

**Towanda Borough  
Reorganization & Regular Council Meeting Minutes  
January 2, 2024**

The Towanda Borough Council Reorganization & Regular Meeting was held on Tuesday, January 2, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA.

**Present were Councilmembers:** Mr. Kovalcin & Mr. Parks  
**and;**

**Councilmembers Elect:** Mr. Eberlin, Mr. Roof, Mr. Schulze, Mr. Christini & Mrs. Hatch

**Absent were:** Mrs. Miller & Mr. Saring

**Call to Order:** Mayor Garrett Miller called the meeting to order at 7:03 PM, followed by a silent prayer and the Pledge of Allegiance.

**OATH OF OFFICE (COUNCIL):** Mayor Miller administered the Oath of Office to: Mr. Eberlin, Mr. Roof, Mr. Schulze, Mr. Christini & Mrs. Hatch

**NOMINATIONS & ELECTION OF COUNCIL OFFICERS**

- Mayor Miller opened the nominations for Council President.  
Mr. Kovalcin made the motion to nominate Mr. Eberlin for President of Council, seconded by Mr. Schulze. There were no other nominations; nominations were closed with a motion from Mr. Kovalcin, second by Mr. Schulze. Mayor Miller called for a vote of Council; all were in favor unanimously. Motion carried. Mr. Eberlin is President.
- Mayor Miller asked for nominations for Vice-President. Mrs. Hatch made a motion to nominate Mr. Saring, seconded by Mr. Roof. Mr. Kovalcin made a motion to nominate Mr. Christini for Vice-President of Council, seconded by Mr. Schulze. There were no other nominations; nominations were closed. Mayor Miller called for a vote of Council: Mr. Saring received 2 votes and Mr. Christini received 5 votes. Mr. Christini is Vice-President.
- Mayor Miller congratulated the elected officers and turned the gavel to Council President Eberlin to officiate the remainder of the reorganization meeting.
- President Eberlin asked for nominations for President Pro Tempore of Council. Mr. Roof made a motion to nominate Mr. Kovalcin for President Pro Tempore of Council, seconded by Mr. Parks. There were no other nominations; nominations were closed with a motion from Mrs. Hatch, second by Mr. Christini. President Eberlin called for a vote of Council; all were in favor unanimously. Motion carried. Mr. Kovalcin is President Pro Tempore.

**CITIZENS TO BE HEARD:**

Mr. Thomas Thompson, Vice President of Economic Development of the Central Bradford Progress Authority (CBPA) was present to ask for a resolution from Towanda Borough for approval of the issuance of bonds by the CBPA as a loan to The Guthrie Clinic. The principal amount is not to exceed 280 million dollars (bonds) including a series of tax-exempt bonds in a principal amount not to exceed 140 million. The Guthrie is using this money to finance a portion of the costs of a project relating to the affiliation of the Guthrie Clinic with Our Lady of Lourdes Memorial Hospital in Binghamton, New York. The approval does not impose any liability or affect the credit or taxing power of the borough in connection with the issuance of the bond.

**RESOLUTION 2024-1**

Approval of the Issuance of Revenue Bonds by the CBPA for a Loan to The Guthrie Clinic.

Motion made by Mr. Christini and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

AYE/YES: Mr. Roof, Mr. Kovalcin, Mr. Schulze, Vice-President Christini, & Mrs. Hatch, Mr. Parks

NAY/NO:

ABSTAIN: President Eberlin (He is on the CBPA board)

ABSENT: Mrs. Miller & Mr. Saring

**RESOLUTION 2024-1 - Carried**

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the December 4, 2023, regular meeting minutes was made by Mr. Kovalcin, seconded by Mrs. Hatch. Motion passed. A motion to approve the December 27, 2023, Special meeting minutes was made by Mr. Parks and seconded by Mr. Kovalcin. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof's incident report is included. He stated that they had 155 calls for the year which is average. He also stated that on the 3rd Sunday of the month, they are hosting breakfasts again at the fire company hall.

**FIRE BOARD REPORT:**

Mr. Parks stated they had a meeting and had nothing new to report.

**MAYOR'S REPORT:**

- Mayor Miller stated that the new Officer Wills was doing good.
- He did have several complaints about parking downtown, especially during the holiday season. People were shopping and getting tickets and he received complaints. The mayor feels we should look at the issue, particularly the block of Pine Street which seems to be the biggest issue. People not being familiar, people from out of town, and people that don't have cell phones with them. They go into the store for a couple of minutes and come out to see a ticket and very upset people. He talked to them as best that he could.
- He and Chief Epler discussed the upcoming snowstorm and the issues with vehicles left on the street abandoned, they feel that the ordinance needs amending. It hasn't been updated since 1975. They were looking at the ordinance Sayre has as a model. Sayre's ordinance is used to facilitate removing cars to become abandoned property that can be retitled and sold. President feels that the Parking Committee should look at this abandoned car issue and bring a recommendation back to Council.
- A motion was made by Vice-President Christini and seconded by Mrs. Hatch to take the abandoned car and parking issues to the Parking Committee (President Eberlin, Vice-President Christini, Mrs. Hatch, and Manager Hotaling are on this committee). Motion passed.

**POLICE CHIEF REPORT:**

Chief Epler reviewed his report:

- Towanda PD dealt with a bomb threat on Dec 13th. The threat was called into a business on Main Street, and after clearing the building and the investigation, the suspect has been charged and awaiting criminal proceedings.
- Officer Hennessy did K-9 training down near Wilkes-Barre Scranton this month which involved drug sniffs.
- The new Dodge patrol car is being finished up at 911 Rapid Response. It should be ready this week. The 2016 has been fitted with a remote kill switch to keep it from draining the battery.
- Officer Trevor Wills's training is proceeding, and I have hired another part-time Officer to help.
- We have signed the agreement for Central Square, our software provider. Because no one wanted to oversee collecting annual maintenance fees for the entire County, each municipality would pay them directly. This caused some to have to pay more, but it reduced our yearly fee.
- All Officers have completed yearly MIST (Mandatory In-Service Training) requirements.
- The Blue Santa program went well this year with 14 families being helped totaling 29 kids. Those involved were the Towanda Schools and Staff, the YMCA, and Officer Hennessy.

**DECEMBER 2023 – Monthly Report**

315	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
15	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
7	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
0	DUI ARRESTS	1	ANIMAL COMPLAINTS
65	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	3	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	17	MENTAL HEALTH CALLS
7	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

There was no meeting this month.

**CODE ENFORCEMENT REPORT:**

Barry Thrush, Code Enforcement Report included.

