioga County is in the hands of our county officials at Emergency Management Agency. He stated he had made it clear that this fire department is not responsible for the replenishing of the foam. Bob Barnes (Director of Public Safety for Bradford County) assured him it will not be.

Chief Roof also stated that they are taking the tower truck out for a ride and test bi-weekly. This is to insure that it keeps working properly. He stated the main thing necessary for the tower truck is to run it, and make sure the department volunteers are trained on it.

The Chief also stated the annual Halloween Parade the fire department sponsors went very well, and he has heard many good things reported about it.

FIRE BOARD REPORT:

Mr. Klinger had nothing to report.

MAYOR'S REPORT:

Mayor Miller signed a proclamation for the Lions Club White Cane Days. He thanked Mr. Haight and the Lions Club volunteers. Also, he thanked the fire department and the police for their assistance in Trick-or-Treat night. Mayor Miller also was honored to be one of the judges for the floats in the parade. He stated it was a very nice parade and thanked Chief Roof and the fire department for again sponsoring it.

Mayor Miller also stated he had a conversation with a local citizen concerning building walking trails from Wysox to Towanda, and Towanda to Monroeton in the future. The Recreation board will discuss this when they meet in the future.

POLICE CHIEF REPORT: (Report stats included)

Chief Epler reported that Trick-or-Treat occurred without incidence, and he had extra officers on duty that night as well as assisting with the Halloween Parade on October 31st.

The Police department conducted the annual firearms qualification during this past month.

He also stated they are conducting interviews for two new part-time officers.

POLICE COMMITTEE REPORT:

Nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the code enforcement report.
There were 27 permits issued in October.
Permit fees paid in October is \$2,040.
Code Inspections charges were \$9,210.07.
The value of permits issued work in the borough year-to-date is \$1,257,353.75.

Mr. Haight reviewed the compliance actions, permits issued and rental inspections.

PARKING REPORT – OCTOBER 2015

# Green Tickets Issued:	-	13
# Yellow Tickets Issued:	-	6
# Green Tickets Forgiven	-	1
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	1
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	5
\$ Amount Paid w/n 48 Hrs	-	\$50
# Paid After 48 Hrs	-	2
\$ Amount Paid After 48 Hrs	-	\$40
# Tickets to Magistrate as Citations	-	18
Amount Received from Magistrate	-	Need figure from Controller
Delinquent Tickets before Citation	-	15
\$		\$300
Revenue from Reserved Parking Spaces	-	\$3,180
Hours on Parking per Month	-	60
Police # of Tickets Written	-	20
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$60
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$0
TOTAL MONTHLY REVENUE	-	\$3,630

BOROUGH MANAGER’S REPORT:

1. 2016 Budget – Manager Lane has the first draft complete. A budget workshop is scheduled for November 17th. He stated he is waiting for the county assessment numbers (they are working on them now), and the insurance quotes for the final draft. Also, the borough insurance bids will be opened on November 23rd.

2. NIMS (National Incident Management System) - Manager Lane stated Bill Manville has set up the training session which we discussed at the Oct. 2015 meeting. The training date will be November 14th at the Bradford County Communications Center.
3. College Run - Manager Lane received approval from FEMA (Federal Emergency Management Agency) for a time extension to complete the project. He has heard from the railroad regarding constructing a pipe underneath the tracks near the Progress Authority. He stated he is working with the engineer to try to meet their requirements; however, they are a little unrealistic. They want the borough to bore a sixty-inch (60) pipe, as they do not want an open trench. Manager Lane has also started talking with PEMA (Pennsylvania Emergency Management Agency) / FEMA for assistance in working with the railroad.
4. Northern Tier Solid Waste – Manager Lane had the letter (received last month) from NTSWA (Northern Tier Solid Waste Authority), requesting a small rate increase. They are requesting to increase the bag stickers from \$2.65 to \$2.70 and increase roll off service \$1.00, bringing the total rate to \$83.50. The delivery and pickup charges will remain the same. Manager Lane has spoken with Scott Sample, Executive Director at length, and he feels the increase will not have any adverse effect to the borough, as it is minimal.

After discussion of the request, Mr. Long made a motion to accept NTSWA's (Northern Tier Solid Waste Authority) per bag rate (\$2.65 to \$2.70), and roll off increase (\$82.50 to \$83.50), as stated in the letter from NTSWA to Towanda Borough. Mr. Kovalcin seconded the motion. Motion passed.

