

Towanda Borough Reorganization & Regular Council Meeting Minutes January 2, 2018

The **Reorganizational Meeting** of the Towanda Borough Council was held on Tuesday, January 2, 2018, at the Municipal Building, 724 Main Street, Towanda, PA. The meeting started at 7:06 PM with Mayor Garrett Miller being administered the oath by Towanda District Judge Timothy Clark for another 4-year term. Also sworn in were newly elected Council members: Rex Klinger, William Kovalcin Jr., Keith Long and Patrick Taylor. In addition, Mary Ann Harris was sworn in for another 4-year term as Borough Tax Collector, and Mrs. Shirley Strohl was sworn in as Majority Inspector of Elections in 1st Ward of Towanda Borough for another 4-year term.

Mayor Miller then called the meeting to order at 7:08 PM, and asked for a moment of silent prayer and then the reciting of the Pledge of Allegiance. Those present were Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer & Mr. Taylor

ELECTION OF OFFICERS

Mayor Miller asked for nominations for President of Council.

Mr. Kovalcin made a motion to nominate Mr. Sweitzer for President of Council and Mr. Taylor 2nd it and all were in favor. Mrs. Lacek called for the close of the nominations - Mr. Long 2nd it, and all were in favor. Mr. Sweitzer was unanimously elected Council President.

Mayor Miller asked for nominations for Vice President of Council.

Mrs. Lacek made a motion to nominate Mr. Christini for Vice President of Council, Mr. Kovalcin 2nd it, with all in favor. Mr. Long called for the nominations to be closed with Mr. Kovalcin 2nd it and all were in favor. Mr. Christini was unanimously elected Vice President of Council.

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

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

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

The **Regular Meeting** of the Towanda Borough Council continued at this time.

ROLL CALL:

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

ABSENT: None

CITIZENS TO BE HEARD: None.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the December 4, 2017, regular meeting minutes and the December 28, 2017, special meeting minutes was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reported approximately 10 calls this month. President Sweitzer asked if they received any collection of insurance money for aid calls. Mr. Roof stated they have not collected anything because the accidents that happen in town usually do not call for any extractions of entrapment. They are usually fender benders. On township calls, North Towanda runs with Towanda, as they carry heavy rescue equipment, and they were billing the insurance companies. They have not received any money to date; however, they currently don't have anyone to do the billing for them. However, he stated, Towanda Fire Department will continue to bill.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting and asked for approval of two new fire company drivers. Justin Sheets and Jim Sheets both passed their test to drive all the trucks except the Tower Truck (they are not certified on it). Mr. Klinger made the motion to approve them both, and it was 2nd was Mr. Kovalcin. Motion passed.

MAYOR'S REPORT:

Mayor Miller stated that he presented Magistrate Tim Clark with a certificate of appreciation for his 18 years of service. He retired from the District Magistrate and will be missed.

POLICE CHIEF REPORT:

Chief Epler stated that all full time officers have successfully been re-certified for 2018, with MPOETC (Municipal Police Officers' Education & Training Commission). In addition, he stated they covered all shifts through the holidays with some vacation time being used as well.

DECEMBER 2017 – Monthly Report

260	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
5	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
9	NON-TRAFFIC CITATIONS	7	THEFT REPORTS
0	DUI ARRESTS	4	ANIMAL COMPLAINTS
49	DISTURBANCE CALLS	10	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
4	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Miller stated there was nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the code enforcement report.

There were 4 permits issued in December 2017, YTD - 192.

Permit fees paid in December were \$302.00, and YTD - \$12,508.58.

Code Inspections charges in December were \$0.00, and YTD - \$3,708.58.

The value of permits issued work in the borough YTD - \$1,539,526.00

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

Mr. Haight also told Council that there are 17 borough residents' sidewalks that are not shoveled yet from the last snow. He handed a copy of the ordinance to the reporter from the Daily

Review that was present at this meeting. The reporter stated that he would put a notice in the paper tomorrow reminding property owners to get their sidewalks shoveled.

President Sweitzer mentioned that there seems to be issues with getting property owners to comply with code in a timely manner. As Council has discussed before, the step in the process where it goes in front of the magistrate, the fines should be increased and this would get people's attention.

President Sweitzer stated that concerning these current ongoing code issues/violations, he would like to see the **Planning Commission review the fines**. Mr. Christini made the motion to have the Planning Commission review all fines in the code to see if they are legitimate and if they should be raised or lowered. Mr. Kovalcin seconded the motion. Motion passed. Manager Lane asked that the Planning Commission review parking fines as well.

The Planning Commission will review all and make recommendations to Council, and Council will make a decision on what to do.

In addition, Vice-President Christini asked Mr. Haight to have **Public Works/Code Enforcement** look at the junk car ordinance.

PARKING REPORT – DECEMBER 2017

# Green Tickets Issued:	-	12
# Yellow Tickets Issued:	-	2
# Green Tickets Forgiven	-	1
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	3
\$ Amount Paid w/n 48 Hrs	-	\$10
# Paid After 48 Hrs	-	4
\$ Amount Paid After 48 Hrs	-	\$80
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	Need Amount
Delinquent Tickets before Citation	-	2
\$		\$40
Revenue from Reserved Parking Spaces	-	\$2,980
Hours on Parking per Month	-	50
Police - # of Tickets Written	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
\$ Amount Paid After 48 Hours	-	\$0
<u>TOTAL MONTHLY REVENUE</u>	-	\$3,110

BOROUGH MANAGER’S REPORT:

1. **Downtown Revitalization Project**- Manager Lane stated the footers are at 70 percent (poured) completion. E.R. Stuebner has decided to shut down until January 8th and wait out the extreme low temperatures.

The Office of the Budget informed Manager Lane they are currently reviewing our drawdown requests.

2. **College Run** –

Manager Lane submitted all eligible costs for reimbursement to PEMA and is waiting for the FEMA audit in order to receive the final reimbursement. He was told that they would not pay for the single audit, as they “no longer support the reimbursement of that cost.”

3. **USDA GRANT/LOAN FOR NEW BACKHOE** –

The grant and loan for a new backhoe is moving forward, and Manager Lane has reviewed the “Special Conditions” with Michelle Musser from USDA, and intends to submit a “Request for Obligation of Funds”, and a letter of intent to meet conditions. The grant total is \$37,600, and a loan of \$50,000 @ 3.5% for 5 years. There is no penalty for early payment. Sewer revenues will cover the debit service, and the sale of the current backhoe is anticipated to cover the down payment.

Manager Lane asked for Council’s permission to requests these funds and send a letter of intent to meet the conditions. Mr. Taylor made the motion for Manager Lane to move forward on the grant and loan for the backhoe with the special conditions. Mr. Klinger seconded this motion. Motion passed.

4. **SR 3020 Turn back** –

Manager Lane and Jim Haight met with PennDOT Municipal Services to go over options to reconstruct SR 3020 (includes length of Poplar Street). The project consists of 3,053 feet in distance of roadway, and will cover storm water management, curbing, design, and inspection. As stated before, Cash Creek runs underneath Third Street, and PennDOT stated they would give us funds to replace 120 feet of piping that is 26 feet underneath the street.

Manager Lane asked for a resolution to move forward with discussions with PennDOT. He stated that the resolution does not commit the Borough to anything; it is simply to acknowledge that Council agrees to move forward with the turn-back discussion.

RESOLUTION 2018-1

Highway Transfer Program of State Route 3020 (Poplar Street) to Towanda Borough

Mr. Long made a motion seconded by Mrs. Lacek to adopt, by resolution.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

Resolution 2018-1 carried unanimously.

5. **2018 Paving** –

Manager Lane stated that he would be physically looking at several borough streets with PennDOT Municipal Services on January 19th to begin to put together a bid package. He is currently considering Washington Street from Main Street to the Merrill Parkway (utilities were addressed in 2017), Third Street between Elizabeth and College Ave., Fifth Street between Thomas Street and Borough line, North Fourth Street from High School Drive to Oak Street. He does not anticipate all of these making it into the bid package; however, he will consider the recommendation from Municipal Services in order to prioritize which streets to pave first.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith was not present due to illness.

BOROUGH SECRETARY REPORT:

Secretary Kulick asked Council members to verify the Borough Committee list, and Public Officials list for any corrections or changes, and let her know so she can make corrections/changes.

ADMINISTRATIVE REPORT:

Mr. Christini stated that according to the Consolidated Statutes of Pennsylvania (Constitution of Pennsylvania, Chapter 8, Title 8 Boroughs and Incorporated Towns), the borough needs to approve the employment contract with Manager Lane (every two years). The agreement terms that have been in effect the last two years will remain, and will include a cost of living increase. At this time, Mr. Christini made a motion to renew the employment contract between the borough and Manager Lane for another two years. In addition, he is to receive a 2% cost of living increase. Mr. Kovalcin seconded this. Council member's comments were made and they feel that Manager Lane is doing an excellent job in running the personnel and business of the borough. The motion passed unanimously, and Manager Lane thanked council for approving the new agreement.

Manager Lane also stated that he is putting together a job description for Fred Johnson's position (Water & Sewer Superintendent), as Mr. Johnson is planning to retire soon this year.

UNION SUB-COMMITTEE REPORT:

This year the Publics Works union employees will be negotiating for a new contract that should start in June.

FINANCIAL REPORT:

There were no bills to pay at this meeting, as they were paid at the 2017 year-end Special Meeting on December 28, 2017.

PLANNING COMMISSION REPORT:

Mr. Christini stated that there was a meeting held on December 19th, 2017, with a quorum present. There was discussion about the use of a home in the R4 district, which is the most restrictive district in the Borough. In Chapter 325: Zoning - Article XI Terminology §325-81 Definitions, the Commission felt there is a need to add additional text to the definition of "Dwelling Structure" and the words "single housekeeping unit" is a term used in the definition of "Family", but is currently not defined in the definitions.

Mr. Christini stated that Solicitor Smith was present at the Planning Commission meeting to offer legal assistance regarding these definitions. He said the current definitions are wide open to interpretation, and that is what we are dealing with now. He stated that the borough has been told the County Commissioners plan to use a home in the R-4 district located at 104 York Avenue, as step housing for county probationers.

He said it is stated in our borough code Section §325-9 Degree of restrictiveness. A. Those uses permitted in an R-4 District Zone are the most restrictive. The principal use in this district is "single family residence", and the County's planned use may not comport with this definition.

The 104 York Avenue address may not meet the probability of "living together as a single housekeeping unit." These individuals are "together" not voluntarily, with one another in a changing number of other individuals whose admissions or an expulsion from the "group" is not determined

by their own choice but by the county probation department. These people just share a space and are not bound together by choice to form a "single housekeeping unit".

This type of use is more like a "rooming house", "hotel" or "other housing accommodations". Those uses are provided for in less restrictive districts, under Section §325-9. C., such uses are not permitted in the most restrictive R-4 district.

At this time, Mr. Christini made the motion for Council to authorize Solicitor Smith to amend the borough code: Chapter 325: Zoning - Article XI Terminology §325-81 Definitions "Dwelling Structure" and add a new definition of "Single Housekeeping Unit". Mr. Taylor seconded the motion. Motion passed.

Mr. Christini also talked about the concern of campers, trailers and small trucks under 10,000 pound weight class parking (stored) on Borough streets, if this is still an issue for Council to have the Planning Commission address. Council agreed that it is an issue and Mrs. Lacek made the motion to have the Commission discuss and make recommendations on it. Mr. Christini seconded. The motion passed unanimously. The Planning Commission will revisit this topic also in the upcoming meeting(s).

MISC: Mr. Taylor added a thank you to the borough workers who addressed a sewer odor that was lingering heavily on Second Street over the last weekend. Manager Lane stated that the odor came from Main Street and is fixed now.

RECREATION REPORT:

No meeting held.

TMA/WMA/CBPA REPORTS:

Included in packet.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 8:02 PM.

Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes February 5, 2018

The **FEBRUARY 2018**, regular meeting of the Towanda Borough Council was held on Monday, February 5, 2018, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: None

CITIZENS TO BE HEARD: Ms. Chloe Lantzy, Sabrina Taylor, Billy Kolbeck and Heidi Kump representing "You Too Animal Rescue" were present. Ms. Lantzy spoke about stray cats including unneutered males that roam around, spray, fight and bother other domestic cats, and are a menace to citizens as well. They also have noticed in the last year an increase in diseases such as FIV (Feline Immunodeficiency) & Feline Leukemia Virus (FELV), and the vet bills to treat them is expensive. They have treated 300 plus cats, dogs and other animals. They would like to hold a trap-neuter-return program in Towanda, and Ms. Lantzy asked if there might be grants or financial aid that Towanda Borough could help them obtain. Mr. Sweitzer told her the status of our budget with greatly increased expenses is tight. He stated that we are not aware of any grant programs currently available. He invited Mrs. Lantzy to come to the next Towanda Borough Finance Administration meeting that will be held on Thursday, March 1st, 2018 at 7 PM in this (Municipal) building, to discuss it further with her.

Next, Mr. Jack Coats of 331 York Avenue commented on the step-down house that is being set up at 104 York Avenue. The Bradford County Commissioners rented this home for a program that accommodates up to 5 people to stay there after they leave jail (for no longer than 4 months). Also, these people are said to be under constant supervision by probation and the sheriff's office.

Solicitor Smith commented by stating that the word came down that Bradford County was using this home for a step-down house, and they feel (Bradford County) that according to the current ordinance that this type of use is permitted. However, going forward we are considering an ordinance to amend tonight and this will address and tighten up the definition. He stated that we normally do not grant this type of usage in this district, but there is disagreement with that. Whether or not action is taken with respect to what is now occurring, we don't know. We have not been provided with a written statement from the County as to what is occurring at this house. Therefore, Solicitor Smith cannot answer questions about what is going on until he has a clear understanding of what is taking place there.

Mrs. Julie Larnard of 102 York Avenue is next door to this house and shares a driveway. She stated that she met a couple of the people staying there and they were not "scary," and it is very quiet. She observed for 2 to 3 days, and noticed that they put cameras outside around the house.

Mrs. Janice Campbell of 101 York Avenue (across the street) commented that she has 3 children that play in the neighborhood, and it is a family neighborhood. Her children walk to school and cross the street right there to go to a neighbor's house, and she feels we are going

in the wrong direction if social services programs take up our family neighborhood. She feels it will affect the tax base.

Mrs. Deneen Lantz of 120 York Avenue stated that she is worried about "what we don't know". The constant turnover of people living there means different personalities, and one group might not be the same as the other. She is concerned with her property values also and extra taxes that may be imposed due to more police officers being hired to cover the area. President Sweitzer stated that there is not going to be an increase in the police force because that house is there (for this usage).

Mrs. Mary Krill of 214 York Avenue is on the Zoning Hearing Board and stated that the committee worked on the Restrictions for R4 for years to not have this sort of thing happen.

Mr. Ronald Ludlow, introduced himself as the owner of the property. He stated that he also lives in the neighborhood (He currently rents an apartment down the street). He stated that he has rented the property for the past 5 years, mostly to the natural gas industry workers. Many of these renters left behind bills and damage. He stated the usage of the home now is a bridge for individuals who may be in a bad living situation, and this is a better place for them to be. He keeps an eye on his home and feels that it is safe.