- Mr. Thrush stated the permits have slowed down this past month, and there are some property maintenance issues. Also, he had some rental inspections last month.
- The Quality-of-Life ticketing is happening and the list from July 26, 2023, through December 28, 2023, is included (just under 40). He stated a few are abandoned properties and nine are in violation at the \$25.00 cost.
- Mr. Thrush presented a request for a handicapped parking spot in a residential area, and the homeowner requested it to be exclusive to him at the side of his house on Elizabeth Street. The front of his home (his address) faces Third Street. In addition, there is off-street parking at his home on the Elizabeth Street side. He stated to Mr. Thrush that he is afraid that other handicapped vehicles (particularly a neighbor across from him) might park in this spot "so he can't park there." However, President Eberlin stated that parking in that spot would create a visibility issue when someone is crossing Third Street. President Eberlin asked if he would be open to having the handicap sign on Third Street in front of his home, which would be the safest spot in President Eberlin's opinion. Mr. Thrush stated that the requestor wants the sign on Elizabeth Street because it is the shortest route to the door he uses (and easy for an ambulance crew to respond). It does create a visibility issue if you have a car parked on that section of Elizabeth Street (going up the hill is no parking area). We will follow up on snow plowing, sweeping, and other street maintenance activities that the borough crew does and report back, but President Eberlin strongly considers utilizing Third Street for the handicapped parking spot. Mr. Thrush will talk to the homeowner/requester on Wednesday, January 3rd.

**PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

Manager Hotaling, Mr. Parks (Chairman), Mr. Kovalcin, and Mr. Hatch

**BOROUGH MANAGER HOTALING REPORT:**

Manager Hotaling reported on the following:

**1. Recap of 2023 and Goals for 2024**

Manager Hotaling showed a PowerPoint presentation showing a recap of last year and the plan for 2024.

- a. In 2023, we welcomed new staff, IT Upgrades at the borough and police buildings, Infrastructure Improvements, façade improvements, painted the borough building, and increased the height of the mechanic's garage to enable working on the bigger trucks, newer used office furniture, new HVAC system in the back-office area, changing to LED lighting. We started work on the Parks Master plan project (\$85,000 in fund now). We held the yearly Concerts in the Park, Riverfest, our first Porch Fest (major success), and another successful year for the Pumpkin Roll. Currently, the Merrill Parkway mural project has started.
- b. In 2024, our plans and goals consist of adding two Full-Time Police Officers and a Public Works position, Upgrades for the Police Department/Public Works, purchasing new equipment and vehicles, finalizing the Parks Master Plan, Finishing the Murals on Merrill Parkway, Bigger Events/Tourism, Downtown Revitalization Master Plan Begins, More Stormwater & Infrastructure projects complete, new website finalized, more assets mapped into our iWorq's program, and Review/Modify Ordinances.

**2. DCED Technical Assistance Grant-CEO Support**

- a. Barry and Manager Hotaling met with Lisa Burns of PA DCED, and Cesare Forconi to tour the Borough and discuss the program and assistance. Ches has proposed to spend 1-day a week for four weeks. Focusing on the following topics/items each week:
  - i. Property maintenance inspections
  - ii. Code enforcement Quality of life issues-concentrate on a few blocks within the Borough
  - iii. Zoning and/or building compliance problems that the Borough would like to address.
  - iv. Review of any open items not completed in the first three areas listed above

**3. Parks Master Plan**

- a. Our summer intern, Jazmine, spent her few weeks of break assisting us with various items. She developed an online survey for community members to share their opinions on the new Park Plans to ensure we covered what the community requested.

**4. Hospital Drive**

- a. We are moving forward to vacate our portion of the road to Guthrie. Butler Surveying will begin completing the Boundary Map and Surveyor’s Description for the property.

**5. SR 1039 Turnback Project-PennDOT**

- a. Eric and Manager Hotaling were waiting on a few more answers from PennDOT regarding reimbursable interest when to expect reimbursements, and when the Borough becomes the owner of the street. Steve Kehoe with PennDOT did get back to us, and she feels comfortable with the answers he provided to move forward with the project. However, she has not heard back from Eric to see if he is satisfied with the responses. So, we will hopefully move forward with the agreement at our February Meeting.
  - i. Towanda Municipal Authority received a Small Water and Sewer Grant for \$492,142 to replace approximately 1,100 linear feet of sewer mains along this route to be utilized when construction is underway.

**6. Planning Commission Vacancy**

- a. The Planning Commission has a vacancy that has been posted on our website. We have at least one person interested, and the Planning Commission can make their recommendation to Council at their meeting this month.

**BOROUGH SOLICITOR**

- Solicitor Smith is working on some things. The Oil & Gas Ordinance draft went to County Planning and he has not heard anything yet. He will get it ready to advertise.
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**BOROUGH SECRETARY**

**RESOLUTION 2024-3**

Appoint Katrina Murray and Roger Hatch to the TMA (Towanda Municipal Authority) Board for a 5-Year Term each.

Motion made by Vice-President Christini and seconded by Mr. Kovalcin

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mr. Roof, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, & Mrs. Hatch, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Miller & Mr. Saring

**RESOLUTION 2024-3 - Carried**

**FINANCIAL & ADMINISTRATIVE REPORT:**

- There were no bills to be paid this month.

The following is an employment agreement resolution to continue to extend the services of Lauren Hotaling as Borough Manager:

**RESOLUTION 2024-2**

Employment Agreement between Towanda Borough and Lauren Hotaling to continue as Towanda Borough Manager.

Motion made by Mr. Kovalcin and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mr. Roof, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, & Mrs. Hatch, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Miller & Mr. Saring

**RESOLUTION 2024-2 - Carried**

**UNION SUB-COMMITTEE:**

Mrs. Miller was absent tonight.

**PLANNING COMMISSION REPORT:**

President Christini stated there was not a meeting in November or December. The next Planning is scheduled for January 16, 2024 at 7 PM.

**RECREATION REPORT:**

Mr. Kovalcin stated he will have a lot of information next month.

**TMA/WMA/CBPA REPORTS:**

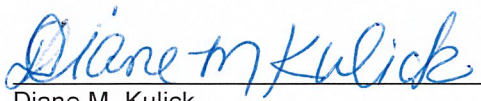
Included in the packet.

**LIBRARY REPORT:**

The November 9, 2023, meeting minutes were in the packet.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Christini. The meeting adjourned at 8:03 PM.



Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
February 5, 2024**

The Towanda Borough Council Regular Meeting was held on Monday, February 5, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Eberlin.

**Present:** President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, & Mr. Parks

**Absent:** Mrs. Hatch

**RESOLUTION 2024-4**

Approve Civil Service Commission and Police Chief, Randy Epler's recommendation to hire Trevor Wills as a Full-time Police Officer.

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

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Hatch

**RESOLUTION 2024-4 - Carried**

**CITIZENS TO BE HEARD:**

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the January 2, 2024, Re-Organization and Regular meeting minutes was made by Mr. Kovalcin, and seconded by Mr. Parks. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof's incident report is included. He stated that they are starting to look at new tanker trucks. The current tanker truck is old but still in working condition. They were thinking maybe a year or two out to replace it.

**FIRE BOARD REPORT:**

Mr. Parks stated they had a meeting and had nothing new to report.