5. FIRM (Flood Insurance Rate Map) / LOMR (Letter of Map Revision) - Manager Lane stated that we have received the decision from FEMA regarding the LOMR the Borough submitted in September of 2014. The LOMR has been accepted, and there will be a large reduction of the flood zone in the area around "Mix Run," this includes portions on William Street, Elm Street, and North Main Street. The new map will take effect on February 25th, 2016. Manager Lane stated that he plans to get this information in the newspaper. Also, he stated that we would have to amend the ordinance before February 2016.
6. Downtown Revitalization Project – Manager Lane stated that the residential portion of Towanda Terrace is scheduled to be completed by December 31st of this year. The commercial portion (Main Street) is scheduled to be finished by the end of February 2016. He is still waiting for the environmental review and geotechnical studies to be finished for the parking garage site. This will most likely push the start of the parking garage into the spring 2016 construction time.
7. Used vehicles – I would like Council's approval to advertise for sale the following vehicles:

- 2009 Dodge RT Charger - 50,516 Miles, Police Car. New tires, New brakes, Turned spare rotors, Body Good.
- 1992 Dodge Ram 250 4X4 with Snowplow – 93,816 Miles, Engine runs, Good Tires, Utility Box, Cab mounts rough, Rear spring leaf broken, No high gear, Needs RS floor pan.
- 2000 Ford Crown Victoria Police Car, 118,543 Miles, Engine runs, Not inspected, Frame bad.

All vehicles have been maintained by the Borough's Mechanic and will be sold "as is." Manager Lane then asked council for permission to advertise the vehicles for bid sale in the local paper.

Motion was made by Mr. Klinger, and seconded by Mr. Kovalcin to give Manager Lane permission to advertise the vehicles listed above "For Bid Sale" in the local newspaper. Motion passed.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that the litigation concerning the Bailey Block fire next door had come to conclusion. The engineer Mr. Harding and our engineer approved that the party wall is safe. The escrow money has been returned to the owners (Roger and Doris Brown).

BOROUGH SECRETARY REPORT

Secretary Kulick had nothing to report.

ADMINISTRATIVE REPORT – Was covered.

UNION SUB-COMMITTEE REPORT – Nothing to report.

FINANCIAL REPORT - Motion was made by Mr. Klinger, and seconded by Mrs. Miller to pay the bills. Motion passed.

PLANNING COMMISSION REPORT - Nothing to report.

RECREATION REPORT - Mr. Kovalcin reported that the bonfire held at Riverfront Park after the Halloween parade was a success. They also provided free smores to the children that attended the bonfire event.

TMA/WMA/CBPA REPORTS – Included in packet if available. Manager Lane also added that both roads are complete and the driller will be here in approximately two (2) weeks.

ADJOURNMENT - Motion to adjourn was made by Mr. Taylor and seconded by Mr. Kovalcin. Meeting adjourned at 8:04 PM.

Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Council Meeting Minutes December 7, 2015

Correction: Pg 5

The DECEMBER regular meeting of the Towanda Borough Council was held on Monday, December 7, 2015, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Called and recorded as follows:

PRESENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long (working-arrived 7:45 PM), Mrs. Miller, Mr. Roof, Mr. Sweitzer, Mr. Taylor

ABSENT:

CITIZENS TO BE HEARD:

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve minutes of November 2, 2015, was made by Mr. Klinger, and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reported 10 calls this past month.

- The pump repair from last month is complete.
- Engine #4 was worked on this month.
- The tower (fire truck) is working well.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

Mayor Miller took part in a ceremony honoring two people who passed through Towanda on their separate coast-to-coast journeys. Aprylle Gilbert of San Jose, CA, who this year ran the length of Route 6, and Joe Hurley of New Milford, CT, who in 2004 walked the entire length of Route 6. Mr. Hurley and his wife Pat were on hand to receive a citation honoring Hurley and proclaiming November 23rd Joe and Pat Hurley Day in Towanda. They also were presented and placed several inscribed bricks honoring them and Aprylle Gilbert.

Also, Mayor Miller signed the proclamation declaring the month of "November 2015 American Music Month", locally. Mayor Miller received a "Citation of Appreciation" certificate from the Towanda Musical Society, PA Federation, in appreciation of his promoting of National Music Week in Towanda every year.

Mayor Miller also shared a thank you to the firefighters and police force that helped with this year's Halloween parade.

Mayor spoke about the recent burglaries and attempted burglaries that have been occurring in Towanda Borough. (Little did he know that while he was at this meeting, someone tried to break into his house with his wife home.)

Lastly, Mayor Miller thanked Council for all the work they did this year, and to have a Merry Christmas.

POLICE CHIEF REPORT: (Report stats included)

Chief Epler told Council that there are two (2) new candidates for part time officer. Their information has been sent to MPOETC (Municipal Police Officers' Education & Training Commission) for approval. Chief Epler has ordered gear for both of them.

A DUI roving patrol was conducted in the Borough.