Mrs. Lantz spoke again that Beacon Light, a residential facility is empty, as well as the old part of Crystal Springs Motel, and it is not in use at this time (not in the middle of families). She feels that this could have been presented to the public in a better way, and feels that it was slipped under the rug.

Mrs. Erin Groves of 208 York Avenue stated that she is on the Planning Commission and is very well aware of the definition. She addressed Mr. Ludlow and talked on how there was not anything known about the step-down home (it was not publicized and was not known). Being it has cameras around it, you cannot look at it as a house that is the same as her home or Mrs. Krill's home. She feels that if you are dictating who can live there, and you need cameras outside, then she does not feel that it is the spirit of what the home is intended to be. Mr. Ludlow disagreed.

Jeffrey Ryck of 215 York Avenue stated that he was a former correctional worker who did referrals of parolees to go from prison life to this type of facility. He said that sometimes people put together in this type of situation might not always get along with one another. He said he is worried about the safety of his children as well as his property value.

President Paul Sweitzer, who volunteers at the Bradford County Correctional Facility, said there are many people who need a place like this. He also stated that we could go on and on about this, but it is being handled by the lawyers and we are dealing with it as we go forward.

Mr. Kevin Doupe, who is on the Planning Commission felt that the purpose of this house is to help people who are trying to get their lives together.

Solicitor Smith stated that the issue is, "Does this fit this type of use"? He said the purpose of zoning is to provide orderliness to the particular areas of the borough making provision for land uses in the best interest of the people. The issue is does the ordinance permit this type of use? It may well fit in some other area of the borough where it is provided for clearly under the ordinance. The issue is NOT to exclude this type of use. The issue is does the step-down house belong in an R-4 district"?

Solicitor Smith also stated that there is provision for 5 unrelated individuals, but what we hear tonight is that the 5 unrelated individuals are people who are voluntarily getting together and

decide to live as a family. The issue from the borough's standpoint is, "Does this fit within the usage permitted for the R-4 district"?

Solicitor Smith stated we are going to see whether the existing use that is now there fits. He said he has heard more tonight about that plan and how it works than anything anyone else has shared with us. Thus far, we have not had that clarification from anyone, and he would like to get it. Going forward, we are going to clarify the definition so that people who are buying property in the R-4 district is in fact true to the terms of the ordinance.

Lastly, Mr. Mike Getz, who owns 15 and 16 York Avenue, stated that he has been in real estate business for 43 years as a commercial real estate broker. He stated that the step-down house would definitely lower home values on the Avenue.

President Sweitzer stated that we have given this subject about all we can do for now, but there will be more to follow about this public issue.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the January 2, 2017, Reorganizational & Regular meeting minutes was made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reported that they have had 23 calls this month, and between the three departments, there have been 74 calls this year already. Some are nuisance calls but the majority is necessary.

He stated that things are in good working order right now. The tower worked well at the local fire that happened at the Endless Supply store on Route 6 in Wysox. However, on the way back from the fire it was leaking hydraulic oil. A seal blew in the hydraulic pump that connects between the transmission of the truck to the pump and the borough Mechanic (Dalton Maynard) fixed it for the Fire Department. He did a very good job and Chief Roof told him (Mr. Maynard) thank you. Everything is in good working order for now.

Manager Lane stated that in the Finance meeting they have talked about the ladder truck (tower) and the need for a plan to replace it. He called the Fire Commissioner in Harrisburg to ask how the process works and for ideas he may have to consider our options to replace the tower, (it is a 1980 truck - 37 years old). Chief Roof stated that they have been looking around at the cost of a truck newer than 1980, like a 2005, or in that range, used of course. He said that trucks do come back from a lease program and they are reconditioned like brand new. The price range is between \$300,000 and \$400,000. There are some good trucks out there, but they need to see them and drive them too. In the future, he plans to look at some more trucks with a few of the other fire department members.

FIRE BOARD REPORT:

Mr. Klinger missed the Fire Board Meeting but it was brought to his attention that the board would like to approve Brett Kinney (Wysox Fire Dept Chief) as able to run all of the Towanda Fire Company trucks and equipment. Mr. Klinger made the motion and Mr. Taylor seconded it. Motion passed.

MAYOR'S REPORT:

Mayor Miller was not present.

POLICE CHIEF REPORT:

Chief Epler stated he attended a 4-hour SFST (Standardized Field Sobriety Testing) refresher training class held at the Wysox Fire Hall.

He also conducted an ARIDE (Advanced Roadside Impaired Driving Enforcement) class at that facility for DUID (Driving Under the Influence of Drugs) enforcement.

The 2006 Crown Victoria is in the garage for maintenance.

Lee Ann and Ray Sanders (Mrs. Miller's sister) donated 100 dollars to the K-9 fund. He would like to send a thank you card to them.

The Borough crew has just started work on the Borough Hall in the last few days for some badly needed cosmetic repairs.

Officer Werner has been on sick leave and he is recovering at home. He has appointments with several doctors and is hopeful that they will clear him to return to work soon.

JANUARY 2018 – Monthly Report

304	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
9	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
15	NON-TRAFFIC CITATIONS	10	THEFT REPORTS
0	DUI ARRESTS	4	ANIMAL COMPLAINTS
40	DISTURBANCE CALLS	10	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
7	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated there was nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the code enforcement report.

There were 6 permits issued in January 2018

Permit fees paid in January were \$247.00, YTD - \$247.00

Code Inspections charges in January were \$0 and YTD - \$0

The value of permits issued work in the borough YTD - \$15,558.00

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

Mr. Haight also told Council that most of the problems we are having lately in compliance action are with property maintenance and snow removal. According to the ordinance, homeowners should have their sidewalks shoveled within 24 hours after the storm. There were 17 notices sent in 1 day for snow removal. There were 16 citations taken to the magistrate in January.

Mr. Haight told Council that the **Planning Commission** has a public hearing at their next meeting on February 20th, to hear the first part of the use of a building in a C2 district. The party is asking for a variance to use the first floor of their building as an apartment which is in the C-2 central business district, which by ordinance §325-17c (3) allows apartments on the second and higher floors as a Special Exception.

PARKING REPORT – JANUARY 2018

# Green Tickets Issued:	-	6
# Yellow Tickets Issued:	-	0
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	2
\$ Amount Paid w/n 48 Hrs	-	\$0
# Paid After 48 Hrs	-	0
\$ Amount Paid After 48 Hrs	-	\$0
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	
Delinquent Tickets before Citation	-	3
\$		\$60
Revenue from Reserved Parking Spaces	-	\$3,000
Hours on Parking per Month	-	50
Police - # of Tickets Written	-	6
\$ Amount Paid W/N 48 Hours	-	\$10
\$ Amount Paid After 48 Hours	-	\$40
<u>TOTAL MONTHLY REVENUE</u>	-	<u>\$3,110</u>

BOROUGH MANAGER'S REPORT:

1. Downtown Revitalization Project-

Manager Lane stated that the progress is continuing, but slowly, as the contractor is working around the weather as best as they can.

The Office of the Budget rescheduled the next monitoring visit until sometime in March. It was originally scheduled for next week.

The Office of the Budget informed Manager Lane that they are currently reviewing our drawdown requests and we should hear from them shortly.

Also, Manager Lane said the single audit that Lochen & Chase did is complete.

2. **College Run –**
Patiently waiting for FEMA’s final audit, closure, and reimbursement.
3. **USDA GRANT/LOAN – BACKHOE –**
Manager Lane has no new information regarding the grant/loan. Hopefully, we will hear something soon, possibly by the 8th of February.
4. **SR 3020 Turn back – Poplar Street**
Manager Lane provided last month’s resolution to PennDOT. He contacted Hunt Engineering to provide us with a proposal for permitting, design, and construction administrative services. The engineering costs are included in the turn back agreement.
5. **2018 Paving –**
Due to the snow, Municipal Services and Manager Lane decided to reschedule for later in the month. As of right now, the only definite paving will be Washington Street.
6. **Ladder Truck –**
Manager Lane has started to make inquiries regarding the replacement of the tower. The current truck is certified, however; it is 38 years old and becoming very expensive to maintain. We are just looking to see what is out there and have no plans as of yet. The tower is still currently operational.
7. **2018 Bridge Work –**
Manager Lane spoke with PennDOT’s contractor regarding his schedule for the bridge maintenance this coming summer. They plan to begin as soon as the weather permits. They will be begin the project starting underneath the bridge.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith prepared for Council an amended ordinance to delete and replace the definitions of “Dwelling Structure” and “Single Housekeeping Unit” in Chapter §325, Article XI, Section 325-1 of the Towanda Borough Code (included in your packet).

The voting results are as follows:

ORDINANCE 2018-1

Amend Chapter §325, Article XI, Section 325-1 of the Towanda Borough Code

Mr. Christini made a motion seconded by Mr. Kovalcin to adopt the Ordinance.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

Ordinance 2018-1 carried unanimously.

*At 8:32 PM, Solicitor Smith called for an **Executive Session** to discuss potential litigation. At 8:57 PM, the Executive Session ended.*

BOROUGH SECRETARY REPORT:

Secretary Kulick shared with Council that the YMCA and Rape Crisis Center will be holding their annual Shamrock 5K run/walk event on Saturday, March 24th.

Also, the Towanda Little League Opening Day Parade is scheduled to be held on Saturday, April 29th beginning at 9 AM.

ADMINISTRATIVE REPORT:

*At 8:58 PM, Manager Lane called for an **Executive Session** to discuss a personnel issue. At 9:24 PM, the Executive Session ended.*

UNION SUB-COMMITTEE REPORT:

This year the Public Works union employees will be negotiating for a new contract that should start in June.

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

PLANNING COMMISSION REPORT:

Mr. Christini stated the meeting that was to be held on January 16th was cancelled due to weather conditions that night.

MISC:

RECREATION REPORT:

Mr. Kovalcin stated they had a meeting, but there was nothing to bring to the board tonight.

TMA/WMA/CBPA REPORTS:

Included in packet.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 9:28 PM.



Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes March 5, 2018

The **MARCH 2018**, regular meeting of the Towanda Borough Council was held on Monday, March 5, 2018, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

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

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

CITIZENS TO BE HEARD:

Mr. Charlie Kitchen, who recently bought 3 North Fourth Street, introduced himself and stated he was there to talk about the stray cats and neighborhood cats around his home. He said they spray on his property and ruined his wicker porch furniture and the smell of cat urine is in his home. He said there are cats on each side of his house and the tom cats are spraying and fighting all the time.

A lot of discussion took place concerning this common problem. Code Enforcement Officer Jim Haight said that TNR (trap-neuter-return) is the best way to curb the problem. We were approached by the "You Too Animal Rescue," at last month's Council meeting, and they would like to work on this problem in Towanda. Several reps spoke about how the program works and requested some financial support to be able to run it.

President Sweitzer stated that the cat issue has been talked about before and it is difficult to police cats like you can dogs, and there is no clear answer. He stated that council will check with the State Association of Boroughs and Solicitor Smith may be able to find a sample ordinance in the PA Borough Solicitors Association website.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the February 5, 2018, Regular meeting minutes was made by Mr. Taylor and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was unable to attend the meeting, but Mr. Klinger stated that he read the chief's report, and it looked like they had a busy month.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

Mayor Miller stated that there is a fundraiser for youth soccer on April 14th at the Riverfront Park.

POLICE CHIEF REPORT:

Chief Epler informed Council that Governor Tom Wolf's cabinet is coming to town on Wednesday, March 7th, to talk about issues. It's called "Cabinet in Your Community" talk and will be held at the Keystone Theater.

Chief Epler reviewed the monthly report:

Officer Werner was cleared by his doctor and has returned to work as of 2/11/2018. Therefore, the Chief has resumed using our part-time officers to get vacation time used.

Officer Hennessy gave a refresher classes at the Towanda Area Schools for A.L.I.C.E training and a table top exercise. (Alert Lockdown Inform Counter Evacuate).

Officer Lake did self-defense training for the Survival Class at the High School.

The Chief said they are currently looking at cameras and video surveillance equipment for the police cars.

JANUARY 2018 – Monthly Report

323	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
23	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
6	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
1	DUI ARRESTS	8	ANIMAL COMPLAINTS
50	DISTURBANCE CALLS	12	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
8	CRIMINAL ARRESTS		

Chief Epler reviewed year-end report for 2017.

2017 – YEAR END

3988	COMPLAINTS RECEIVED	8	JUVENILE PETITIONS
411	TRAFFIC CITATIONS		K-9 SERVICE (BORO)
133	NON-TRAFFIC CITATIONS	82	THEFT REPORTS
28	DUI ARRESTS	63	ANIMAL COMPLAINTS
616	DISTURBANCE CALLS	77	VEHICLE DOORS OPENED
54	VEHICLE ACCIDENTS	132	WARNINGS ISSUED
	OUT OF TOWN ASSISTS		K-9 SERVICES
113	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated they want to change the meeting day and time to the same night as the monthly council meeting. This would take place at 6 PM, but he needs to talk to Mr. Roof first to see if this is ok for his schedule.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight said there will be a Zoning Hearing Board meeting tomorrow night (3/6/2018 at 7 PM) for a zoning appeal on an amended application for a variance (submitted for use of a

building in a C2 district), by Charles & Karen Kovacs. They are asking for a variance to use the first floor of their building as an apartment which is in the C-2 central business district, which by ordinance §325-17c (3) allows apartments on the second and higher floors as a Special Exception. The variance was denied by the Planning Commission as it is in a C2 District, and first floor living space is not permitted.

There were 11 permits issued in February 2018
Permit fees paid in February were \$1,146.00, YTD - \$1,393.00
Code Inspections charges in February were \$700.00 and YTD - \$700.00
The value of permits issued work in the borough YTD - \$56,108.00

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

PARKING REPORT – FEBRUARY 2018

# Green Tickets Issued:	-	12
# Yellow Tickets Issued:	-	6
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	4
\$ Amount Paid w/n 48 Hrs	-	\$40
# Paid After 48 Hrs	-	4
\$ Amount Paid After 48 Hrs	-	\$80
# Tickets to Magistrate as Citations	-	
Amount Received from Magistrate	-	0
Delinquent Tickets before Citation	-	5
\$		\$100
Revenue from Reserved Parking Spaces	-	\$3,030
Hours on Parking per Month	-	50
Police - # of Tickets Written	-	58
\$ Amount Paid W/N 48 Hours	-	\$150
\$ Amount Paid After 48 Hours	-	\$140
<u>TOTAL MONTHLY REVENUE</u>	-	<u>\$3,540</u>

BOROUGH MANAGER’S REPORT:

1. **Downtown Revitalization Project-**

Manager Lane said that progress continues slowly but surely on this \$4.2 million-dollar project. Contractor is working around the weather as best as they can. A ma-

majority of the footers and piers are in place. The wet soils are slowing down the backfill process. They plan to begin steel work by the end of March. Contractor still feels confident in August/September completion.

Getting very close to seeing Phase II reimbursements. Manager Lane has been working with the Office of the Budget on a few final compliance items.