**MAYOR'S REPORT:**

- Mayor Miller stated that the Veteran's Memorial Park was selected as a 2024 Tour of Honor site to visit. Manager Hotaling will talk about this tonight.
- Mayor Miller acknowledged the hiring of Officer Wills to Full-time status as he is coming along well.

**POLICE CHIEF REPORT:**

Chief Epler reviewed his report:

- Towanda PD dealt with a threat this month at the high school. The threat is still being investigated.
- Officer Hennessy did K-9 training in Wilkes-Barre for 2 days which involved drug sniffs and tracking.
- The new Dodge patrol car is finished and in service. The 2014 is being taken out of service.
- Officer Trevor Wills is ready to move to full-time status.
- Officer Hennessy and I attended rural school incident training at the 911 Center in North Towanda, along with staff from the School District. The training was sponsored through FEMA.
- Towanda PD handled a case this month that started with 2 missing juveniles and ended with both being found in another state with multiple criminal violations. Our department did an excellent job with moving quickly on getting info out via NCIC (National Crime Information Center) and working with other out-of-state departments to bring the situation under control. They are going to be charged in NY State, but it was a well done all hands-on deck, and my officers did a super job. Hats off to all my Officers.

**JANUARY 2024 – Monthly Report**

342	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
15	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
7	NON-TRAFFIC CITATIONS	2	THEFT REPORTS
0	DUI ARRESTS	2	ANIMAL COMPLAINTS
57	DISTURBANCE CALLS	0	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	1	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	17	MENTAL HEALTH CALLS
5	CRIMINAL ARRESTS		

**Chief Epler reviewed the 2023 Year-End Report including the following:**

	2021	2022	2023
Complaints Received	3587	3652	3907
Criminal Arrests	95	99	83
DUI Arrests	16	9	8
Traffic Citations	195	262	217
Non-Traffic Citations	83	140	169
Motor Vehicle Crashes	47	59	35
Vehicle Doors Opened	34	45	29
Warnings Issued	91	82	38
Thefts Reported	78	100	60
Disturbances	861	987	827
Juvenile Petitions	25	11	21
Animal Complaints	40	44	50
Mental Health	54	159	215

**POLICE COMMITTEE:**

Mr. Saring stated that he wanted to check on 302 (Involuntary Commitment) warrants for mental health, as these group homes are calling our police department to handle these individuals and transport them to a facility. He stated that he thought that one of the Mental Health officials told him that the police don't necessarily have to transport the 302'd individual. She was going to check on this and Mr. Saring will follow up on it. Vice-President Christini asked if the committee had found any direction on the ACT 120 removal and Mr. Saring stated that Solicitor Smith was looking into it.

**CODE ENFORCEMENT REPORT:**

Barry Thrush, Code Enforcement Report included.

- Mr. Thrush stated that there have been more indoor permits this past month.
- Mr. Thrush stated that the Code Appeals Board has two members and he feels that there should be a third member on it. Manager Hotaling will touch base with the two people currently on it if they want to continue and, possibly look for a third board member.

**PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

Manager Hotaling, Mr. Parks (Chairman), Mr. Kovalcin, and Mr. Hatch  
Mr. Parks talked about using Wysox's Street Opening Ordinance as a template for our Borough. They tweaked it to fit our needs and turned it over to Solicitor Smith to have him review it.

**BOROUGH MANAGER HOTALING REPORT:**

Manager Hotaling reported on the following:

1. **Public Works Superintendent & Utility Maintenance Technician Positions**
  - a. Chad Strickland, Public Works Superintendent has resigned in his position effective February 6th, as well as Mike Tabor, our Utility Maintenance Technician position effective February 9th. I would like to thank both for their time at the Borough and recognize the big shoes we must fill. I would also like to thank our team and their willingness to step up to assist us with their roles in the interim. The Public Works Superintendent Position has been posted on Indeed and I am reviewing applicants currently.
2. **SR 1039 Turnback Project-PennDOT - Resolution # 2024-5**
  - a. Eric Casanave and I spoke about the concerns he had regarding the PennDOT Turnback project for SR 1039, and his biggest concern was that PennDOT would not allow for reimbursement for interest accrued during the project. I believe moving forward with this project would be in the Borough's best interest, especially if PennDOT plans to move its operations to Wysox and vacate the York Ave facility. TMA did receive the PA DCED Small Water and Sewer Projects Grant for replacing sewer mains and manholes along this route. TMA will pursue a grant towards the water main replacement project to reduce costs to Borough & TMA Customers as the project will likely not go out to bid until 2026. The following resolution is requested.

**RESOLUTION 2024-5**

Approve PennDOT SR 1039 – North Main/William Street TURNBACK PROJECT Agreement

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

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Hatch

**RESOLUTION 2024-5 - Carried**

3. **Law Enforcement Officer Recruitment Grant**

- a. I was notified that the grant I applied for will be awarded, and am working on the modifications requested. We will receive a grant to assist with Officer Recruitment through the PCCD to provide a \$5,000 sign-on bonus for new officers. This is another tool that will help them and us to recruit future officers.

4. **Parks Master Plan**

- a. Chris Foster is finalizing our Parks Master Plan and I will be able to distribute it to our Steering Committee for any final comments. Hopefully, we will get the costs of all the different improvements that he's recommended that we want to have in it all three parks.



**5. Borough & TMA Audits**

- a. We have Hallock and Shannon PC coming to meet with us from February 26th through February 28th to review our accounts.

**6. Public Works**

- a. Snow Storms have sent our crews out after hours for plowing/salting, and we have included the Parking Garage through storm events.
- b. Pat Maynard began his position as a Laborer, has been cross-training amongst several employees, and has already saved the day 18x.

**7. Public Works Committee Meeting**

- a. We briefly met to review the proposed Street Opening Ordinance which Gary mentioned. Chad made a few minor changes and I sent the draft to Fred for review. Fred is going to have some comments for us.

**8. Parking Committee Meeting**

- a. We met to discuss several items from the January meeting regarding the Parking issues.
  - i. Bridge Street-3 Hour Parking, Community Cup & Knights Out  
There are no good options for what is requested from people who want some additional slots. There is nothing we can do there.
  - ii. Abandoned Vehicle Ordinance – Chief Epler asked us to look at Sayre’s Abandoned Vehicle Ordinance, as we definitely need to update ours.

**9. Upcoming Training**

- a. Barry and I are signed up to hear the Redeveloping Blighted Properties seminar with PSAB.
- b. The DCED mentorship program will begin this month for Barry
- c. Numerous trainings for TMA employees regarding water and sewer are coming up. Tobias Nagle (Stiffler McGraw) will be here February 12-14th to train staff on the Water Filtration System
- d. LB Water will be here on February 7th to train numerous employees on Meter installation. Our current needs are to install approximately 55/per month to stay on track with the grant.
- e. Dallas Data will be at our office to assist with any Caselle Training, which is especially important during the interim. 2023 was the first year we used the Accounts Receivable module, and we want to be sure that all records are in order.