Chief Epler also attended the Gas Energy Safety meeting held at Anadarko's office in Big Flats, NY.

Chief Epler also talked about the recent break-ins and thefts in the Borough. There are at least four (4) thefts this month. The YMCA incident (breaking in cars) has been solved, and this individual is in jail for many thefts and will be charged with the YMCA incident. The Chief asked Mr. Lowenstein to post in the paper – asking residents and visitors to please lock their cars.

Chief Epler asked if he could roll over unused vacation time for him and two (2) other officers. With hiring the new officers, this should not occur next year. Maximum rollover of vacation is normally no more than Eighty (80) hours yearly.

After discussion, a motion was made by Mr. Christini, and seconded by Mr. Klinger to give Chief Epler permission to carry over their vacation overage time. Motion passed.

Lastly, Chief Epler stated that the officers are doing walking patrols in the Borough to help thwart possible break-ins.

POLICE COMMITTEE REPORT:

Nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the code enforcement report.

There were 17 permits issued in November.

Permit fees paid in November is \$2,857.12.

Code Inspections charges were \$11,509.19.

The value of permits issued work in the borough year-to-date is \$1,761,383.75.

Mr. Haight reviewed the compliance actions, permits issued and rental inspections.

PARKING REPORT – OCTOBER 2015

# Green Tickets Issued:	-	44
# Yellow Tickets Issued:	-	4
# Green Tickets Forgiven	-	3
# Yellow Tickets Forgiven	-	2
# Green Tickets Excused	-	2
# Yellow Tickets Forgiven	-	1
# Paid W/N 48 Hrs @ ½ Cost	-	20
\$ Amount Paid w/n 48 Hrs	-	\$200
# Paid After 48 Hrs	-	6
\$ Amount Paid After 48 Hrs	-	\$120

# Tickets to Magistrate as Citations	-	9
Amount Received from Magistrate	-	Need figure from Controller
Delinquent Tickets before Citation	-	7
\$		\$130
Revenue from Reserved Parking Spaces	-	\$3,180
Hours on Parking per Month	-	60
Police # of Tickets Written	-	8
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$20
# of \$20 Tickets (Police)	-	0
\$ Amount Paid After 48 Hours	-	\$60
TOTAL MONTHLY REVENUE	-	\$3,710

BOROUGH MANAGER’S REPORT:

1. **2016 Budget** – Manager Lane talked about the proposed 2016 budget and asked approval from council to advertise and place on public display for no less than 10 days. The Borough General Fund proposes \$1,396,181 in revenue and \$1,419,377 in expense. The proposed 2016 budget includes a 0.37 millage rate increase to the Fire Tax and a 0.63-millage rate increase to the general fund. He also stated that we would still be dipping into the fund balance by approximately \$23,196. However, Manager Lane does anticipate sustaining a healthy balance of \$405,509. Mr. Christini noted with a diagram that our mileage rate is close to other boroughs’ mileage rates.

After some discussion, Manager Lane asked for permission to advertise the 2016 budget to propose the date of Monday December 28, 2015, for the year-end meeting to adopt the budget, pay all year ending bills, and finalize any pending borough business from 2015.

A motion was made by Mr. Taylor, and seconded by Mr. Kovalcin to give Manager Lane permission to advertise the budget, and at a special year-end meeting on Monday, December 28, 2015, to adopt it, pay year ending bills, and finalize any pending borough business. Motion passed.

At said meeting Council would take citizen comments on the 2016 Budget and the Real Estate Tax Ordinance, which will set millage rates as follows:

Tax Rate for General Purposes Fund	15.60 Mills
Tax Rate for Fire	1.00 Mills
Tax Rate for Street Lights	1.46 Mills
Tax Rate for Library	.50 Mills
Total Millage	18.56 Mills

2. **PENNDOT Main Street 2016** – Manager Lane stated that this project includes base repairs, then paving (mill and overlay, 2 ¼” depth) from the intersection of SR 6 and North Main Streets to the edge of the river bridge on SR 6. They will also paving a small portion of SR 2027. All curb ramps will be upgraded to meet current ADA standards. (granite curbs that are removed will be replaced with granite curbs) They are also replacing several inlets. The Borough will be responsible to paint the parking stalls once the paving is complete.
3. **Downtown Revitalization Project**- Manager Lane stated that Towanda Terrace is moving full steam ahead. They still plan to be complete with the residential portion by December 31 this year. Manager Lane is currently working through all the RACP required paper work, however, he did received verbal confirmation that the environmental review is complete and we should be seeing the full report very soon.
4. **Borough Mechanic** – Manager Lane shared that Harry Bailey, Borough Mechanic has retired effective November 30, 2015. He worked for the Borough for 8 years and we are thankful for his service and wish him the best of luck. Dalton Maynard was hired as the new Borough Mechanic. Dalton has an Associates Degree in Diesel Technology and a Bachelors’ Degree in Business in Technology Management from Pennsylvania College of Technology. We are very pleased to have him as part of the borough family.
5. **College Run** – Manager Lane stated that we are waiting for the railroad to get back to us on stipulations they requested for installing the pipe under the tracks.
6. **RESOLUTION 2015-13** – Manager Lane asked for this resolution as approval for Mr. Paul Sweitzer, Towanda Borough Council Member, to be re-appointed to the Central Bradford Progress Authority (CBPA) board as “member-at-large” for 2016.