2. College Run –

Manager Lane received a notification from PEMA that they agree with all the expenses we turned in for the College Run Project. Now waiting for FEMA to finalize/settle and close the project. He stated that we were \$772,000 under budget on this project, so the state de-obligates those funds and they will go to some other disaster elsewhere. Our final reimbursement is around \$64,000 for our administrative time and a few engineering invoices that we paid last year and in 2016.

3. USDA GRANT/LOAN – BACKHOE –

Manager Lane said we should be hearing from them by the end of this week.

4. PennDOT Projects -

- a. Towanda Bridge work is scheduled begin by the end of March - (weather permitting) all work will be underneath until May 7th, when PennDOT is allowing deck work to begin. According to PennDOT, there will always be 2-way traffic on the bridge during this project (the It will be divided in 3rds).
- b. York Avenue resurfacing will begin in June. I was advised they would be starting on the base repair and ADA sidewalk ramps first, and then the mill and overlay will follow. The project will start at Mix Ave. and end at the bridge just past Leroy's in North Towanda.

The Towanda Municipal Authority in preparation for the Rt. 6 work is replacing man-hole frame and covers within the project area. They started last summer and have a few left to finish this spring.

- c. Manager Lane said that SR 2027 (South Main Street) paving has been pushed to 2019. He added that the water line by the Elks needs to be replaced before they pave.
- d. PennDOT is presenting the turn back project (Poplar Street) to their Union. Union notification is a requirement of their internal process. Once it goes through the union, it will go to Harrisburg to draft an agreement. Then it will come back to us, and then it will go back to Harrisburg for approval.

5. Ordinance Cleanup -

Manager Lane is looking into cleaning up a few ordinances. Some we have discussed in the past. He stated that we need to remove the Oil and Gas language from our zoning ordinance, clean up the Water & Sewer ordinance that conflicts with TMA's Rules and Regulations which is handled by Towanda Water & Sewer. He said we also need to look into the Occupational tax ordinance, as it looks like council

started to update it in 2012, but it was not completed. Therefore, we still need to address it.

6. **2018 Paving –**

On the fence about Paving in 2018. Considering waiting until 2019 in order to have more liquid funds money for a larger paving project. I am meeting with Greg Dibble on the 13th.

7. **Superintendent Position -**

The search has begun. I advertised the position in the Daily Review as well as the Morning Times. I have received several resumes and plan to interview at the end of the month.

BOROUGH SOLICITOR'S REPORT:

At 7:48 PM, Solicitor Smith called for an Executive Session to discuss potential litigation. At 7:56 PM, the Executive Session ended.

BOROUGH SECRETARY REPORT:

Secretary Kulick had nothing to report.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

This year the Public Works union employees new contract negotiations will be starting sometime in May. President Sweitzer also invited any members of TMA to sit in the union negotiations if they desire. President Sweitzer, Mrs. Miller and Mr. Rick Lewis are on the committee. Manager Lane will be involved, and a board member of TMA expressed an interest in sitting in also.

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

PLANNING COMMISSION REPORT:

Mr. Haight said they had a public hearing to review a variance application request for Chuck & Karen Kovacs to use the first floor of their building at 5 Poplar Street, for an apartment. This is in the C-2 Central Business District which by ordinance § 325-17C(3) allow apartments on the second and higher floors as a Special Exception. The Planning Commission members voted to deny because the building is in a C2 District, and first floor living space is not permitted. Mr. Haight stated the Zoning Hearing Board will meet on March 6 at 7 PM to review the Amended Application for the Variance and hear testimony.

He also said that District Magistrate Todd Carr will be a guest for the next Planning Commission meeting on March 20th at 7 PM. The members would like to talk to him about code fines.

RECREATION REPORT:

Mr. Kovalcin stated the committee is raising money for 3rd Ward Playground new modern equipment, the equipment there now is very old.

TMA/WMA/CBPA REPORTS:

Included in packet.

MISC: Mr. Long said that he gets questions about the parking garage, if there will be a charge to park there. Manager Lane stated there will be a charge for monthly rental of the 2nd and 3rd floor, and we might offer hourly parking on the bottom floor. We do not have a set up for 1-day parking yet. There were originally 80 spaces in the old parking lot, therefore will net 120 spaces in the new parking garage. Also, he said the County will get 20 spaces on one of the floors for 5 years (in lieu of interest on the Borough's interim loan). The charge for parking on the 1st floor and what the fines will be is to be determined by the Administration Committee.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Miller and seconded by Mr. Klinger. Meeting adjourned at 8:13 PM.



Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes April 2, 2018

The **APRIL 2018**, regular meeting of the Towanda Borough Council was held on Monday, April 2, 2018, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: Mrs. Lacek

CITIZENS TO BE HEARD:

None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the March 5, 2018, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated there were no issues with any equipment; however the tower has not been certified yet. He is actively looking to replace this fire truck with a used one.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting and commended the fire department for doing a great job.

MAYOR'S REPORT:

Mayor Miller stated that April 28st is the Parade for Opening Day of Towanda Little League.

POLICE CHIEF REPORT:

Officers Lake, Edsell and Chief Epler attended a Heroes Breakfast at The Genetti Hotel in Williamsport, PA. This was an award ceremony held by the North Central Pennsylvania Chapter of the American Red Cross to recognize the Towanda Borough Police Department for their dedication and for putting their lives on the line for public safety.

Chief Epler stated that the award honors all of the Officers of the Towanda Police Department for their dedicated service to the community. He went on to say that all of the officers have done a heroic action and look at it as part of their duties. To be recognized is nice. The Bloomsburg Police Department was the only other police department to receive this honor

Also, Chief Epler stated on Friday, 3/9/2018, at 5:34 PM, Sgt. Lantz responded to a crash on the Merrill Parkway. The accident was right next to the station, and involved a single car rollover with ejection and entrapment. Sgt. Lantz and a passerby lifted the vehicle off the pinned male while another pulled the victim free. It was determined later that the vehicle was doing approximately 75 mph, and the female driver had twice the legal limit of alcohol. She faces a multitude of charges, including DUI.

Chief Epler reviewed the monthly report:

MARCH 2018 – Monthly Report

383	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
45	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
4	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
2	DUI ARRESTS	7	ANIMAL COMPLAINTS
59	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated the committee has agreed to change the meeting day to the first Monday of the month from 6 PM to 7 PM. Secretary Kulick will get this change advertised in the Daily Review.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight stated there were a couple addition errors on the Contractors Registration for month and year to date that have been corrected. For the month the number should be 52, and year to date should be 63.

There were 11 permits issued in March 2018
 Permit fees paid in March were \$661.00 YTD - \$2,054.00
 Code Inspections charges in March were \$150.00 YTD - \$850.00
 The value of permits issued work in the borough YTD - \$96,573.00
 Contractor's Registrations amount to \$6,300.00

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

He also stated there was not a quorum at the last Planning meeting, but the discussion was productive.

A Zoning Appeal for Charles & Karen Kovacs will be heard by the Zoning Hearing Board on Wednesday, May 9, 2018, at 7 PM, here in the Council Room. Again, this is on an amended application for a variance (submitted for use of a building in a C2 district). They are asking for a variance to use the first floor of their building as an apartment which is in the C-2 central business district, which by ordinance §325-17c (3) allows apartments on the second and higher floors as a Special Exception. The variance was denied by the Planning Commission as it is in a C2 District, and first floor living space is not permitted.

PARKING REPORT – MARCH 2018

# Green Tickets Issued:	-	5
# Yellow Tickets Issued:	-	3
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	1
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	2
\$ Amount Paid w/n 48 Hrs	-	\$40
# 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	-	4
\$		\$80
Revenue from Reserved Parking Spaces	-	\$3,090
Hours on Parking per Month	-	50
Police - # of Tickets Written	-	10
\$ Amount Paid W/N 48 Hours	-	\$40
\$ Amount Paid After 48 Hours	-	\$10
<u>TOTAL MONTHLY REVENUE</u>	-	<u>\$3,320</u>

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

Manager Lane stated the general contractor continues to move forward. Back filling and laying block walls have been the main focus this month. Anticipating the alley to be reopened in the near future.

Steel deliveries will begin in April, and the contractor is confident the project will be completed by the original August 8th, 2018 deadline.

Manager Lane is still working with Office of Budget on reimbursement for Phase II.

2. College Run –

Manager Lane received a notification from PEMA to de-obligate the funds that were not used during the project. The total under run was \$772,090.36. Manager Lane was awaiting final closeout in order to receive the Borough’s final reimbursement of \$63,294 for engineering fees, legal fees and direct administration. This confirmation just came in today’s mail.

3. USDA GRANT/LOAN – BACKHOE –

Manager Lane received notification that the Borough has been awarded \$37,500 in grant funds and a \$50,000 loan from USDA Community Facilities grant/loan program. The total cost of the backhoe is \$102,552.60. Manager Lane plans on splitting the cost with the Municipal Authority. Solicitor Smith will be providing the closing documents to submit to USDA for their approval.

4. PennDOT Turnback -

PennDOT is presenting the turn back to their Union at their April meeting. Manager Lane anticipates things will move forward once that hurdle is cleared. He has received a proposal from Hunt Engineers for engineering services which includes Survey, Design, and Construction Administration. The cost is well within PennDOT's estimate and he will ask Council's approval to execute once he has the agreement in place with PennDOT.

5. 2018 Paving –

The advertisement seeking bids was published in the Daily Review on Tuesday, March 27th. The bid opening is set for April 20th at 1:05 PM. Manager Lane will present the results for council's approval or rejection at the May meeting.

The streets that were chosen for this year's paving are the following:

- Third Street between Elizabeth Street and College Avenue
- Fifth Street from Thomas Street to the Borough line
and
- Washington Street from the railroad tracks to Main Street.

6. Superintendent Position -

Manager Lane stated that a small committee was formed to assist in the hiring of Fred Johnson's replacement. The committee consists of (2) TMA board members, (1) Council Member, Fred Johnson and Manager Lane. They have decided to conduct interviews on Tuesday the 3rd and Thursday the 5th. We have reviewed the resumes as a committee and chose just a few to interview. He will keep everyone updated.

7. 2017 Audit report – DCED –

Manager Lane stated that our independent auditor Lochen & Chase concluded our 2017 finance report for the DCED on March 23, 2018. The full financial statements will be provided in the near future. This will be the final year for the Borough to undergo a "single audit". In 2018, the borough will see back to normal audit expenses.

8. Parkway LED conversion –

Manager Lane stated that the Penelec is into the final stage of the Borough-wide streetlight LED conversion. They are currently on Main Street doing the decorative lights.

Manager Lane was recently made aware of possible rebates from Penelec if our Borough owned lights on the parkway are converted to LED. He has found a reasonably priced conversion bulb, however he will verify the bulb is on the DLC (designed light consortium) list to qualify for the rebate.

Mr. Christini stated that on Elm Street there are some silver post lights, and would we consider changing them also. He also mentioned South Main Street. Manager Lane stated that we do own the lights on Elm Street, but South Main Street lights are owned by Penelec. Manager Lanes also stated that we need to find compatible lights for these lights.

Chief Roof stated that there was an emergency on Park Street recently, and the Fire Department could not get down the street. They had to go down another street to reach the incident. It was decided that we will need to address the parking on this street when the parking garage is finished being built.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he may have to do a borrowing ordinance and will need Council's permission to draft the Ordinance (if we need it), in order for the Borough to take on a loan to purchase the new backhoe. President Sweitzer questioned if we needed an ordinance or adoption of a resolution. Solicitor Smith said he would make sure, but he would still need approval to do one or the other.

A motion to have Solicitor Smith draft the ordinance (if needed) or a resolution was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented a copy of the NTSWA guidelines for the Borough Clean-Up that will take place on Friday, May 18th and Saturday, May 19th. Mrs. Kulick will send the information and guidelines to the Daily Review to be featured as a news article.

Also, Secretary Kulick stated there will be a first ever "Survivor's Walk" and Resource Fair held on Thursday, April 12th at 5 PM starting at Hurley's (walking on the sidewalk) and ending at the Bradford County Courthouse where the Resource Fair (for survivors of all crimes) will be held. This walk is being held during "National Crime Victims Rights Week".

ADMINISTRATIVE REPORT:

Included in packet.

Also, Manager Lane and President Sweitzer attended the River Valley Regional YMCA Awards banquet in Williamsport and Towanda Borough received the Community Service Award for the year.

Mr. Christini stated that we should invite the local Towanda Branch Executive Director, Charity Field to report for us on how the branch is doing. Manager Lane stated he will invite Charity to come to the May meeting.

UNION SUB-COMMITTEE REPORT:

President Sweitzer stated the Public Works union employees new contract negotiations will be starting soon. President Sweitzer also did invite any members of TMA to sit in on the union negotiations if they desire. One person came forward from TMA, and that person will be involved with Committee members President Sweitzer, Mrs. Miller and Mr. Rick Lewis, along with Manager Lane.

FINANCIAL REPORT – A motion was made by Mr. Long and seconded by Mr. Klinger to pay the bills. Motion passed.

PLANNING COMMISSION REPORT:

The Planning Commission's March meeting did not have a quorum. However, District Magistrate Todd Carr was present and discussed Property Maintenance fines and answered questions. Magistrate Carr stated that he feels the fines imposed are good and enforceable. He does not feel there is a need to increase the fines to stop repeat offenders, but we need to improve upon what we have in place and practice firm and consistent enforcement.

RECREATION REPORT:

Mr. Kovalcin stated that the committee will soon have a list of all the bands for this summer's "Concerts in The Park", and they are working on getting new modern playground equipment for 3rd Ward Playground.

TMA/WMA/CBPA REPORTS:

Status and latest news is included in packet.

MISC items:

Manager Lane stated that Bill Manville, the Emergency Management Coordinator told him to start thinking about finding someone to take over his EMC position. He has been a volunteer since October, 2010.

Concerning the Trail Project Study, Manager Lane stated they are planning on scheduling another meeting soon.

Mr. Taylor commended the borough crew for their swiftness in fixing the problem with the plugged sewer on Pine Street recently.

ADJOURNMENT:

Motion to adjourn was made by Mr. Klinger and seconded by Mr. Christini. Meeting adjourned at 8:04 PM.



Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes May 7, 2018

The **MAY 2018**, regular meeting of the Towanda Borough Council was held on Monday, May 7, 2018, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:01 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: Mr. Long

CITIZENS TO BE HEARD:

Charity Field, Executive Director of the local Bradford County YMCA was present to update Council on the status of the Y. She stated the YMCA is doing well even though they are down a little bit in memberships from a couple years ago. This is mostly due to the natural gas business that had a dip locally. She said they are still keeping the membership cost affordable.

They also will be having their annual campaign for scholarships for those that can't afford memberships, day camp and after school programs. They have "child watch" available for parent(s) taking part in the exercise classes, and they are working on the Summer Day Camp program, plus for the last 6 months they have been working on getting Corporate Memberships. She also stated that spring swimming is currently taking place at the Towanda High School and the YMCA may bring back the "lanes" in the pool for lap swimming this summer.