**10. Dancing with the Stars**

- a. I was honored to be a part of the BCRAC’s Dancing with the Stars event on January 27th. The event sold out and raised nearly \$30,000 for the Arts Council. I would like to thank everyone who came and contributed to Adam and me as “Straight Outta BC” for our dance to “Uptown Funk.” It was a great experience, and I enjoyed befriending our competition and all involved with the event. Hopefully, Mayor Miller will be dancing next year! It was a good time and everyone enjoyed themselves.

**BOROUGH SOLICITOR**

- Solicitor Smith was on vacation.

**BOROUGH SECRETARY**

Secretary Kulick stated that she has had a busy month with DCED Municipal & Pension reporting and Actuary reporting for the Police Pension Plan and a Workers' Compensation Audit. Also, Manager Hotaling signed the contract with NTSWD (Northern Tier Solid Waste Disposal) for the Spring Cleanup which will be May 17 & 18, 2024.

**FINANCIAL & ADMINISTRATIVE REPORT:**

- A motion for the bills to be paid for January was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

**UNION SUB-COMMITTEE:**

Mrs. Miller stated that there will be meetings starting in a couple of months for the Public Works & Clerical Agreements.

**PLANNING COMMISSION REPORT:**

Vice-President Christini stated there was a meeting in January. The main action item was the open seat on the Commission. There were two candidates and they were both discussed for a length of time. A motion was made by the Planning Commission to recommend to Council that Ms. Brianna Fischetti be appointed to the Planning

Commission. Mr. Kovalcin made the motion to appoint Ms. Fischetti, seconded by Mr. Schulze. Motion passed. Manager Hotaling will contact her with the news.

**RECREATION REPORT:**

Mr. Kovalcin stated that they found a tentative carnival ride company. He also stated that they were hoping to have some different games & features such as a big fishing tank for kids where the handler teaches kids how to fish, and brings live fish. Also, Mr. Kovalcin stated that there is a guy who is an escape artist that we can't get this year but may be able to get next year (2025). One of his biggest escapes is a water escape.

**TMA/WMA/CBPA REPORTS:**

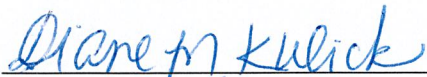
Included in the packet.

**LIBRARY REPORT:**

The December 14, 2023, meeting minutes are in the packet.

**ADJOURNMENT:**

A motion to adjourn was made by Vice-President Christini. The meeting adjourned at 7:47 PM.



Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
March 4, 2024**

The Towanda Borough Council Regular Meeting was held on Monday, March 4, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:03 PM by President Eberlin.

**Present:** President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

**Absent:** Mr. Roof

President Eberlin stated there is a letter in the packets from the Police Civil Service Commission recommending we hire **Clinton V. Vermilya** for the open police officer position. He asked for a motion to pass **Resolution 2024-6** to do so. Also, he thanked Chief Epler and the Civil Service Commission and stated that they breezed through this as they had a great candidate, therefore this is just an official recommendation to council.

**RESOLUTION 2024-6**

Approve Civil Service Commission and Police Chief, Randy Epler's recommendation to hire Clinton Vermilya as a Full-time Police Officer.

Motion made by Mr. Kovalcin and seconded by Mrs. Miller.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

**RESOLUTION 2024-6 - Carried and is Effective March 4, 2024.**

Mayor Miller did the swearing-in ceremony for full-time Police officers Trevor A. Wills and Clinton L. Vermilya and Council offered congratulations to both.

**CITIZENS TO BE HEARD:**

Mr. Cain Chamberlain, Executive Director of Endless Mountains Heritage Region, Inc. was present and gave a description of the organization and the different things they are involved in. He came to the meeting to give information concerning their Endless Mountains Gravel Bikepacking Loop (EMGBL). It's a 430-mile bikepacking loop through the 4 counties. They started working on this 2 years ago as gravel bicycling has become a big thing across the country. They are trying to bring a self-supported cycling race event on the loop and would like to start it in Towanda Borough. Because it is a multi-day event, he wanted to talk about arranging parking for the participants. The loop will start in Towanda on September 21st (Saturday) down by the tourism center. Mr. Chamberlain was concerned about parking during the week. President Eberlin recommended sending this to the Parking Committee and they will come back to Mr. Chamberlain with 2 or 3 options. He stated that we would find a solution as starting and ending in Towanda is a big deal. This event is expected to draw between 100 to 200 participants. They will have open registration once they get things like the parking sorted out. President Eberlin stated that the parking committee will brainstorm and come up with a solution on the parking for them.

**Kali's Mission**

President Eberlin noted a letter from Kali's Mission was on the table thanking Manager Hotaling and the Borough for donating the 2007 Jeep Commander to Kali's Mission. Mr. & Mrs. Parks stated they can now do 2 trappings at the same time in different locations with this second vehicle. They appreciate Council's generous support of the program.

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the February 5, 2024, Regular meeting minutes was made by Mr. Saring, and seconded by Mr. Parks. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof was absent and the incident report is included. Mr. Parks stated it was a slow month and that they are continuing to explore new tanker trucks.

**FIRE BOARD REPORT:**

Mr. Parks stated they had a meeting and had nothing new to report.

**MAYOR'S REPORT:**

- Mayor Miller thanked Council for hiring the newest full-time police officers.
- The Recreation Board is busy planning for the Riverfest to be held on June 20th through 22nd, 2024.

**POLICE CHIEF REPORT:**

Chief Epler reviewed his report:

- Officer Hennessy did K-9 training in Scranton for 2 days which involved article search and tracking.
- Towanda PD dealt with a threat this month at the high school. The threat is still being investigated.
- Officer Clinton Vermilya is ready to move to full-time status.
- A DUI rove was conducted in conjunction with the Superbowl.
- Officer Wills did weapons training and house clearing with the tactical team in the Valley.
- Still working on getting 3 bids for a camera system.

President Eberlin stated that the Police Civil Service Commission minutes for their January 17, 2024 Meeting were included in the council packets.

**FEBRUARY 2024 – Monthly Report**

345	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
32	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
3	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
3	DUI ARRESTS	3	ANIMAL COMPLAINTS
52	DISTURBANCE CALLS	0	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
0	OUT-OF-TOWN ASSISTS	18	MENTAL HEALTH CALLS
6	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

Mr. Saring stated that they looked at another town’s ordinance on abandoned vehicles, junk cars, and cars with no plates that might be sitting in their borough. There are a few things that he marked that should be tweaked a bit to fit our Borough. Solicitor Smith will review them and they will get together to discuss.

**CODE ENFORCEMENT REPORT:**

Barry Thrush, Code Enforcement Report included.

- Permits have been steady this month.
- Barry met with Matt Gorman from Code Inspections to discuss dealing with 3 problem properties located in the borough and moving forward with them.

**PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

Manager Hotaling, Mr. Parks (Chairman), Mr. Kovalcin, and Mr. Hatch

Mr. Parks stated they had a meeting and they gave the information to Solicitor Smith and he will bring that up in his session.