Voting Results are: Motion made by Mr. Klinger, Motion seconded by Mr. Taylor
Aye/Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No:

Abstain: Mr. Sweitzer

Absent: Mr. Long (working-arrived later)

Resolution #2015-13 carried.

BOROUGH SOLICITOR’S REPORT:

To follow up on last month’s meeting concerning the Motor Vehicle Code Title 75 Vehicles; Solicitor Smith stated that this does apply to the situation on Foster Road. Our ordinance 298-1 Definitions could be tightened up to simply say “vehicle” to have a much broader definition. In addition, under the state Title 75 Vehicles Section 102, definition would be part of our ordinance. This will cover everything from parking commercial/residential, weight of the vehicle, registration, and plates being visible. Solicitor Smith that we don’t have anything in our codes to cover certain types of vehicles in Chapter 305-21. The heading is misleading, but the language in the chapter is not restrictive of commercial vehicles only. He then stated that he would work on the ordinances to be amended so we can address all the abandoned vehicles including motor homes in the borough.

BOROUGH SECRETARY REPORT

Secretary Kulick reported that Hunter Randell, a senior from North Rome Christian School sent a note requesting to have a 5K run in town for his senior project. The date will be April 2, 2016, and he would be using Route #2 (Merrill Parkway). Mrs. Kulick will let him know about the responsibility of providing traffic control.

ADMINISTRATIVE REPORT – Covered.

UNION SUB-COMMITTEE REPORT – Nothing to report.

FINANCIAL REPORT - Motion was made by Mr. Klinger, and seconded by Mrs. Lacek to pay the bills. Motion passed.

PLANNING COMMISSION REPORT - Nothing to report at this time.

RECREATION REPORT – No meeting held.

TMA/WMA/CBPA REPORTS – Included in packet if available. Manager Lane also added that the first water well has been drilled, and is at approximately forty-four and a half feet deep.

At this point in the meeting, a citizen to be heard had just arrived and wished to speak. Her name is Deborah Barr, from 202 Pine Street. Ms. Barr asked that council consider a “Doris Day Animal Foundation” matching grant of up to \$5,000 to spay/neuter, give rabies shots, and release (mainly the cat population) animals in the Borough. A 501©(3) non-profit charitable organization (locally Humane Society or Animal Rescue) could do the work but would need the borough as an additional funding source. Ms. Barr stated that she would complete the application and additional paperwork that is needed and asked Council if they would support her looking into applying for and consider matching the grant (if the local charitable organization is approved as a recipient of this grant from DDAF). A motion was made by Mr. Taylor and seconded by Mr. Kovalcin to give Ms. Barr permission to look into the program and application completion, and report feedback on her efforts at the next meeting. Motion passed.

Manager Lane brought up one more item for Council to consider. He stated that we received a settlement letter on a lawsuit the was settled between Chesapeake Energy with Pennsylvania landowners in which Chesapeake Energy agreed to pay a ~~sum of month~~ Correction: **monthly sum** to the landowners after shorting them on royalty payments. Landowners who received this settlement letter can “opt out” of this particular settlement if so desired by the date December 17, 2015. The borough owned property involved would be the Landfill property on Bridge Street, which has one-third gas rights. Manager Lane suggests that the borough join the lawsuit filed by Marcellus Royalty Action team of Pennsylvania lawyers (including TMA lawyer Chris Jones) to act as co-council in representing us to recover royalties we are owed under the terms of the gas lease. A motion was made by Mrs. Lacek and seconded by Mr. Klinger to give permission to Manager Lane and Solicitor Smith look into this and make the decision. Motion passed.

One more item was covered. Manager Lane read a letter from a resident at 517 & 1/2 Second Street asking for a free parking space, as their parking spot in the alleyway behind Washington Street is plowed-in during the winter. This item was discussed and brought forward that she is a renter, parking on private property that the borough does not plow. It is not up to the Borough to provide her with a spot, and she needs to talk to her property owner.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 8:15 PM.

Diane M. Kulick
Towanda Borough Secretary