Mrs. Field also asked permission to install a wall to separate the building's weight training area and gym. This is to *improve safety*, as there are children running around the gym or people playing basketball, all close to one another. Also, there is music playing at group exercise programs that can be heard in the weight area. They have been working on this project and raising money for a couple years. She showed the specs for this project that were stamped and drawn up by Hunt Engineering. She stated capital money is raised and they are ready for approval from council to move ahead. A motion to approve Mrs. Field's request on behalf of the YMCA was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

President Sweitzer thanked Mrs. Field and the YMCA board for all the work they do and that it is a great facility.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the April 2, 2018, regular meeting minutes was made by Mrs. Lacek and seconded by Mr. Christini. Motion passed.

FIRE CHIEF REPORT:

Chief Roof's report was provided however, he had to leave the meeting at 7:02 PM due to an EMS call.

FIRE BOARD REPORT:

Mr. Klinger had nothing to report.

MAYOR'S REPORT:

Mayor Miller thanked the firemen for the chicken barbeque they held on Little League opening day. All the chicken was sold out.

Also, he stated that a citizen wanted to know if there could be Farmers Market held in the underpass of the Treehab building. Manager Lane will contact Dennis Phelps of Treehab to inquire.

Mayor Miller also stated that a citizen mentioned to him that our area may be interested in getting the Stephen Foster statue that was taken down in Pittsburgh, PA. It was said that Camptown or the historical society may be the people to contact.

Mayor Miller also praised Bradford County Action for all the work they did in clearing brush and sprucing up Memorial Park and the area around it. He stated that it looks great.

POLICE CHIEF REPORT:

Badge number 1510-Officer Edsell and myself attended the Domestic Violence Lethality Assessment Screen, Train the Trainer instruction, which was held at the American Legion in Towanda. Chief Epler stated that this was a very good program.

Officer Bellows is attending training at State College for the DUI grant program, and he will attend an Elder Abuse program at the American Legion in Towanda.

Chief Epler reached out to a suppressor (silencer to make assault rifle more comfortable when shot without officer having ear protection) company. The company sent the department 2 sample suppressors to demo. The Chief has been testing them at the old New Albany Elementary school, thanks to the owner, Skip Dunn.

The Chief stated that Watch Guard Video Systems came to the Towanda station this month and demonstrated their latest body worn cameras and in-car camera. Mr. Taylor attended the demonstration at the station. He would like to outfit 2 cars, the 2014 & 2016, and have 4 body cameras that would be interchangeable between officers. They gave the Chief a price quote for the needs of our police department. Mr. Christini stated that he would like to hear from the police committee on their recommendation of this system. The Chief was advised to go forward and the committee will meet and report back to council.

APRIL 2018 – Monthly Report

404	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
47	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
17	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
6	DUI ARRESTS	7	ANIMAL COMPLAINTS
69	DISTURBANCE CALLS	9	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	17	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
12	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated that the committee will meet and report back to council.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

There were 27 permits issued in April 2018
Permit fees paid in April were \$1,296.00 YTD - \$3,350.00
Code Inspections charges in April were \$275.00 YTD - \$1,125.00
The value of permits issued work in the borough YTD - \$186,139.91
Contractor's Registrations amount to \$6,500.00

PARKING REPORT – APRIL 2018

# Green Tickets Issued:	-	6
# Yellow Tickets Issued:	-	0
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	0
\$ Amount Paid w/n 48 Hrs	-	\$0
# Paid After 48 Hrs	-	2
\$ Amount Paid After 48 Hrs	-	\$40
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citation	-	6
\$		\$120
Revenue from Reserved Parking Spaces	-	\$2,990
Hours on Parking per Month	-	40
Police - # of Tickets Written	-	37
\$ Amount Paid W/N 48 Hours	-	\$70
\$ Amount Paid After 48 Hours	-	\$20
<u>TOTAL MONTHLY REVENUE</u>	-	<u>\$3,340</u>

BOROUGH MANAGER'S REPORT:

1. **Downtown Revitalization Project-**

Manager Lane stated we received our first Phase II reimbursement (\$1.2 Million) from RACP. Hallelujah!!

E.R. Stuebner has finally caught a break with the weather. Progress

The current construction priorities are:

Footings – Complete

Piers – Complete

Backfill – finish any day now

Rough in Electric – finish any day now

Rough Plumbing – finish any day now

Steel – May 13th – June 3rd

Decking/Pouring – June 3rd – July 15th

2. **USDA GRANT/LOAN – BACKHOE**

Fred Smith is currently working on the closing documents and legal requirements for the loan for the Backhoe.

3. **PennDOT Turn back -**

PennDOT is presenting the turn back of state route 3020 to the union at their June meeting. Manager Lane informed council last month their presentation was going to happen in April. Unfortunately, the April meeting was cancelled and they will present the turn back at the June meeting.

4. **2018 Paving –**

On April 20th Manager Lane and Diane held a public bid opening for 2018 Towanda Borough Paving. The results were as follows:

1. MR Dirt - \$ 68,598.26
2. Bishop Brothers - \$ 57,072.40 - Low Bidder
3. G. O. Hawbaker - \$71,518.00

The estimate for the project was \$53,390.25

Manager Lane recommended council approve Bishop Brothers as the accepted and lowest bid for the 2018 Borough Street Paving. **A motion was made by Mrs. Lacek and seconded by Mr. Kovalcin to accept Bishop Brothers bid. Motion passed.**

5. **Parkway LED conversion –**

Manager Lane is working with a Penelec recommended consultant to find a LED equivalent for the Merrill Parkway high pressure sodium lights. In order to receive the rebate the bulbs need to be “DLC” approved. We are looking at a \$23 per bulb rebate. This is roughly 30% of the cost of the bulbs.

6. **Union Contract Negotiation –**

The Teamsters Local 529 President & Business Agent notified the Borough they are ready to begin negotiations. Manager Lane called to set up the first meeting, however they are not ready yet. They will call Manager Lane back when they are ready to sit down and begin discussions.

The Teamster Health and Pension Funds decided to conduct an audit of the Borough contributions to the Health and Pension plans. The audit is scheduled for May 21st, 2018. They will be conducting an audit of contributions made in 2012 thru 2017.

7. **Spring has Sprung! –**

The lawn crew started working last week as well as the crew from Bradford County Action. The Bradford County Action Crew has been removing small trees and brush from around Memorial Park Area and will continue on with several other projects around town. We plan on having them paint the Memorial Park Pavilion posts, remove weeds and brush along the parkway. The recreation committee arranged the group. Great Idea!!

Manager Lane also announced that Chad Strickland started working for the borough today. He is behind Fred Johnson, who is retiring. Mr. Johnson will be retired, but available to help Chad transition to this position, and he will also be a consultant for some months.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he was working on the paperwork for the purchase of the BACK-HOE.

BOROUGH SECRETARY REPORT:

Secretary Kulick stated there will be another article run in the paper of the Borough Clean-up details before the actual dates - May 18th and 19th.

ADMINISTRATIVE REPORT:

Included in packet.

President Sweitzer asked for an Executive meeting at 8:18 PM to discuss personnel.

The regular council meeting was back in session at 8:45 PM.

UNION SUB-COMMITTEE REPORT:

President Sweitzer stated that the committee would like to meet soon. Waiting on the Union, which stated they weren't quite ready yet. It will be soon.

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

PLANNING COMMISSION REPORT:

The Planning Commission's April meeting had a quorum per Mr. Christini and there was a lot of discussion about the property maintenance fines. He stated that there was a motion made and approved to NOT raise the property maintenance fines.

Mr. Christini also stated that the committee will be looking at recreational vehicles, campers and utility trailers on streets in residential districts in the borough, and Manager Lane is going to give the committee some samples from other boroughs to read and discuss.

Also, President Sweitzer said that the committee should be guided, kept formal and on track with what is needed to accomplish.

RECREATION REPORT:

Mr. Kovalcin stated that the committee has lined up acts for June, July and August with a vendor selling ice cream in June, and a vendor selling hot dogs and drinks in July.

TMA/WMA/CBPA REPORTS:

Status and latest news is included in packet.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Christini. Meeting adjourned at 8:57 PM.



Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes June 4, 2018

The **JUNE 2018**, regular meeting of the Towanda Borough Council was held on Monday, June 4, 2018, 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:

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

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

CITIZENS TO BE HEARD:

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the May 7, 2018, regular meeting minutes was made by Mr. Taylor and seconded by Mr. Klinger with a couple minor corrections. Motion passed.

FIRE CHIEF REPORT:

Chief Roof's report was provided.

FIRE BOARD REPORT:

Mr. Klinger had nothing to report.

MAYOR'S REPORT:

Mayor Miller signed a declaration for National Music Society Week. Also, Mayor Miller stated he was glad to see that Chad Strickland is now the new Water & Sewer Superintendent behind Fred Johnson. Also, the Mayor stated that Marilee Brown, daughter of former Chief of Police Dean Meredith (who has since passed) received a letter of recognition from the National Association of Chiefs of Police for her father's role in the apprehension of the bank robbers of the infamous Brinks Robbery. Mayor Miller is going to frame a copy of the letter and hang it in the Borough Hall lobby.

POLICE CHIEF REPORT:

Chief Epler was not in attendance, but did submit his report.

MAY 2018 – Monthly Report

450	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
27	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
17	NON-TRAFFIC CITATIONS	9	THEFT REPORTS
3	DUI ARRESTS	10	ANIMAL COMPLAINTS
91	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
12	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated that the committee plans on meeting next month.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

There were 25 permits issued in May for a total YTD at 80.
Permit fees paid amount in May was \$1,523.00 YTD - \$4,873.00.
Code Inspections charges in May were \$415.00 YTD - \$1,540.00.
The value of permits issued work in the borough YTD - \$2,819,088.19.
Contractor's Registrations in May amounted to \$1,250 YTD - \$7,750.00

Manager Lane explained that the last page of the code report lists 21 vacant, foreclosed and abandoned homes in the Borough. Some that have violations for grass, poor condition, etc. He stated that some owners such as banking institutions are difficult to contact to get the violations addressed. Manager Lane stated that they send an invoice and citation, and if the owner does not pay, the Borough files a "municipal claim" on the property. Manager Lane stated that they will get the grasses cut one way or another to keep up with the overgrowth of these properties.

PARKING REPORT – MAY 2018

# Green Tickets Issued:	-	3
# Yellow Tickets Issued:	-	0
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	0
\$ Amount Paid w/n 48 Hrs	-	\$0
# Paid After 48 Hrs	-	2
\$ Amount Paid After 48 Hrs	-	\$40
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citation	-	3
\$		\$60.00
Revenue from Reserved Parking Spaces	-	\$2,990
Hours on Parking per Month	-	40
Police - # of Tickets Written	-	13
\$ Amount Paid W/N 48 Hours	-	\$40.00
\$ Amount Paid After 48 Hours	-	\$40.00
<u>TOTAL MONTHLY REVENUE</u>	-	<u>\$3,170</u>

BOROUGH MANAGER'S REPORT:

Manager Lane introduced Chad Strickland to the council members.

1. **Downtown Revitalization Project-**

RACP reimbursements are coming in regularly finally.

Substantial progress has been made since the last council meeting. The steel skeleton is mostly complete and Manager Lane expects progress to continue at a solid pace. The construction company still says they will be done with construction by August this year.

2. **USDA GRANT/LOAN – BACKHOE –**

Manager Lane stated Fred Smith sent the draft closing documents and legal requirements for the loan to our USDA Rural Development Specialist in Montoursville for review. As soon as they send us the approval, we will get the backhoe.

3. **PennDOT Turnback -**

PennDOT is presenting the turn back to the union at their June 26 meeting. As far as Manager Lane is aware, the project is still moving forward.

4. **2018 Paving –**

The contract has been executed with bid winner Bishop Brothers. According to Manager Lane, there will be a “change order” for milling down and placing middle mix down on 5th Street. The original plan was to only overlay, however it would raise the street too much. We found sump pumps and drains running along the edges that we missed when reviewing the street in March. He is working with PennDOT Municipal Services on the change order.

5. **Parkway LED conversion –**

Manager Lane found a replacement LED bulb for the parkway lights. The bulb is on the approved list to be eligible for a rebate. He has an estimate of \$5,195.81, to replace all 87 bulbs. He is waiting to hear how much the rebate will be for the bulbs. The rebate for these types of bulb usually is \$17.82 per bulb. That will save us approximately \$1,550.34. Total cost to Borough for conversion with rebate will be \$3,645.47, and usage should be cut in half. He also stated that we can replace the bulbs in house.

6. **Health and Pension Fund Audit -**

An audit was conducted on May 22nd and 23rd. The audit was for 2012, 2013, 2014, 2015 and 2016 and 2017. We are in the process of contesting a few of what the auditors would say are findings. I will have the final outcome at the July 2018 meeting.

7. **College Run -**

Manager Lane stated that “College Run’s” (1) one year warranty is fast approaching the end date. Eric Casanave (Stiffler, McGraw & Associates engineer) and I intend to meet with the contractor within the next couple weeks and go over any items that need addressing.

8. **Union Negotiations**

I called the Teamsters office on Thursday to check the status of scheduling the first meeting. Rick Dexter, Secretary-Treasurer of Local 529, stated they will start the 2nd week in July.

9. **Superintendent**

Manager Lane reviewed that we hired a new Water and Sewer Superintendent, Chad Strickland. He started May 7th, and has really hit the ground running. Fred Johnson will be on vacation until his final end date. Fred will remain as a consultant to assist with Chad’s transition.

MISC:

Also, Manager Lane stated that he and Diane Kulick (Secretary-Treasurer) will be attending the PA Association of Boroughs annual meeting in Hershey, PA. We will be there for Tuesday’s conferences only.

Bradford County Action employees are continuing to clean up Borough areas. They are cleaning up the park across from this building (Roger Madigan-Gateway Park). It was noted that Former Senator Madigan recently passed away.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith was out of town.

BOROUGH SECRETARY REPORT:

Secretary Kulick had nothing to report.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

President Sweitzer stated that TMA board member A. J. Brandt will be involved in the negotiations for a new contract this time.

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

PLANNING COMMISSION REPORT:

Secretary Kulick updated Council on the Planning Commission's recent meeting, and the "draft" of the May 15th meeting is included in this packet.

RECREATION REPORT:

Mr. Kovalcin stated that the first night for the summer concerts at Riverfront Park is June 14th, with Grapefruit Cannonball Express being the band (entertainment) for the evening. Starting time is 7 PM, and future dates are June 21st and 28th, July 12th, 19th and 26th, plus August 2nd and 9th.

Mr. Kovalcin encouraged all to come out and support this free event.

TMA/WMA/CBPA REPORTS:

Status and latest news is included in packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Taylor, and seconded by Mrs. Miller. Meeting adjourned at 7:49 PM.



Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes July 2, 2018

The **JULY 2018**, regular meeting of the Towanda Borough Council was held on Monday, July 3, 2018, at the Municipal Building. Council Vice-President Mark Christini called the meeting to order at 7:01 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: Mr. Roof and President Sweitzer

CITIZENS TO BE HEARD: None

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the June 4, 2018, regular meeting minutes was made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed.

FIRE CHIEF REPORT:

Chief Roof's report was provided.

FIRE BOARD REPORT:

On behalf of Chief Roof, Mr. Klinger stated on that the equipment is in good working order. Mr. Klinger attended the meeting but had nothing new to report.