## **BOROUGH MANAGER HOTALING REPORT:**

Manager Hotaling reported on the following:

### **1. Public Works Superintendent**

- a. Manager Hotaling thanked the staff, especially the Public Works crews who stepped up and took over many responsibilities that had to be delegated during this transformation in the interim.
- b. Matt Aikey started today as our new Public Works Superintendent. She was very excited to have him here with us! Matt's background is working in Municipal Government holding several positions within the Public Works Department from Old Lycoming Township; including the Sewer Department Superintendent, to Director of Public Works, and Manager for the Township. His experience and his accomplishments working in those roles align with the goals and vision that Manager Hotaling has for the Borough, and she feels very fortunate to have him.

### **2. Central Bradford Regional Comprehensive Plan**

- a. We are advertising the RFP to hire a consultant to complete the joint Comprehensive Plan between the Borough, Towanda Township, and North Towanda Township. We were awarded a Municipal Assistance Program grant through DCED to complete this project. We will be opening bids on the 28th. Consultants may contact me or Diane for a copy of the RFP.

### **3. Borough & TMA Audits**

- a. Hallock and Shannon PC were only able to begin the audit on February 28th due to illnesses to review our accounts. They will be back this week to finish up. So far, all our accounts look good.

### **4. Borough Paving Projects**

- a. John Miller, James Kithcart, and Manager Hotaling toured the Borough with Steve Kehoe from PennDOT to look at a few paving projects this year. We just received the estimates and will determine this month which streets we will solicit bids for in April.

### **5. PennDOT Green-Light-Go**

- a. Manager Hotaling submitted a grant to PennDOT for a traffic study for the three traffic signals on Main Street. This is to address the timing between signals and determine if changes need to be made. HUNT-EAS provided a quote for \$18,500 and if awarded, PennDOT will cover 80% of the costs. We have had several complaints about the timing of the lights.

### **6. Community Facilities Program Grant**

- a. DCED announced the Community Facilities Program Grant to cover community/recreational center improvements. This program came out of COVID-19 funding from the Federal Government. Through our Parks Master Plan, we discussed adding onto the SCI building to provide a second gymnasium, with an upper-level walking track. Manager Hotaling met with Randi Morse and Doreen Secor with the YMCA, and Darin Rathbun with HUNT-EAS to submit a grant in April. The grant allows for up to \$2M without matching funds toward planning and construction projects.

### **7. Junior Council Proposal**

- a. TASD High School Math Teacher Cassie Smith and Manager Hotaling met to put together a proposal for a Junior Council to discuss with the principal to begin in the fall of next year. Students must do community service hours and this would be a great way for them to gain experience with Council, and the different committees we have, attending meetings, giving updates on what they are doing, and possibly making a project come to fruition. Manager Hotaling is looking forward to this.

## **BOROUGH SOLICITOR**

Solicitor Smith asked for Council's permission to advertise an ordinance to vacate the entirety of Hospital Drive (Township RD T-590) in Towanda Borough as a public thoroughfare. It is a little strip between the hospital and Pratt Avenue that has two owners. Neither of the 2 owners is going to lose access to their respective lands. There is a provision for a hearing to be held if anybody complains about it. A motion was made by Mr. Kovalcin and seconded by Mrs. Hatch. Motion passed. Solicitor Smith will advertise the ordinance and Council will look to adopt it at the April Council meeting.

Solicitor Smith asked for Council to authorize him to sign a settlement of stipulation (**Resolution # 2024-7**) that is being prepared and signed off on by Towanda Area School District and the County. Guthrie Towanda Memorial Hospital filed with the Bradford County Board of Assessment Appeals an application for the exemption from real estate taxation of several properties it owns located in Towanda Borough at 37 Pratt Avenue (Tax Parcel Nos. 49-

073.01-010-000-001 and 49-073.01-012-000-000) and 417 Main Street (Tax Parcel No. 48-086.04-214-000-000). The first exemption filing was in October 2020 and this was denied for tax year 2021.

A "Stipulation" was proposed and will be filed with the Court after approval by the governing bodies (Bradford County, Towanda Borough, and Towanda Area School District) of the taxing entities. The terms of the stipulation are that the property at 37 Pratt Avenue (Tax Parcel Nos. 49-073.01-010-000-001 and 49-073.01-012-000-000) will be reclassified as "exempt" from real estate taxation but will remain subject to a prior agreement between Guthrie (then known as Towanda Memorial Hospital) and Towanda Borough providing for payments in-lieu-of taxation, and the property at 417 Main Street (Tax Parcel No. 48-086.04-214-000-0000) will remain classified as taxable at an assessed value of \$17,750. After review of the full text of the Stipulation and the proposed Order of the Court to adopt and approve same, the approval of the Stipulation is deemed to be in the best interest of Towanda Borough. If this resolution is approved, Towanda Borough will hereby accept and approve for submission to the Court the Stipulation and approve the entry of the proposed Order in full settlement of the Appeal, authorized by the Solicitor, Fred N. Smith, Esquire, to execute the Stipulation on its behalf.

A motion was made by Mrs. Hatch and seconded by Mr. Saring to Approve the Joint Settlement Resolution 2024-7.

#### **RESOLUTION 2024-7**

Approve Joint Settlement Stipulation to Settle Real Estate Tax Appeal by the Robert Packer Hospital. Vacate the Entirety of Hospital Drive (Township RD T-590) in Towanda Borough as a Public thoroughfare. Motion made by Mrs. Hatch and seconded by Mr. Saring

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

#### **RESOLUTION 2024-7 - Carried**

#### **BOROUGH SECRETARY**

Secretary Kulick had no business to discuss.

#### **FINANCIAL & ADMINISTRATIVE REPORT:**

- A motion for the bills to be paid for February was made by Mr. Kovalcin and seconded by Mr. Parks. Motion passed.

#### **UNION SUB-COMMITTEE:**

Mrs. Miller stated that there will be meetings starting soon for the Public Works & Clerical Agreements.

#### **PLANNING COMMISSION REPORT:**

Vice-President Christini stated there wasn't a meeting in February.

#### **RECREATION REPORT:**

Mr. Kovalcin stated that the Committee is currently receiving donations to go toward Riverfest (June 20, 21 & 22). They are hearing from vendors and bands. Plus, the quality of the rides and the number of rides will be better. The Saturday finale will be a Nashville recording artist who will perform, and a world-class magician will be walking around doing tricks in the crowd for the show Saturday. Duck races will be held and the quality of the food truck will be better. Also, the fireworks finale will be bigger this year.

#### **TMA/WMA/CBPA REPORTS:**

Included in the packet is Resolution 2024-8. This resolution is to appoint Jonathan Schulze to CBPA (Central Bradford Progress Authority) as a board member (behind Ryan Eberlin).

A motion was made by Mr. Kovalcin and seconded by Mr. Saring to carry the resolution.

#### **RESOLUTION 2024-8**

Appoint Jonathan B. Schulze to CBPA (Central Bradford Progress Authority) as a board member.

Motion made by Mr. Kovalcin and seconded by Mrs. Miller.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN: Mr. Schulze

ABSENT: Mr. Roof

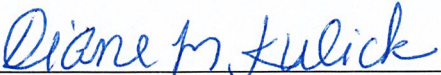
#### **RESOLUTION 2024-8 - Carried**

**LIBRARY REPORT:**

The January 11, 2024, meeting minutes are in the packet.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Saring. The meeting adjourned at 7:37 PM.

  
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Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
April 1, 2024**

The Towanda Borough Council Regular Meeting was held on Monday, April 1, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:04 PM by President Eberlin.

**Present:** President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

**Absent:**

**CITIZENS TO BE HEARD:**

President Eberlin read a letter from Vince Valoroso, 18 Mulberry Street, requesting a handicap parking sign be placed in front of his residence for his mother who has a handicap placard for the car. She is 80 years old and feeble. Chief Epler stated that he has talked to Mr. Valoroso before and feels that placing the sign would be ok. He told Mr. Valoroso that if someone else happens to be visiting the neighborhood and has a handicap placard, they can use the space also (if it is empty), as it is not a reserved spot. Mr. Roof made the motion to approve the handicap parking sign, seconded by Mr. Kovalcin. Motion passed.

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the March 4, 2024, Regular meeting minutes was made by Mr. Kovalcin, and seconded by Mrs. Miller. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof stated that the pumps on the engines, ladder and tanker trucks were serviced and will be recertified next month. Everything is in good working order.

**FIRE BOARD REPORT:**

Mr. Parks stated they had a meeting but had nothing to report.

**MAYOR'S REPORT:**

- Mayor Miller stated they have been very busy with Riverfest planning and Little League Opening Day will be held on the 27th of April.

**POLICE CHIEF REPORT:**

Chief Epler reviewed his report:

- A DUI Rove and Aggressive Driving Patrol was conducted in the Borough this month.
- Officers Hades and Hennessy were busy this month with sniffs for the Senior trip, the Junior trip, and a sniff at the Bradford County Correctional Facility Officer. They also did K-9 training in Scranton for 2 days which involved article search and tracking.
- 2 reconditioned X-2 Tasers have been ordered.
- Lauren and Chief Epler has been working on the camera grant and we have secured the three quotes necessary to forward the grant. The three companies involved were Axon, Motorola, and Pro Vision. The Officers have decided that they would like to go with the Axon system. Lauren is moving forward with the funding request Chief Epler will be placing the order for the system on her go-ahead.
- Officer Campbell is preparing for his military deployment to start in May and Chief Epler has interviewed a new potential part-time Officer to help fill the void of his absence. He is in the process of working with MPOETC (Municipal Police Officers' Education and Training Commission) to bring him aboard.

**MARCH 2024 – Monthly Report**

335	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
38	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
8	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
2	DUI ARRESTS	0	ANIMAL COMPLAINTS



54	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	2	WARNINGS ISSUED
0	OUT-OF-TOWN ASSISTS	15	MENTAL HEALTH CALLS
5	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

Mr. Saring stated that he would like to get the IT issues fixed and the rest of the computers up and running. Chief Epler stated that the computer in the new Dodge is not connected to AT&T or T-Mobile. They don't seem to be able to find anyone to give them help on it. They have reached out to our government representatives and Stacy has been trying to get something done, but we are getting the runaround and now we have a new sales rep assigned to our account. We are still working on it for now; we have only one car with one computer.

**CODE ENFORCEMENT REPORT:**

Barry Thrush, Code Enforcement Report included.

- Permits are picking up this past month due to weather changes.
- The mentorship program started a couple of weeks ago. Mr. Thrush walked around town with the mentor person and they found a couple of properties to send letters to get them worked on. The mentor will be back for a second visit to view the progress at these addresses.

**PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

Manager Hotaling, Mr. Parks (Chairman), Mr. Kovalcin, and Mr. Hatch

Mr. Parks stated there was no meeting, and Solicitor Smith would review what the committee had drafted. Solicitor Smith stated that he has it ready and it is in Manager Hotaling's hands now.

**BOROUGH MANAGER HOTALING REPORT:**

Manager Hotaling was absent but her report included the following:

**1. Public Works Superintendent**

- a. Manager Hotaling was going to introduce our new Public Works Superintendent Matt Aikey to attend tonight's meeting so that all Council Members could meet him. Matt comes from Old Lycoming Township, with a lot of experience working in Municipal Government and she wrote that she was excited to have him on our team, and was looking forward to our future accomplishments together for Towanda Borough. Note: Mr. Aikey did not attend this meeting.

**2. Bradford County Emergency Management Plan**

- a. The updated Bradford County Emergency Management Plan has been signed by the County Commissioners. The Borough has an opportunity to adopt the County Plan as our own, which we have previously done. Manager Hotaling has updated the Notification and Resource Manual of the Emergency Operations Plan. President Eberlin asked Council to pass the **resolution** to adopt the Bradford County Emergency Management Plan.

**RESOLUTION 2024-9**

Adopt Bradford County 2024 Emergency Operations Plan Update

Motion made by Mrs. Hatch and seconded by Mr. Kovalcin.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**RESOLUTION 2024-9**

**3. DCNR Grant-SCI Pool Feasibility Study**

- a. Manager Hotaling is applying for funding through the DCNR C2P2 program for a Pool Feasibility Study. She is waiting to hear back on an updated price from the previous submission. The grant

will cover 50% of the costs for the feasibility study. Mr. Eberlin asked Council to pass the **resolution** to apply for the funding.

#### **RESOLUTION 2024-10**

Approve SCI-Pool Feasibility Study Grant through DCNR

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

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

#### **RESOLUTION 2024-10**

#### **4. Parks Master Plan Complete**

- a. Manager Hotaling received a copy of the completed Master Site Development Plan for the three Borough Parks by Stiffler McGraw. The plans are included in her report. The major improvements for each park are:
  - i. Memorial Park
    1. New Swimming Pool
    2. Moving Little League field to Memorial Park Drive
    3. Pickleball Courts, new Parking area, lighting
    4. Basketball Courts and Pavilions
    5. Playground Area and Play/Fitness Elements, Pavilion, and Retaining Wall
  - ii. Tom Fairchild Park
    1. New Vault Restroom
    2. New Pavilion
    3. Walking Trail extension
    4. Dog Park
    5. Terraced Riverfront
    6. Disc Golf Course
  - iii. Third Ward Playground
    1. New restrooms, new pavilion, Gaga Pit, cornhole, Chess Board
    2. New Playground Equipment/Climbing Structures

#### **5. 2024 Tour of Honor Motorcycle Ride**

- a. Our Bradford County Veterans Memorial Park has been selected as one of seven parks in Pennsylvania to serve in the annual Tour of Honor. Each year, seven Veteran memorials or monuments are selected in all fifty states. Registered riders begin visiting the locations between April 1st through October 31st. The parks are not announced until April 1st. Riders pay a \$25 fee to participate, and the funds will support the Fisher House Foundation, Gold Star Family Memorial Foundation, or Gary Sinise Foundation First Responders Outreach. Over 950 riders have registered so far! We have a banner to welcome Tour of Honor riders to our park, and we were also able to install the Outdoor Display Case with the Brick Plot layout. Manager Hotaling will also display lists of all of the engraved bricks in the next few weeks once the latest round of bricks and pavers are installed.