MAYOR'S REPORT:

Mayor Miller offered a thank you to Officer John Hennessy for coming to the last Thursday's "Concerts in the Park" with K9 Edo. As expected, the children gravitated toward Officer Hennessy and K9 Edo. Officer Hennessy also handed out junior police officer stickers to the kids and won a "tug-a-war" against the Mayor. Mayor Miller stated that he credits Officer Hennessy's dedication and his continuing efforts along with K9 Edo of interacting with the community.

Mayor Miller also stated that Officers Hennessy and Bellows have been continuing to visit the Community Cup for "Coffee with a Cop" type event. This is an excellent community service representation in that it allows the community to get to know the officers in a calm, casual setting where they can visit.

POLICE CHIEF REPORT:

Chief Epler told Council that a state police officer was shot and killed in Corning, New York early today answering a domestic call.

Also, he stated that he has year to date data for officers' time off since January 1, 2017. They have used 335 hours vacation, 450 personal holiday, 114 comp time, for a total of 909 hours total. He is working on getting down last year's vacation deficit and use this years' also. He said this summer they have Officer Hennessy back on regular duty (as a school resource officer) and that will help lots of vacation to be used. Also, Officer Lamanna continues to work 30 hours a week covering vacation.

The Chief report that Sgt. Lantz, Officer Hennessy and Officer Bellows received training on the Lethality Assessment Program (LAP) for domestic violence.

JUNE 2018 – Monthly Report

300	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
14	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
6	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
1	DUI ARRESTS	11	ANIMAL COMPLAINTS
67	DISTURBANCE CALLS	8	VEHICLE DOORS OPENED
6	VEHICLE ACCIDENTS	7	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
4	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated that the committee met tonight at 6 PM. They discussed Chief Epler's request to purchase body worn cameras, in-car video equipment and software for the police department. The committee recommended that Council allow Chief Epler to solicit donations in order to purchase these products. Chief Epler then listed the items that would be needed to help them to operate safer and more efficiently, and better protect and connect with the community.

A motion was made by Mr. Kovalcin and seconded by Mrs. Lacek to give Chief Epler permission to go out and seek funds from public sources in order to purchase this equipment and software. Motion passed.

Also, Mr. Taylor stated that there is the possibility of getting another police dog in the future at little or no cost. Chief Epler stated that Officer Hennessy recently attended a show in Vestal, NY, and made connections with K9 handlers on the East Coast. The officer found that he could get on a list for a particular dog that would work well for our borough. The Chief also stated that Officer Hennessy would have the final picking decision on the K9. At the present time, K9 Edo is 8 years old and we may need to have a younger K9 available and ready to take over so there will be no lapse in K9 coverage. Normally, a dog's career usually takes them to about 10 years before they retire.

Mr. Christini thanked Mr. Taylor for the nice job getting the Police committee meeting again.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

There were 24 permits issued in June for a total YTD at 104
Permit fees paid amount in June was \$2,068 YTD - \$6,941
Code Inspections charges in June were \$965 YTD - \$2,505
The value of permit issued work in the borough YTD - \$2,947,832.19
Contractor's Registrations in June amounted to \$950 YTD - \$8,700

PARKING REPORT – JUNE 2018

# Green Tickets Issued:	-	0
# Yellow Tickets Issued:	-	0
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	0
\$ Amount Paid w/n 48 Hrs	-	\$0
# Paid After 48 Hrs	-	0
\$ Amount Paid After 48 Hrs	-	\$0
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citation	-	0
\$		\$0
Revenue from Reserved Parking Spaces	-	\$2,990
Hours on Parking per Month	-	30
Police - # of Tickets Written	-	13
\$ Amount Paid W/N 48 Hours	-	\$50
\$ Amount Paid After 48 Hours	-	\$40
<u>TOTAL MONTHLY REVENUE</u>	-	\$3,080

BOROUGH MANAGER’S REPORT:

1. **Downtown Revitalization Project -**

Manager Lane reported that RACP reimbursements are flowing regularly and project is moving along well.

The current focus is completing the masonry piers, elevator shaft and concrete decking.

2. **USDA GRANT/LOAN – BACKHOE –**

All closing documents are submitted to USDA for their review by Solicitor Smith. He was given a 30-day turnaround for document approval. Once they are satisfied we can finally close and purchase the backhoe.

3. **PennDOT Turnback -**

PennDOT presented the SR 3020 (Poplar with Convent and part of State Street) project to the PennDOT union on June 26th, and it was approved for the next step. Manager Lane spoke with Municipal Services and we are looking to close all documentation in the August time frame. The road will become the borough’s street/road upon closing. PennDOT will also provide payment for the reconstruction at that time.

4. **2018 Paving –**

2018 Paving is complete. We added milling of Fifth Street and asphalt curbing on Fifth and Third Streets. Total invoice for the original paving, added milling and curbing will be approximately \$79,000 from the original \$57,000, which will all be paid for with liquid fuels money. The streets look great!

5. **Parkway LED conversion –**

The “test bulb” we installed has been working well for over a month. Manager Lane would like to go ahead and purchase the 87 bulbs and begin installing the new LEDs’. The initial cost of \$5,195 will be on the Borough and he will then apply for the rebate and await reimbursement of \$1,550. The installation of these bulbs will reduce the kilowatt hours of the lights and also match Penelec’s conversion on Main Street. The reduction in the kilowatt hours will obviously reduce the monthly cost of the lights.

Manager Lane asked for approval by motion to do the LED conversion on the Parkway lights through the Street Light Fund. A motion was made by Mr. Long and seconded by Mr. Klinger. Motion passed.

6. **Health and Pension Fund Audit -**

An audit was conducted on May 22nd and 23rd. The audit was for 2012, 2013, 2014, 2015, 2016 and 2017. Manager Lane is still in the process of settling with the Teamsters Health and Pension Fund. He challenged several of the auditor’s findings. We are looking to settle between \$3,000 and \$4,000. The final amount will be split with TMA accordingly.

7. **College Run -**

Manager Lane conducted the 11-month (of the 12 months) warranty walk through with the contractor and the engineer. There were only a few minor items that need to be addressed. There is a small crack in the Progress Authority Parking lot, the parkway crossing has settled and will need repair and the upstream (up on 4th Street) “rocked” area will need to be replaced. The crack will be sealed and the 4th Street area will be fixed.

8. **Union Negotiations-**

Manager Lane is looking to begin talks within the next two weeks.

9. **Trail Feasibility Study -** Looking to see some action this month. The layout is in place for the most part. The consultant has a few meetings to schedule and put it all together into a final report.

10. **Zoning Hearing Board** – Jim Haight and Manager Lane found a volunteer to be the second alternate for the Zoning Hearing Board.

Manager Lane asked for approval from Council to appoint by motion, John Secor from the Second Ward to be an alternate on the Zoning Hearing Board. A motion was made by Mr. Kovalcin and seconded by Mr. Klinger. Motion passed.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith followed up on the Backhoe loan. Mr. Christini asked him about the zoning issue. Mr. Haight has been in touch with Solicitor Smith and he believes Mr. Haight is prepared for the Zoning Board hearing on July 31st.

BOROUGH SECRETARY REPORT:

Secretary Kulick informed Council about a 5K run to be held on Saturday, September 1st. This will be for Overdose Awareness Day, and is sponsored by Bradford/Sullivan Drug & Alcohol with Lackawanna College acting as co-sponsor. They will use route #2 and they stated that they will have traffic control arraigned.

ADMINISTRATIVE REPORT:

Included in packet.

Also, Manager Lane stated that Joe Doherty of BCVMPA (Bradford County Veterans Memorial Park Association) came to the Finance meeting on Thursday to discuss final finishing plan of the park with the rotunda. This would cover the angels and the quintessential soldier, and a dove (in the plexiglass) would be centered in the peak of the rotunda. The estimated cost to finish the park with the rotunda is estimated to be from \$30,000 to \$50,000. The group has approximately \$20,000 left in their account. Mr. Doherty asked if Towanda Borough would consider providing financing in order for the group to finish the project. BCVMPA would pay the amount back through on-going fundraising. Council discussed this but no motion was made at this time. Manager Lane stated that he would address Mr. Doherty's request with TMA (Towanda Municipal Authority) also.

UNION SUB-COMMITTEE REPORT:

President Sweitzer was not present. Manager Lane stated earlier in the meeting that talks will begin in the next 2 weeks.

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

PLANNING COMMISSION REPORT:

There was no meeting this past month. There will be one in July.

RECREATION REPORT:

Mr. Kovalcin stated we had our second band performance last Thursday, and it went well. Manager Lane said the borough's electrician is going to change the electrical service panel to 220 amps' in order to handle the electricity load of the bands and any vendors. There is no entertainment this week due to the 4th of July holiday.

TMA/WMA/CBPA REPORTS:

Status and latest news is included in packet.

ADJOURNMENT:

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



Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes August 6, 2018

The **AUGUST 2018**, regular meeting of the Towanda Borough Council was held on Monday, August 6, 2018, 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:

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

ABSENT: Mrs. Lacek and Mr. Roof

OTHERS: Mr. & Mrs. Nate Jennings, Officer John Hennessy, and 2 unknown persons

CITIZENS TO BE HEARD: Mr. Nate Jennings of 18 Packer Avenue stated that he is concerned with the complaints he's heard of about his property and his pets. Mr. Haight stated Mr. Jennings' address is not zoned for farm animals to which Mr. Jennings stated, "they are pets". Also, Mr. Jennings stated that there is not an ordinance that says he is doing anything wrong, and they are his pets. Mr. Haight stated that they create a noise nuisance according to complaints the borough has received from some neighbors, and there is concern about odors, rodents, waste and overall appearance of the surroundings. Mr. Sluyter has talked to Mr. Jennings about this matter, and one of the complaints was about a rooster on the property that was crowing at different times. Mr. Jennings currently has the following: 15 chickens, 4 dogs, 3 cats, 1 peacock, 2 ducks and 1 turtle. Mr. Haight stated that Mr. Sluyter will meet with Mr. Jennings at his (Mr. Jennings') convenience.

Mr. Richard K. Cook II, who resides at 308 Bridge Street, Towanda, sent a letter to the borough asking for 1 handicap parking spot in front of his home. Mr. Cook has a physically challenging, degenerative, walking disability, and his wife also has walking limitations. They both have permits for handicap vehicle placards, and they have 2 vehicles. A motion was made by Mr. Klinger and seconded by Mr. Kovalcin to approve the request to place 1 handicap parking sign on Bridge Street in front of Mr. Cook's home. Motion passed.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the July 2, 2018, regular meeting minutes was made by Mr. Long and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof's report was provided.

FIRE BOARD REPORT:

Mr. Klinger had nothing new to report.

MAYOR'S REPORT:

Mayor Miller stated that Officer John Hennessy is present tonight and the Mayor stated that K9 Edo is 8 & 1/2 years old now, approaching retirement age. Another K9 named Hades is 14 months and is in Arkansas training. He will arrive here on August 14 to start to get to know Officer Hennessy.

When Officer Hennessy was attending a week-long training seminar at Southern Tier Police K9 Association, he talked to the members about finding a replacement for K9 Edo at some point. The association had Officer Hennessy in mind when a woman offered to donate \$5,000 toward the purchase of a new K9 dog. Even though there is a budget for the K9 program, a new dog generally costs around \$8,000. K9 Hades was originally set to go to another police department, but that deal fell through. K9 Hades will be trained in patrol work, tracking and narcotics.

The cost of \$8,000 for the K9 dog will be covered by the \$5,000 donation and \$3,000 from the police department K9 Fund. Officer Hennessy stated that the K9 fund is strong and receives individual, some industry, and school districts donations which help keep it strong.

Council thanked Officer Hennessy for his dedication to the K9 program along with the volunteering of his own time to this program, as it is very appreciated by the community.

A motion was made by Mr. Klinger and seconded by Mr. Kovalcin to purchase K9 Hades. Motion passed.

POLICE CHIEF REPORT:

Chief Epler reported that the 2014 SUV was damaged in a crash while stopping a DUI driver. The suspect was stopped at 10:30 am for suspicion of driving under the influence and after coming to a stop on State St. at the corner on Merrill Parkway, put it into reverse and backed into the driver's side door. This was all caught on video by a in car camera on the assisting PSP patrol car following our car.

Chief Epler attended a meeting at the Guthrie Memorial Hospital Facility about that site's security and how to better improve it.

To date Chief Epler stated that the department has received \$3,470 in donations for the 4 body cameras, 2 in car cameras (that are needed), software and video storage.

JULY 2018 – Monthly Report

303	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
16	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
10	NON-TRAFFIC CITATIONS	11	THEFT REPORTS
2	DUI ARRESTS	10	ANIMAL COMPLAINTS
62	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	2	K-9 SERVICES
7	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

There were 21 permits issued in July for a total YTD at 125
Permit fees paid amount in July was \$1,327 YTD - \$8,268
Code Inspections charges in July were \$95 YTD - \$2,600
The value of permit issued work in the borough YTD - \$3,059,242.19

Contractor's Registrations in July amounted to \$900 YTD - \$9,600

Mr. Haight reviewed the reports and asked if anyone had any questions. Mr. Christini inquired about the condition of the sidewalks on Main Street. He took some pictures unofficially and found 11 sidewalks that were somewhere between 3/4 and 1&1/2 inches out of alignment. Mr. Christini does not believe there is anything in the code about alignment and allowable mis-alignment. He feels this should be addressed in the building season and before winter. Mr. Christini is open to what council may want to do.

Mr. Haight stated that they did a survey in the 1980's and Main Street was one of them in 1982. He canvased the town sidewalks and a lot of the downtown (Main Street) sidewalks were raised due to the "street trees" that were planted ~~with the idea that~~ some years ago. Mr. Christini stated that if possible we could look at the sidewalks, and whatever resolution can be done. He thinks as Council people we have to provide a safe environment in town and promote the business district as best we can. He also stated that when you get sidewalks that are looking pretty bad and are unsafe, that is not promoting the downtown. Mr. Christini then stated he would like to have the Main Street sidewalks looked at before winter this year.