#### **6. Beautify Towanda Day**

- a. Our Second Annual Beautify Towanda Day will be held on Saturday, April 20th from 10 AM to noon with a rain date of April 21st. We will deploy volunteer groups from the Municipal Building with supplies. Volunteers are encouraged to assist with sidewalk and curb sweeping, painting, weeding, trimming, and general clean-up downtown. If interested in participating, please email [towardaboro@comcast.net](mailto:towardaboro@comcast.net) with your contact information so we can send any updated information as we get closer to the date. The Borough will provide garbage bags, gloves, paint, and brushes. If you can bring along shop/garage brooms, and leaf blowers, that would be extremely helpful! Hope to see everyone then!

#### **7. Central Bradford Regional Comprehensive Plan**

- a. We advertised an RFP for consultants to complete the Central Bradford Regional Comprehensive Plan and did not receive any bids. Manager Hotaling will readvertise, and share the RFP with consultants for more interest.

**8. Borough Paving Project**

- a. We will open bids to pave Fifth Street from Elizabeth Street to Bridge Street on April 18th.

**9. School Events**

- a. Manager Hotaling had Paul Ackley and Ian Whinnery join her at the Wyalusing Job Fair with high school students earlier this month. The event was created by the WASD Career Coach, and they talked with several students about different career paths in local government.
- b. Next month we will be meeting with the TASD K-5 Classes to demonstrate some of our Public Works Equipment at the Fire Hall. Students will also be meeting with the Police Department and Fire Department.

**10. Brownfield Inventory Report**

- a. Manager Hotaling had a meeting with PADEP on Friday to discuss the draft of the Borough's Brownfield Inventory Report. The EPA defines a brownfield as a property where expansion, redevelopment, or reuse may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The report evaluated 40 properties as brownfields within the Borough limits and ranked the properties for economic favorability for redevelopment. The report also ranked properties based on low, moderate, and high environmental risks. The 40 properties were located in the following zoning districts: Commercial, Highway Commercial, Light Industrial, R1, and R4.

**BOROUGH SOLICITOR**

Solicitor Smith had two action item ordinances for Council to vote on.

**ORDINANCE 2024-1**

**Vacate the Entirety of Hospital Drive (Township RD T-590) in Towanda Borough as a public thoroughfare.**

Motion made by Mr. Saring and seconded by Mrs. Miller.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2024-1                      STATUS: Carried**

**ORDINANCE 2024-2**

**Ordinance Amending Chapter 325 Zoning Ordinance, Providing for the Regulation of Oil and Gas Operations, of the Code of the Borough of Towanda.**

Motion made by Mr. Kovalcin and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2024-2                      STATUS: Carried**

Solicitor Smith also talked about the revamping of street opening permit procedures. There are some PennDOT requirements that we may have to run by the borough engineer to see if he has everything correct, and how specific we should be because if PennDOT changes their requirements we would have to amend the ordinance. He stated we have some urgency since line painting season is near.

Solicitor Smith also is working on the Floodplain ordinance and has the template that we received from the state. We have until July 7th to approve this ordinance. He also is working on the abandoned vehicle ordinance amendments, and he has some old business with the Planning Commission to talk about at their next meeting on April 16th. They will also talk about a better definition of retail sales for guests. And, finally Manager Hotaling told him that we need to make some revisions to the TMA (Towanda Municipal Authority) because we have some new entities coming in.

**BOROUGH SECRETARY**

Secretary Kulick stated the Borough Clean Up will be held on Friday, May 17, and Saturday, May 18, 2024, from 9 AM to 6 PM at the Wastewater Treatment Plant.

Also, Manager Hotaling has included a flyer for a workday on Saturday, April 20th from 10 AM to Noon called Beautify Towanda. A community volunteer day to clean up the borough. The rain date is Sunday, April 21st.

**FINANCIAL & ADMINISTRATIVE REPORT:**

- A motion for the bills to be paid for March was made by Mr. Kovalcin and seconded by Mr. Schulze. Motion passed.

**UNION SUB-COMMITTEE:**

Mrs. Miller stated probably next month the committee should start to hold meetings.

**PLANNING COMMISSION REPORT:**

Vice-President Christini stated there was a meeting in February, and the new commission member Brianna Fischetti was present to introduce herself, and the commission members introduced themselves to her. We discussed the Vacant Store Front Ordinance, as the definition needs some tweaking. We lost 2 hearings over this ordinance. There were 2 property owners with storefronts who were not willing to do what we have been trying to do, which is to show some light to the vacant storefronts. We would like to tighten up the definition of "vacant" if it's possible.

**RECREATION REPORT:**

Mr. Kovalcin stated that they are continuing plans for the June Riverfest. They are bringing back the planes and flyovers and the sponsorships are coming in. They have paid the first half cost for the fireworks and the cost of the magician. Most of the bills are paid through the donations and solicitation and the rest will come from the ride company. We also won't need to supply any staffing.

Concerts in the Park will also still be held.

He said if June is better than August, they would like to hold Riverfest every year in June.

**TMA/WTMA/CBPA REPORTS:**

The February 26, 2024, TMA and the WTMA meeting minutes are in the packet.

**LIBRARY REPORT:**

The February 8, 2024, meeting minutes are in the packet.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Saring. The meeting adjourned at 7:42 PM.



Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Special Council Meeting Minutes  
April 22, 2024**

The Towanda Borough Council Special Meeting was held on Monday, April 22, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Eberlin.

**ROLL CALL:**

**Present:** President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

**Absent:**

**CITIZENS TO BE HEARD:**

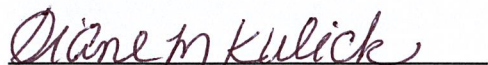
**PERSONNEL DISCUSSION:**

President Eberlin called for an Executive Session at 7:04 PM for a personnel discussion related to performance.

Council came out of Executive Session at 8:49 PM

**ADJOURNMENT:**

Mr. Saring and Mrs. Hatch made a motion to adjourn. The meeting adjourned at 8:50 PM.



Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
May 6, 2024**

The Towanda Borough Council Regular Meeting was held on Monday, May 6, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 PM by President Eberlin.