PARKING REPORT – Nothing for July 2018

# Green Tickets Issued:	-	0
# Yellow Tickets Issued:	-	0
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	0
\$ Amount Paid w/n 48 Hrs	-	\$0
# Paid After 48 Hrs	-	0
\$ Amount Paid After 48 Hrs	-	\$0
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citation	-	0
\$		\$0
Revenue from Reserved Parking Spaces	-	\$0
Hours on Parking per Month	-	0
Police - # of Tickets Written	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
\$ Amount Paid After 48 Hours	-	\$0
<u>TOTAL MONTHLY REVENUE</u>	-	<u>\$ Nothing for July 2018</u>

BOROUGH MANAGER'S REPORT:

1. **Downtown Revitalization Project-**
Manager Lane stated that the RACP reimbursements are flowing regularly. 10 out of 12 requests have been reimbursed.
Current focus is pouring the deck floors. They will begin on the third floor and work their way down. The tentative schedule of completion is the end of September. The recent weather is not helping to reach that goal.
2. **USDA GRANT/LOAN – BACKHOE –**
Still waiting for USDA to approve closing documents provided by Solicitor Smith. Once approval arrives we will purchase backhoe
3. **PennDOT Turnback -**
Project is still in the hopper. Waiting for PennDOT in Harrisburg to generate the paperwork on for the agreement. Manager Lane anticipates having all the documentation ready for council at the September meeting.
4. **Parkway LED conversion –**
The bulbs were purchased and have arrived. We will begin installing them as soon as we can, but it will take some time to replace all 87. The plan is to have the job completed by the end of the year.
Manager Lane submitted the paper work to receive a rebate for the purchase of the bulbs.
5. **Health and Pension Fund Audit -**
The Teamsters Health and Pension Fund made a onetime offer that they would waive all the Health Fund findings and only ask for the pension funds. Manager Lane agreed and mailed a check for \$1,681, approximately half of what he originally thought.
6. **Union Negotiations – Public Works Employees**
The first meeting is scheduled for September 10th, and the second is tentatively scheduled for September 19th. Manager Lane will notify the committee of the dates. This negotiation will include a TMA board member – A.J.Brandt.
7. **Trail Feasibility Study**
Manager Lane met with Hunt Engineers and representatives from the involved municipalities last week. The study group which he is a part of has a general layout for the trail and has identified major obstacles both physical and environmental. Also, they are planning to hold a public meeting to acquire public input within the next few weeks.
8. **Riverfest 2018 –**
Jim and the Riverfest Committee are working tirelessly to prepare for Riverfest. They have a great show lined up!!
9. **BCVMPA –**
The BCVMPA has secured the funds to complete the rotunda. They secured a grant from Senator Gene Yaw's Office. The Borough will be the sponsor of the grant. Manager Lane stated he will receive a contract/agreement any day now.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith briefed Council on the Zoning Hearing Board meeting that was held on July 31, 2018. He stated that the owner of the property at 104 York Avenue was cited for improper use and the owner appealed. That was the purpose of the meeting. The owner entered into an agreement with Bradford County to provide transitional housing for individuals that are free on pre-trial bail or former inmates of the Bradford County Correctional Facility who were able to be released on probation, but were homeless. After three hours of testimony and statements from subpoenaed witnesses and resident neighbors, the borough's position was upheld, therefore the appeal was denied. The homeowner has 30 days to appeal with the Bradford County Court of Common Pleas, and he could go to court for a decision, and this could take a couple months. Solicitor Smith stated if there is no appeal, Mr. Haight will enforce the decision.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented the following:

RESOLUTION 2018-2

Towanda Borough Impaired Driving Program Grant for Years 2019/20.

Mr. Klinger made a motion seconded by Mr. Kovalcin to adopt, by resolution.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Sweitzer, and Mr. Taylor

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek, Mr. Roof

Resolution 2018-2 carried unanimously by those present.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

President Sweitzer

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

PLANNING COMMISSION REPORT:

Mr. Long stated that a motion was made to change/modify the definition of abandoned vehicles and trailers to be more inclusive for Towanda Borough Code Chapter 298-1 Vehicles Abandoned.

Correction - Draft Minutes stated: After discussion it was decided to have the Planning Commission address "commercial" trailers that **are not** classified as "abandoned" in residential zones.

Minutes should have stated: After discussion it was decided to have the Planning Commission address "commercial" trailers as "abandoned motor vehicle trailers" in residential zones.

Mr. Long agreed, and the Planning Commission will go back and address trailers and tighten up the definition of vehicles "abandoned".

RECREATION REPORT:

Regarding **Concerts in the Park**, Mr. Kovalcin stated that the last band played last Thursday and almost 100 people attended. Out of seven scheduled concerts, they had to cancel 1 night because of rain. Mayor Miller wanted to recognize Mr. Paul DeWitt, who donated to the Recreation program on one of the nights he attended. Paul is in his nineties and enjoys the program a lot.

TMA/WMA/CBPA REPORTS:

Status and latest news is included in packet. Manager Lane stated that they are working on the permit process for the new wells.

ADJOURNMENT:

Motion to adjourn was made by Mr. Taylor and seconded by Mr. Klinger. Meeting adjourned at 8:10 PM.

A handwritten signature in blue ink that reads "Diane M. Kulick". The signature is written in a cursive style.

Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes September 4, 2018

The **SEPTEMBER 2018**, regular meeting of the Towanda Borough Council was held on Tuesday, September 4, 2018, at the Municipal Building. Council Vice-President Christini called the meeting to order at 7:01 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: Mrs. Lacek, Mr. Long and President Sweitzer

CITIZENS TO BE HEARD: Mrs. Christine Griffiths, 200 Thomas Street and Mrs. Ashley Lent, 106 Thomas Street were present and told Council that they had recently started a "Crime Watch" in their neighborhood. They and their concerned neighbors have followed a procedure of being organized together, in communication with Borough Police, and connected with each other when they see suspicious activity in the neighborhood. They are both very concerned about safety, especially for the children in the neighborhood. Mrs. Griffiths stated she would be willing to help train citizens in the other borough wards in starting their own "Crime Watch" program.

Mrs. Griffiths also stated she has concerns about rentals in the borough being up to code and if the code needed to be tightened up. Finally, Mrs. Griffiths would like to see Memorial Park playground renovated and offered her help in obtaining grants and funding that may be available.

Mayor Miller stated that he appreciates Mrs. Griffiths concerns and efforts, and Mr. Klinger said he thinks it's a great idea to have the crime watch. Chief Epler also stated that there has been trouble with thefts for a while, and having security systems are not expensive. He suggests that a homeowner have one installed and point it toward the road.

Mr. Christini told Mrs. Griffiths to talk with the Recreation Committee about the Park updates and she could also attend the committee's next meeting on September 10th (normally on 2nd Monday of each month) at 7:00 PM. On rental inspections, Mr. Christini said that the borough code states that an apartment has to be inspected every 2 years or whenever a change in tenants occurs, unless a satisfactory inspection has been completed within the previous six months, in which case the inspection may be waived at the discretion of the Code Enforcement Official.

Mr. Christini thanked Mrs. Griffith's and Mrs. Lent for their comments.

Joyce Detharidge, 109 Spruce Street introduced herself and stated that she was present at the last meeting when Mr. & Mrs. Jennings (Packer Avenue) were present too. Mr. Jennings attended the last meeting because he received a letter from Mr. Sluyter telling him that his neighbors were complaining about his roosters crowing at different times of the day. It was at that meeting Mr. Jennings said his roosters were pets as well as other pets on his property. Tonight, Ms. Detharidge told Council that the roosters "crow" 24/7. They wake her up 5 AM every day of the week. She said she can't go outside on her deck because of hearing the crowing and barking dogs. Mr. Christini told her that he has been on Council for years and this issue has just festered up, and in the last 6 months it has turned into a strong issue with complaints from people. We can only follow the ordinance as it is written today. It appears that the borough should tighten things up as we have done with other ordinances in the past. He stated that Code Enforce-

ment could discuss it and Council could potentially send it to the Planning Commission to investigate, research and draft an ordinance that would tighten all this up. He stated that to do this is a process. Ms. Detharidge asked is this process takes a long time. Mr. Christini stated that if Council supports it, it could take up to 6 months. She said she has lived in the Borough many years and has never encountered anything like this. Mr. Christini said that Council will discuss her concern tonight and someone will get back her about it.

Mr. Christini read an email from Mr. Ben Hoffman who is suggesting that several recycle bins be put along the Merrill Parkway trail. Mr. Hoffman included a picture of a dual bin with one side garbage and the other side recyclable items. There is a concern of people contaminating the recycle side with garbage, and Chief Epler stated that Council could place a test bin across from the police station that would have the bin in view. Also, it was mentioned that you can have special tops on the recycling containers that only allow small containers to pass through. Council may act on this suggestion in the future.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the August 6, 2018 regular meeting minutes with a correction was made by Mr. Taylor and seconded by Mr. Klingler. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated the department was very busy this past month assisting other counties with flooding issues. Also, he said there is a lot of training going on for the newer fire company members this past month, and the Tower has not yet been certified, but will be before the end of the year.

Also, Chief Roof stated the "hydrants" around the borough that were newly painted look good but the chains are sticking to the paint on the hydrants, therefore when they try open it, the cap (when you spin it) catches on the chain(s), and you need a wrench to get it off.

Manager Lane said that maybe the high pressure can hinder getting it open easily. Chief Roof and Manager Lane agreed that the hydrants may need lubricating, and to keep him posted in identifying the hydrants. Mr. Christini also told the Chief to let Council know if we need to do something. Chief Roof mentioned that the grease fittings in the older hydrants probably need to be replaced. Mr. Christini told the Chief to keep them posted.

FIRE BOARD REPORT:

Mr. Klingler had nothing new to report, as they did not have a meeting due to the weather extremes. He said the guys deserve a big thank you for all the time and effort they volunteered in the communities affected by the flooding.

MAYOR'S REPORT:

Mayor Miller thanked Mr. Haight and the Riverfest Committee for a great event this year. He stated the fireworks were great as usual.

POLICE CHIEF REPORT:

Chief Epler stated that 2016 Ford Explorer SUV Interceptor that was damaged while apprehending a suspect is repaired and back in service. The 2014 Ford Explorer SUV Interceptor that was damaged in a DUI traffic stop is at the body shop and repairs to it are nearly completed.

To date Chief Epler stated that the department has received \$5,870 in donations for the body and in car cameras, software and video storage equipment. The department has received an additional \$2,000 from the Wysox Lodge IOOF #1152 (the Odd Fellows Lodge) and \$500 from the Towanda Gun Club.

Chief said K9 Hades arrived on August 15, 2018, and Officer Hennessy trained with him on August 16th, 20th, 21st, and 28th. Hades is doing well at training and all this training is free to us from Southern Tier K9 Association.

Officer Hennessy also did a presentation at Guthrie Memorial Hospital for “Camp Sensation” for disabled children. Officer Hennessy gave two (2) tours of the police station and also gave a K9 demonstration to YMCA Day Camp children.

Sargent Lantz did refresher training on ALICE (Alert, Lockdown, Inform, Counter and Evacuate) at Towanda High School.

AUGUST 2018 – Monthly Report

395	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
24	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
4	NON-TRAFFIC CITATIONS	12	THEFT REPORTS
4	DUI ARRESTS	14	ANIMAL COMPLAINTS
90	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	4	WARNINGS ISSUED
3	OUT OF TOWN ASSISTS	3	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated they did not have a meeting this month as there was nothing to discuss.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

There were 27 permits issued in August for a total YTD at 152
 Permit fees paid amount in August were \$2,486 YTD - \$10,754
 Code Inspections charges in August were \$1,590 YTD - \$4,190
 The value of permit issued work in the borough YTD - \$3,241,407.19
 Contractor’s Registrations in August amounted to \$900 YTD - \$10,500

Mr. Haight reviewed the reports and asked if anyone had any questions.

PARKING REPORT – August 2018

YEAR-TO-DATE

# Green Tickets Issued:	-	4	41
# Yellow Tickets Issued:	-	0	9
# Green Tickets Forgiven	-	1	2
# Yellow Tickets Forgiven	-	0	1
# Green Tickets Excused	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Paid W/N 48 Hrs @ ½ Cost	-	20	10
\$ Amount Paid w/n 48 Hrs	-	\$20	\$100
# Paid After 48 Hrs	-	1	14
\$ Amount Paid After 48 Hrs	-	\$20	\$280

PARKING REPORT – AUGUST 2018		YEAR-TO-DATE
# Tickets to Magistrate as Citations	- 0	0
Amount Received from Magistrate	- 0	\$0
Delinquent Tickets before Citation	- 5	28
\$	\$100	\$560
Revenue from Reserved Parking Spaces	- \$3,000	\$24,080
Hours on Parking per Month	- 40	330
Police - # of Tickets Written	- 10	147
\$ Amount Paid W/N 48 Hours	- \$30	\$390
\$ Amount Paid After 48 Hours	- \$120	\$410
TOTAL MONTHLY REVENUE	- \$3,290	YTD \$25,820

BOROUGH MANAGER’S REPORT:

1. **Downtown Revitalization Project-**
Manager Lane stated that RACP reimbursements are flowing regularly. 13 out of 14 requests have been either reimbursed or approved for reimbursement. E.R. Stuebner is making progress. The third and most of the second decks are poured. Contractor still shooting for the end of September. Manager Lane thinks the end of October is more reasonable.
2. **USDA GRANT/LOAN – BACKHOE –**
Manager Lane stated that we are closing on the grant/Loan on September 13th here in the council room with USDA. Solicitor Smith and Mr. Sweitzer (& Diane Kulick) will be attending.
3. **PennDOT Turnback -**
He stated this project is still in the hopper. Waiting for PennDOT in Harrisburg to generate agreement. Manager Lane currently does not have any new information.
4. **Parkway LED conversion –**
Manager Lane stated that they started installing led fixtures, however the flood set us back a few weeks. Manager Lane submitted all the rebate paper work but has not heard anything yet.
5. **2019 Police Pension MMO - Resolution 2018-3**
Manager Lane stated that the 2019 MMO is \$128,949. The State Aid amount expected is \$63,000. That will leave the Borough responsible for \$65,949. Manager Lane said that this was discussed last year, and we planned on putting an additional \$40,000 on top of the MMO into the plan. That would make the total 2019 Police Pension Contribution \$105,949.

RESOLUTION 2018-3

Minimum Municipal Obligation for 2019 – Police Pension Plan

Mr. Kovalcin made a motion seconded by Mr. Klinger to adopt, by resolution.

The roll was called and recorded as follows:

AYE/YES: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Roof, and Mr. Taylor

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek, Mr. Long & Mr. Sweitzer

Resolution 2018-3 carried.

6. **Union Negotiations**

Manager Lane stated that the first meeting is scheduled for September 10th, and the second meeting is tentatively scheduled for September 19th. He will notify the committee of the dates.

7. **Trail Feasibility Study**

Manager Lane stated that after discussion with Kayla, the consultant we decided to hold off on the next public meeting for a couple weeks due to the flood. He stated that there still needs to be a public input meeting held. It should be scheduled in a week or two.

8. **Riverfest 2018 –**

Manager Lane stated that despite flooding and a month of bad weather, the show must go on!! Riverfest had another successful year. Jim, Stacy, Dalton, Laurie and everyone on the committee did a great job planning the event.

9. **BCVMPA –**

Manager Lane executed the grant for BCVMPA, (that was secured with the Commonwealth) on behalf of the Borough. He also made the request for funds. The park will be complete once rotunda is installed!

10. **2019 Budget –**

It's that time of year again for Manager Lane to start the preliminary work on the 2019 budget.

☹

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that the backhoe purchase is ready to be transacted.

Also, he stated the Ludlow zoning board hearing was decided in our favor, however, Mr. Ludlow's attorney filed an appeal with the Bradford County Court of Common Pleas. This may take some months to be decided. Solicitor Smith filed a "notice of intervention" on behalf of the borough so he can protect the borough's position. The judge will be a Bradford county judge for this appeal.

BOROUGH SECRETARY REPORT:

Secretary Kulick established a date for TRICK-OR-TREAT with Council. It will be Wednesday, October 31, 2018, from 6 PM to 8 PM.

The annual Firemen's Halloween Parade will be held on Saturday, October 27, 2018, starting at 7 PM.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

A meeting is scheduled.

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

PLANNING COMMISSION REPORT:

Mr. Christini reviewed the Planning Report and the 3 motions for amending the below code sections that were discussed over the last several months and approved in the August Planning Commission meeting. *He asked for approval by Borough Council to accept the recommendations listed in the Planning Report minutes (in the packet) and have them reviewed and prepared by Solicitor, Fred Smith before publication notice.*

A motion was made by Mrs. Miller and seconded by Mr. Roof to approve Solicitor Smith to review the (3 motions in the packet of material, from the Planning Commission) recommendations and draft the changes for Council. Motion passed.

The following sections of Towanda Code Chapters - 305 and 298 are now more defined and inclusive for vehicle parking, abandoned vehicles, R.V.'s and motor vehicle trailers.

A. Chapter 305 Vehicles & Traffic, Article VII Commercial Vehicles in Residential Zones. §305-57 B. (2).

B. Chapter 298 Vehicles, Abandoned. §298-1 Definitions. (Change 7 days to 2 days).

C. Chapter 298 Vehicles, Abandoned. §298-1 Definitions.

Abandoned Motor Vehicles – and – Abandoned Motor Vehicle Trailers

Mr. Taylor questioned the wording “Abandoned Motor Vehicle Trailers”, if the word “abandoned” is needed. Also, Mr. Klinger would like to see the borough offer a place for people to park their R.V. or trailers. Mr. Christini stated that this has been discussed by the Planning Commission as a possibility but the Commission has not made any recommendations as of today, but they did toss the idea around.

RECREATION REPORT:

Mr. Kovalcin stated that there was a meeting held but he had no new information to report.

TMA/WMA/CBPA REPORTS:

Status and latest news are included in packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Klinger and seconded by Mr. Roof. Meeting adjourned at 8:43 PM.

MEETING RE-OPENED:

Mr. Christini asked to reopen the meeting at 8:44 PM before everyone left. This was to address the “Citizens to be Heard” issue about the “roosters” in the borough.

A motion was made by Mr. Taylor and seconded by Mrs. Miller to have the Planning commission address the issue of rooster/chickens and/or farm animals in the Borough. Motion passed.

Second ADJOURNMENT:

Motion to adjourn for the second time was made by Mr. Klinger and seconded by Mrs. Miller. Meeting adjourned at 8:45 PM.



Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes October 1, 2018

The **OCTOBER** regular meeting of the Towanda Borough Council was held on Tuesday, October 1, 2018, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: Mrs. Lacek

CITIZENS TO BE HEARD:

There were no citizens to be heard, however K-9 – HADES, 14-month-old was sworn in to the Police Department by Mayor Miller tonight.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the September 4, 2018 regular meeting minutes with 2 corrections was made by Mr. Long and seconded by Mr. Taylor. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that there were 18 calls in September. It was a busy month, and everything is working well. The tower was out for training and the guys are training every Tuesday and Wednesday night. The Fire Company personnel will be ready if we get a lot of rain again tomorrow (as predicted).

FIRE BOARD REPORT:

Mr. Klinger did not attend the meeting but Chief Roof did attend, and stated there is nothing new to report.

MAYOR'S REPORT:

Mayor Miller mentioned the new member of the police force, K9 HADES, who was sworn in tonight, is 14 months old and is now fully certified.

Also, the Mayor reminded everyone of the Fire Department Annual Halloween Parade on Saturday, October 27th. After the parade, the Recreation Committee will be hosting an event with a Bonfire, Apple Cider, roasting marshmallows, hot chocolate, and the State Police will again this year hold a "Trunk or Treat", all taking place at Riverfront Park.

Mayor Miller stated that Trick-or-Treat in Towanda will be held on Wednesday, October 31st, from 6 PM to 8 PM.

POLICE CHIEF REPORT:

Chief Epler reported that the police department is giving out \$10 gift cards instead of traffic tickets to less aggressive than usual drivers in the Borough and to courteous behavior. These cards are sponsored by Dandy Mini Mart.

K-9 Hades is doing well at training, has completed a 40-hour school for narcotics, and has been certified for narcotics detection. Hades is continuing to train at the Southern Tier K-9 Association for other disciplines. Officer Hennessy and K-9 Hades attended the Independent Baptist Church family event at 3rd Ward Park on September 29th.

Body Cameras and in-car Camera system donations: To date the Police department has received \$14,120 in donations for the system. This includes the recent additional \$5,000 from D.A. Nolt LLC, \$1500 from the Kellogg Mountain Rod & Gun Club, \$1,500 from VFW Post 1568, and \$250 from borough resident Susan Geissler & Family.

Chief Epler stated that the target amount is around \$25,000, and there is an additional \$10,000 from the DA's office for property seized from a prior arrest/drug bust in the Borough (which makes the total \$24,120). Chief Epler said that the locked in price until the end of the year is \$22,500, without the data storage.

SEPTEMBER 2018 – Monthly Report

351	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
27	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
14	NON-TRAFFIC CITATIONS	9	THEFT REPORTS
4	DUI ARRESTS	3	ANIMAL COMPLAINTS
84	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
10	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
15	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated that the committee discussed the cameras with the Chief, and the committee would like to recommend Council move forward on the cameras to go out for bid before the year runs out (due to possible price changes). It could be advertised this month, and a bid decision made in the December meeting. After discussion, Mr. Taylor's motion was seconded by Mr. Long. Motion passed.

Also, Mr. Taylor stated there was discussion in the Police Committee meeting about getting an additional police car. They would then cycle one police car out, as TMA (Towanda Municipal Authority) needs another vehicle. Manager Lane said that there is a state contract for police cars, so there is no bidding war. This is also built in the budget.

And finally, Mr. Taylor said they discussed getting a camera for the new police vehicle, so there would be 3 camera cars instead of 2. Chief Epler will check on the price for another camera and if this would be affordable.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

There were 31 permits issued in September for a total YTD at 183
Permit fees paid amount in September were \$2,392 YTD - \$13,146
Code Inspections charges in September were \$1,000 YTD - \$5,190
The value of permit issued work in the borough YTD - \$3,481,562.15
Contractor's Registrations in September amounted to \$1,100 YTD - \$11,600

Mr. Haight reviewed the reports and asked if anyone had any questions.

In Compliance Action, Mr. Haight was asked what “unresolved” meant. He stated that it means they paid the fine but it is unresolved.

Mr. Christini commented about the Rental Inspections with a question, “Should we charge for the 2nd rental inspection (Currently, we charge for a 3rd rental inspection)?” He stated that many of the failed inspections are not new landlords, but are the same people who know the rules of compliance for rentals.

PARKING REPORT – SEPTEMBER 2018 **YEAR-TO-DATE**

# Green Tickets Issued:	-	7	48
# Yellow Tickets Issued:	-	2	11
# Green Tickets Forgiven	-	0	2
# Yellow Tickets Forgiven	-	0	1
# Green Tickets Excused	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Paid W/N 48 Hrs @ ½ Cost	-	3	13
\$ Amount Paid w/n 48 Hrs	-	\$30	\$130
# Paid After 48 Hrs	-	4	18
\$ Amount Paid After 48 Hrs	-	\$80	\$360

PARKING REPORT – SEPTEMBER 2018 **YEAR-TO-DATE**

# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-	\$0	\$0
Delinquent Tickets before Citation	-	18	46
\$		\$280	\$840
Revenue from Reserved Parking Spaces	-	\$3,000	\$27,080
Hours on Parking per Month	-	40	370
Police - # of Tickets Written	-	10	157
\$ Amount Paid W/N 48 Hours	-	\$40	\$430
\$ Amount Paid After 48 Hours	-	\$80	\$490
<u>TOTAL MONTHLY REVENUE</u>	-	<u>\$3,510</u>	<u>YTD \$29,330</u>

BOROUGH MANAGER’S REPORT:

1. Downtown Revitalization Project-

E.R. Stuebner is working feverishly to finish the garage. The elevator is installed and 99% of the masonry is complete. The electrical is well past half way complete. They need to finish the concrete for the first floor (Ground Level), install stairs, restore Bill Sick Lane, and finalize site work. Stuebner has stated that It has been too wet to finish, but they also state they will be done by the end of the month.

2. USDA GRANT/LOAN – BACKHOE –

The Loan/Grant closed. We received the loan proceeds and ordered the new backhoe. Once the machine is here, the USDA will release the grant funds. Dave Warner, of Warner Tractor & Equipment Inc. was looking into when the backhoe will be here.

Also, Manager Lane stated that the Street Sweeper broke down and Dalton (borough mechanic) is working on it, but it is no easy task to fix the machine.

3. PennDOT Turnback -

The only update we have received on this project is “It is being reviewed in Harrisburg”. Manager Lane will keep everyone informed.

4. Union Negotiations

After two meetings the Union Subcommittee and the Teamsters have reached a tentative agreement. We are keeping the contract mostly the same. We have added an attendance policy which includes a progressive discipline policy. The committee has agreed to 55 cents per hour increase each year of the contract. Health insurance premiums will increase 1%, 1.7% and 1.2% over the duration of the contract. The current members will continue to pay 10% of the premium and new employees hired after January 1, 2019 will pay 15% of the premium.

Manager Lane asked that Council allow him to accept and ratify the union contract agreement. A motion to do this was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

5. Trail Feasibility Study

Manager Lane met with the consultant to discuss the route through the Borough. The Wysox and Towanda Township routes are not looking very promising, as there are several private property issues for the trail when leaving town. The consultant is still in the process of putting together the public input meetings. There has to be 2 meetings held for the public.

6. Future Planning –

Manager Lane stated that we need to focus on handling heavy rains. He would like to begin putting together plans for future projects. Once the parking garage is complete he feels we should start to concentrate on updating our “SCI Master Plan” and also create a storm water/infrastructure master plan. If 2018 has been any indication of the weather patterns we will be dealing with in the future, our storm water infrastructure (or lack thereof) needs some serious attention. Cash Creek is the last location we will need to work on. Mr. Long stated that he saw a lot of water “gushing” into the river that came from Cash Creek just this past week during flash flooding. Manager Lane stated that in reality whatever we do will require the consulting of professionals and engineers.

7. BCVMPA –

Agreement was executed for funds to finish the park, and awaiting this money from DCED. Once cash is in hand, the association will advertise for bids to install the Rotunda.

8. 2019 Budget –

The personnel budget is complete, working with the insurance company for the 2019 rates. Manager Lane stated we usually receive assessment numbers from the county the first week of November.

9. Flood Insurance Rate Maps –

New preliminary maps were mailed to the Borough Office. A meeting for municipalities involved and FEMA was forced to be rescheduled due to the Hurricane in North Carolina. Manager Lane does not agree with the findings. He will keep Council informed when he receives more information.

OTHER BUSINESS for Manager Lane:

President Sweitzer stated that we need to deal with getting a street sweeper, and Council needs to make a commitment to buy it. Manager Lane stated that we need it, and can't do without one. He said after two weeks without the sweeper (One of the hydraulic motors broke down), Main Street looks dirty. We will have to take a loan out to purchase one, and even though we get the COSTARS (Commonwealth of Pennsylvania's Cooperative Purchasing Program) state contract purchase price, a brand new one will cost around \$210,000. Manager Lane stated that with using COSTARS a new police car and backhoe can be bought at good lower prices, but not a street sweeper. It may be because there is not a big demand for them. President Sweitzer stated that Manager Lane, Dalton (our garage mechanic), and the employees that will run it would be the best to select the appropriate street sweeper, and we probably should buy new. Manager Lane stated that he will do the new budget with the street sweeper, a new police car, and a new ladder truck if council wants them, however in general we have to remember we have a fixed income.

Mr. Sweitzer stated do we get a loan and put a new sweeper in the budget for next year? Mr. Taylor made the motion to pursue a new street sweeper and Mr. Kovalcin seconded the motion. Motion passed.

Mr. Christini stated that he had one more item he would like to address with Borough Manager Lane. He received a phone call from a person who had a situation on the sidewalks downtown. He asked council if they agreed that the sidewalks downtown should be fixed. If they are damaged by tree roots it would be at the borough's expense, and if they are caused by neglect, it would be the owner's responsibility and expense to fix. Mr. Christini does not want someone else to get hurt, and he feels it should be dealt with promptly and before winter.

Manager Lane stated there is a process for this and if they follow it, it will not happen this year. Concerning repairs which are to be accomplished by the owner of an individual property, the written notice shall be served not less than 90 days prior to the date by which such repairs are to be completed.

President Sweitzer stated that if the fault is the borough's (trees we planted that are causing problems), then we can fix the sidewalk problems right away. Manager Lane stated that he found 18 problems in total of which 11 are the borough's to fix. He said 7 are random drops with no trees near them. President Sweitzer asked if we want to act on the 11 now and have them completed by the end of October (time frame).

Mr. Christini stated that it would have to be contracted out, to which Manager Lane agreed. He does not have the borough crew (manpower) to do the project. Mr. Christini felt that we should contract it out now rather than later because it needs to be done. According to Manager Lane, the work should cost low enough that it will not have to be bid out.

Manager Lane said maybe we can get the real bad sidewalks fixed first. Mr. Christini commented that doing a couple before winter, would show people that we are working on this. It is ultimately the decision of the Borough Manager, and he hopes that we can do something before winter as he recently received a call from someone that fell, and he stated this has happened to 2 people that he is aware.

President Sweitzer said that once something like this is brought to council's attention we need to act on it. We can do a few now and bid out the remainder that are the borough's in the spring. He stated that the sidewalks that are not the borough's responsibility, but privately owned, should be sent a registered letter and given a phone call to let them know that the registered letter is coming because we are following a stringent protocol.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith talked about the Ron Ludlow zoning appeal for a rehearing that was filed by Mr. Ludlow's attorney. Solicitor Smith stated that he feels there is no additional evidence or rule to show cause for a rehearing. He said Attorney Sheets will appeal it and Solicitor Smith stated he will appeal it also.

BOROUGH SECRETARY REPORT:

Secretary Kulick announced a 5K Color Run for the benefit of the THS Senior Class, is to be held on Sunday, October 21, 2018, using Route #1.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

New union contract agreed upon as stated earlier in the meeting.

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

PLANNING COMMISSION REPORT:

Mr. Christini stated in the last meeting, they discussed farm animals, mainly roosters in general. The existing Towanda code does not directly cover specific issues with raising farm animals, and there has been several nuisance complaints about the noise of Roosters crowing in town. The board discussed chickens as a positive but not roosters.

The following is the result of the Planning Commission Meeting discussion:

- 1) A motion was made by Planning Commission's Jimmy Lacek and seconded by Diane Siegmund to suggest that Borough Council add to the existing Chapter 88. Animals, a new article called "**ARTICLE III – Other Animals**" and to prohibit all male fowl in the borough. Motion passed.
- 2) The Planning Commission also agreed that the fines be the same as in the current code Chapter 88. Animals, which is §88-5. Violations and penalties.
- 3) Add **definition for "Fowl"**. One definition was deemed acceptable by those present was the following:
Fowl – (as found in Google dictionary); a gallinaceous bird kept chiefly for its eggs and flesh; a domestic cock or hen. Any other domesticated bird kept for its eggs or flesh, e.g., the turkey, duck, goose, and guineafowl. The flesh of birds, especially of the domestic cock or hen, as food; poultry.

A motion was made by Mr. Taylor and seconded by Mr. Kovalcin to accept the Planning Commission's conclusions on prohibiting "Roosters" from the Borough. Motion passed.

RECREATION REPORT:

Mr. Kovalcin stated the committee is working on the event that will occur after the Halloween parade on Saturday, October 27th at Riverfront Park.

TMA/WMA/CBPA REPORTS:

Good news for TMA. They will receive a \$3 million-dollar award for the \$12 Million-dollar new water source project in North Towanda. Manager Lane stated that he received the permit for the project today.

MISC:

President Sweitzer expressed a concern on how we will enforce or get people into the new parking garage. A suggestion was to raise the current parking fines. He said council will have to be persistent.

Manager Lane stated that he would like to request that we eliminate the diagonal parking on Court Street and turn it back to parallel parking. It is too difficult to be able to get an emergency vehicle like the fire truck down the street. This will be addressed.

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mr. Klinger. Meeting adjourned at 8:56 PM.



Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes November 5, 2018

The **NOVEMBER** regular meeting of the Towanda Borough Council was held on Monday, November 5, 2018, at the Municipal Building. Council President Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL:

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

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

CITIZENS TO BE HEARD:

Two young Scouts BSA, Troop 17, were present tonight. Owen Lane (son of Kyle Lane, Borough Manager) and Damon Doherty. They are both 11 years old and in the 6th Grade at Towanda Elementary School. Note: Scouts BSA is a year-round program for boys and girls in fifth grade through high school that provides fun, adventure, learning, challenge, and responsibility to help them become the best version of themselves.

In addition, Mr. Coates of 118 York Avenue was a visitor.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the October 1, 2018 regular meeting minutes was made by Mrs. Lacek and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent and Mr. Klinger stated there was nothing new to report. The incident report was provided in the packets.

FIRE BOARD REPORT:

Mr. Klinger had nothing to report.

MAYOR'S REPORT:

Mayor Miller once again signed a proclamation for White Cane Days and thanked Jim Haight and the Lions Club for their efforts in this program.

He also thanked the Fire Department and Police for their coverages during Halloween Trick-or-Treat night.

On Friday, November 9th, Officer Bellows and Mayor Miller attended the Towanda Elementary School's Veteran's Day ceremony.

POLICE CHIEF REPORT:

Chief Epler reported the following:

- The Police hosted a tour of the station for the Boy Scouts.
- Officer Hennessy and K-9 Hades had training on October 2nd and 16th.
- Officer Hennessy and K-9 Hades attended the "Buddy Walk "" for down Syndrome at Hornbrook Park on the 6th.
- Officer Hennessy also attended the YMCA Halloween party where he handed out candy, he and the Mayor Miller judged the costume contest as well.
- We had an extra Officer on patrol for the Trick or treat night.

- We received a check from the American Legion for \$500 towards the Blue Santa program.
- Towanda PD also dealt with a perceived bomb threat at the Towanda Area High School. All went smoothly for the evacuation and the incident is under investigation.
- Towanda Borough Police in conjunction with Pennsylvania State Police conducted a raid on 301 Second Street. - 4 individuals were arrested on drug warrants; 2 individuals are still being sought for active drug warrants and 2 individuals were arrested for miscellaneous warrants.

OCTOBER 2018 – Monthly Report

332	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
32	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
12	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
2	DUI ARRESTS	3	ANIMAL COMPLAINTS
73	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
6	VEHICLE ACCIDENTS	10	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	2	K-9 SERVICES
16	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Taylor stated they did not have a meeting because there was nothing to discuss.

CODE ENFORCEMENT / PUBLIC WORKS REPORT: October 2018

Mr. Haight was absent tonight; therefore, Mr. Sluyter reviewed the Reports as follows:

- Compliance Action - 41 Violations
- Rental Inspections - 15 Total inspections
 - 11 Failed the 1st time
 - 1 Passed the 2nd time
 - 1 Failed the 2nd time
- Zoning Permits - 4 Issued
- Complaints - 34 Investigated
 - 18 Resolved
- 34 Permits Issued 217 YTD
- \$2,249 Permit Fees Paid \$15,395 YTD
- \$425 Code Inspections Charges \$5,615 YTD
- \$3,699,589.15 = YTD Value of Permit Issued Work
- \$600 Contractors Registrations \$12,200 YTD

There were 34 permits issued in October for a total YTD at 217
 Permit fees paid amount in October were \$2,249 & YTD - \$15,395
 Code Inspections charges in October were \$425 & YTD - \$5,615
 The value of permit issued work in the borough YTD - \$3,699,589.15

Contractor's Registrations in October amounted to \$600 & YTD - \$12,200

PARKING REPORT – OCTOBER 2018 **YEAR-TO-DATE**

# Green Tickets Issued:	-	6	54
# Yellow Tickets Issued:	-	3	14
# Green Tickets Forgiven	-	0	2
# Yellow Tickets Forgiven	-	1	2
# Green Tickets Excused	-	0	0
# Yellow Tickets Forgiven	-	0	0
# Paid W/N 48 Hrs @ ½ Cost	-	3	16
\$ Amount Paid w/n 48 Hrs	-	\$30	\$160
# Paid After 48 Hrs	-	2	20
\$ Amount Paid After 48 Hrs	-	\$40	\$400

PARKING REPORT – SEPTEMBER 2018 **YEAR-TO-DATE**

# Tickets to Magistrate as Citations	-	0	0
Amount Received from Magistrate	-	\$0	\$0
Delinquent Tickets before Citation	-	3	49
\$		\$60	\$900
Revenue from Reserved Parking Spaces	-	\$3,000	\$30,080
Hours on Parking per Month	-	40	410
Police - # of Tickets Written	-	12	169
\$ Amount Paid W/N 48 Hours	-	\$80	\$510
\$ Amount Paid After 48 Hours	-	\$60	\$550
TOTAL MONTHLY REVENUE	-	\$3,270	YTD \$32,600

BOROUGH MANAGER'S REPORT:

1. Downtown Revitalization Project -

Manager Lane stated that work is continuing along. The final grades for alley's and sidewalks are being prepped for asphalt and concrete, glass for the stair columns are installed, the final slab is being poured. He would like to see the project done within a month, but the weather is not cooperating, which makes the time frame on completion change often.

2. PennDOT Turnback SR 3020 (Poplar Street) -

Manager Lane spoke with Gregg Dibble from PennDOT. PennDOT in Harrisburg is finishing the agreement, hopefully by December (so we can ratify it). PennDOT has agreed to do a "full depth restoration".

3. **PennDOT Building - York Avenue (R-4 District) -**
Manager Lane and Mr. Haight met with PennDOT's consultants some time ago concerning their plans to demo the old office building structure and rebuild a new one. The project includes the re-organization of most of the buildings currently on site. The R-4 Zoning does not allow for this to happen. They want to build to the most eastern side of the property which would fall into the R-1 District, which also does not allow a commercial usage. Manager Lane thinks they will challenge the validity of our ordinance.
4. **Trail Feasibility Study -**
The next meeting to discuss the trail is on November 7th. We will be meeting with PennDOT (part of a larger study) representatives to discuss the using R.O.W. (right of way) for portions of the trail.
5. **BCVMPA -**
Manager Lane stated that he received notice today that \$50,000 will be sent for the Association to finish the rotunda at the park. Then they will advertise for bids to install it.
6. **2019 Budget -**
Manager Lane has the first draft of the Borough budget completed. He stated that it is a rough draft and he will continue to adjust it until the December meeting. He scheduled a "budget work session" with council for Wednesday, November 14th to go over the details of the budget. This meeting will be advertised in the newspaper.
7. **Flood Insurance Rate Maps -**
Manager Lane stated that he will continue to keep this subject on this report until he hears something. He has not heard about a rescheduled FIRM meeting (at Wysox Fire Hall) as of yet.

As he stated before, new preliminary maps were mailed to the Borough office. A meeting of municipalities involved and FEMA was forced to be rescheduled due to the hurricane in North Carolina this summer. Manager Lane was firm in that he does not agree with the findings. There will be more information to come in the near future.
8. **Street Sweeper - USDA/CBPA -**
Manager Lane opened discussions with both the USDA and Progress Authority about financing the purchase of a new street sweeper. USDA has the ability to term it out for 15 years at 4%. The CBPA program will have a hard time terming the loan out 15 years.
9. **CDBG - Blight Removal -**
Manager Lane stated that the two properties in Mason Alley that the Borough purchased a few years ago will finally be torn down. He was notified that the Borough's application for CDBG funding to demo the buildings was approved by the BC Commissioners.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he still does not have a ruling on the Ron Ludlow zoning appeal. Solicitor Smith also discussed the proposals by the Planning Commission concerning the parking code. He will meet with Mr. Christini this week to discuss more thoroughly.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented:

RESOLUTION 2018-4

Approval that Henry Dunn (of the Dunn Group) be reappointed to CBPA (Central Bradford Progress Authority) Board of Directors as the Towanda Borough representative.

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

Mr. Christini, Mr. Long and Mr. Roof were absent

Mr. Sweitzer abstained from voting.

Voting Aye/Yes: Mr. Klinger, Mrs. Lacek, Mrs. Miller, and Mr. Taylor

Voting Nay/No: Nobody

Resolution 2018-4 Carried.

Mrs. Kulick asked to schedule the final meeting of Council to vote on the new budget, pay the bills etc. December 27th at 6 PM was agreed upon. **(Note: This meeting was changed to December 26th later on in November.)** In addition, Mrs. Kulick will advertise this meeting.

ADMINISTRATIVE REPORT:

Included in packet.

UNION SUB-COMMITTEE REPORT:

Nothing new to report.

FINANCIAL REPORT – A motion was made by Mr. Klinger and seconded by Mrs. Lacek to pay the October 2018 bills. Motion passed.

PLANNING COMMISSION REPORT:

There was no meeting in October.

RECREATION REPORT:

Mr. Kovalcin stated the committee will be doing a float themed on Rudolph & Yukon Cornelius for the Hometown Christmas Parade and events to be held on Saturday, December 1st. The parade will be held on the Merrill Parkway this year. There will be a number of things happening, such as the tree lighting on Friday, November 30th, and on Saturday, December 1st, there will be a 5K Run-Run Rudolph race, Woody's Cupcake Wars, vendors at Towanda Terrace, a gingerbread house contest, Victorian Charm Inn tours, the Christmas Parade, a free showing of the movie "Polar Express", free cookie decorating, and SANTA will be coming to town for the children to meet, plus horse carriage rides. The Central Bradford County Chamber of Commerce is spearheading most of the day's activities.

TMA/WMA/CBPA REPORTS:

Manager Lane stated the PennVest loan paperwork was submitted.

EXECUTIVE SESSION:

President Sweitzer called for an Executive session at 7:40 PM, to discuss a personnel issue. Executive session ended at 7:55 PM.

MISC:

Mr. Taylor asked about compliance violations that have continued for years without action being taken by the resident or owner to correct it. He asked if there is a way to enforce getting these properties corrected sooner, and he suggested maybe raising the rates. This was discussed on all angles but nothing solid to resolve it. We do what we need to do and some of the violators repeatedly pay the fine to the Magistrate's office, and that's it.

In addition, Mrs. Miller stated that there have been some complaints about the manholes on York Avenue. Manager Lane stated that all the manholes were leveled and new covers put on them by the Borough employees, just as asked by PennDOT before they had it paved. It is all in the way the company prepared the road before they paved it.

ADJOURNMENT:

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Sweitzer. Meeting adjourned at 8:10 PM.



Diane M. Kulick
Towanda Borough Secretary

**TOWANDA BOROUGH SPECIAL COUNCIL
MEETING MINUTES
DECEMBER 27, 2018**

A **SPECIAL** meeting of the Towanda Borough Council was held on Thursday, December 27, 2018, at the Municipal Building. The meeting was called to order at 6:03 PM, by Council President Paul Sweitzer, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. Roll was called and recorded as follows:

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

ABSENT: Mr. Christini

CITIZENS TO BE HEARD

None.

PAYMENT OF 2018 YEAR-END BILLS

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

RESOLUTION 2018-5

ADOPTION OF THE 2019 GENERAL FUND BUDGET & SPECIAL FUNDS

President Sweitzer asked if there were any questions regarding the proposed 2019 Borough and Special Funds Budgets.

Mrs. Lacek made a motion seconded by Mrs. Miller to adopt, by resolution, the 2019 Borough and Special Funds Budget as presented and advertised.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Christini

Resolution 2018-5 carried unanimously by those present.

ORDINANCE 2018-2

ADOPTION OF 2019 REAL ESTATE TAX LEVY

Mr. Long made a motion seconded by Mr. Klinger to adopt, by resolution, the 2019 Real Estate Tax Levy Ordinance as presented.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Christini

Ordinance 2018-2 carried unanimously by those present.

OTHER BUSINESS

The next meeting of the borough council is scheduled for Monday, January 7, 2019 at 7 PM.

Mr. Patrick Taylor presented a letter of resignation to Council President Paul Sweitzer effective December 31, 2018. He is moving out of Towanda to Dushore in the near future. He stated that he was grateful for having the opportunity to serve as Councilman for the Second Ward and as a member of the Shade Tree Commission and Chairman of the Police Committee. President Sweitzer and the rest of the board stated that Mr. Taylor was a good all-around Councilman, and he thanked Mr. Taylor for all his time and service to the Borough.

President Sweitzer talked about an item that was not on the agenda that he wanted to discuss. On Pine Street next door to the Main Link, there is a loading area where there is no longer a business. President Sweitzer asked to have the loading zone sign taken down and one parking spot added due to this being such a busy area. When Marlene's closed, that loading zone sign was taken down at that location on Main Street. Council agreed, and Manager Lane stated that he will have the sign taken down and a parking spot will be placed there.

Also, Mr. Klinger started a discussion about Poplar and State streets possibly being made into one-way streets due to the difficulty for cars traveling both ways and competing with the parked cars on these streets. Manager Lane stated that he would like to wait until the parking garage is complete, as parking on the south side of State street will then be eliminated, and 4 to 6 spaces on the north side of the street will be gone also. It was agreed that vision is impaired when pulling out of these streets to travel either way.

President Sweitzer also stated that if anyone wants his seat as President of Council, he would make it available to them. Also, he thanked everyone on the board for their dedication to Council and any who are also on TMA (Towanda Municipal Authority).

In addition, Council also asked the reporter present from the local paper to mention that due to Mr. Taylor's resignation, there is a need to fill behind him in the 2nd Ward. Any resident in this ward who is interested may contact Manager Lane. Mr. Taylor also stated that he would like to see the Police Committee continue to meet, as this has been good for communication between the Police and Council. Council concurred.

ADJOURNMENT

Mr. Taylor made the motion, seconded by Mrs. Lacek. Meeting adjourned at 6:20 PM.



Diane M. Kulick
Borough Secretary