**Present:** President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini via telephone, Mrs. Hatch & Mr. Parks

**Absent:**

**CITIZENS TO BE HEARD:**

Mr. LeRoy McCracken, the director of the Valley Walk Against Suicide invited Mayor Miller and all of Council an invitation to take part in this benefit being held on September 7, 2024. It is being held in Sayre with a rain date of September 14th. He stated there would be vendors, 50/50 raffles, a silent auction, food, refreshments, and music. There will be a motorcycle ride in addition to the walk. The purpose is to benefit survivors, victims, and those affected by suicide. The group would like to become a non-profit organization in the future to help spread knowledge and awareness about suicide, the causes, and the prevention of suicide.

Melody Cervantes of 518 Third Street (corner of Elizabeth & Third Street) was present to talk about some issues she is having with vandalism in her neighborhood allegedly caused by a neighbor. She passed some pictures for council to see that relate to these issues, plus Chief Epler is aware of these problems. She is very concerned about the safety of her neighbors, her children, and herself. This neighbor/individual is the primary suspect, but it is hard to prove this in court. There has been paint thinner thrown on a neighbor's car and red paint on the back of a neighbor's house. The police have asked the neighbors to get more cameras. This person put their handicapped sign in his yard. Mrs. Cervantes and her daughter are both handicapped, and she tries to park her car in her garage most of the time but needs to have her car very near her door to transport her daughter to the hospital. However, there is no parking on her side of the street. This neighbor has also been harassing them with a laser pointer, pointed into her windows, and he is leaving notes around the neighborhood. President Eberlin stated that we have a Parking Committee and they will meet to try to come up with a solution for parking. In the meantime, if she feels threatened in any way to contact the Borough Police.

Mrs. Charlotte Parks, Treasurer of Kali's Mission was present to give an update on its activities. They received a United Way Grant for \$2,000 for the 2024 year. They have applied for another grant for 2025, and hope to hear the outcome in June or July. A rabies clinic was held in April at the Wysox Animal Clinic. There were 50 vaccines and \$300 raised. Dr. Robyn Terrell and her staff volunteered their time for this event. They held a yard sale on May 4th and did not sell a lot of items, but they did receive \$120 in donations (\$100 of it from one couple who used Kali's Mission and gave back to them). They will be selling hot dogs, chips, and soda again at Concerts in the Park at Tom Fairchild Park this summer, and at the Pumpkin Roll in the fall. She also stated the Got Sneakers program is continuing. The Baptist Church & particularly member Mrs. Sue Wheeler, as their contact has donated all the sneakers that they receive when they have household giveaways. They received 122 pairs of sneakers to send to this recycling program. The sneakers bring in \$.50 to \$3.00 per pair with zero cost for shipping. They collect and recycle \$.05 returnable bottles and cans. Mrs. Parks stated that there has been a trapping in Towanda Borough and we are seeing a reduction in the number of stray/feral cats in the borough.

President Eberlin had a letter from Marge Chilson of 301 & 1/2 Pine Street, Apartment 1. She is requesting a handicap sign be placed in front of her home. President Eberlin stated that if approved, she needs to understand this spot is not a reserved spot just for her, but for anyone who has a handicap placard that might desire to park there. Mr. Thrush has tried to contact her at the number she listed in her letter and also emailed her, but has not had a response yet. President Eberlin stated that Mr. Thrush try to get in touch with her again and they will address this again next month.

President Eberlin has a couple of letters from two citizens who live on Mr. Saring's street (Lombard) that involve PennDOT's motorcycle training that has been happening in the lower Towanda High School parking lot every Saturday and Sunday from 7:00 AM to approximately 5 or 6:00 PM. These letters are asking for the Borough's help. Mr. Saring stated that he has received other calls and this is taking place right across from his house. There are a lot of participants and they rev up their engines, beep their horns, which is probably part of the training and testing. The residents can't sit on their porches, and they have to close their doors and windows to try to help alleviate the sounds. President Eberlin stated that he had run through there while it was going on and it was pretty loud. He stated that Mr. Peachy, the Superintendent knows that this has become a nuisance in the neighborhood. Peachy thought that this was only taking place on Sunday, not both days. President Eberlin stated that

he would like to support this neighborhood by sending a letter to the school district to see if they can do anything about this situation. Manager Hotaling will send a letter to Superintendent Peachy.

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the April 1, 2024, Regular meeting minutes was made by Mr. Kovalcin, and seconded by Mrs. Hatch. Motion passed.

A motion to approve the April 22, 2024, Special meeting minutes was made by Mr. Kovalcin, and seconded by Mrs. Miller. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof stated that it was a busy month. Everything is in good working order. He stated that he has been getting some phone calls from people installing solar panels. He stated as a firefighter he does have a problem with these panels being on roofs. They are dangerous and the firemen have to work around them. Also, even though you disconnect the panel, it is still charged. He tells the firefighters to stay away from them because they will zap you. Also, he said that he tells people this, but they don't believe him. Chief Roof has been in classes where he has been told that they are still charged. President Eberlin stated that there is nothing in our code that says someone can't have solar panels.

**FIRE BOARD REPORT:**

Mr. Parks stated they had a meeting but had nothing to report.

**MAYOR'S REPORT:**

- Mayor Miller talked about the Tour of Honor ride and said he would like to have a small container with a certificate in it for each rider to take when they visit our Veterans Memorial Park. Note: There is a Tour of Honor website that lists the rules for the riders and how to get recognition for the sites they visit. Mayor Miller also stated they have been very busy with Riverfest.

**POLICE CHIEF REPORT:**

Chief Epler reviewed his report:

- A DUI Rove and Aggressive Driving Patrol was conducted in the Borough this month.
- Officers Hades and Hennessy did K-9 training in Wilkes-Barre which involved article searches and tracking. Officer Hennessy also did active shooter training for the Towanda Creek Animal Hospital and assisted the Towanda Little League with their opening day Ceremony and player's parade.
- Training for the new camera system has been set up with a deployment date of 15 July.
- We have begun training the new part-time Officer, he will start working overlap shifts with different Officers.
- Officers who had expiring Body Armor were fitted last week in preparation for new armor. We have a grant that covers half the cost of the Armor.
- Several Officers attended training with the CERT team in the Valley, all reported that it was good training.

**APRIL 2024 – Monthly Report**

376	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
66	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
8	NON-TRAFFIC CITATIONS	6	THEFT REPORTS
3	DUI ARRESTS	6	ANIMAL COMPLAINTS
51	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	13	WARNINGS ISSUED
0	OUT-OF-TOWN ASSISTS	9	MENTAL HEALTH CALLS
9	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

Mr. Saring stated that Chief Epler covered all the topics that the committee discussed. Therefore, he had nothing more to add.

**CODE ENFORCEMENT REPORT:**

Barry Thrush, Code Enforcement Report included.

- Mr. Thrush has sent some letters out for high grass.
- He spent time with his mentor and he highlighted two properties in the borough that will be receiving letters in the mail soon for property maintenance violations.

**PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

Manager Hotaling, Mr. Parks (Chairman), Mr. Kovalcin, and Mr. Hatch

Mr. Parks stated there was no meeting this past month, and Manager Hotaling stated that she and Solicitor Smith have had some discussion on the street opening ordinance draft.

**BOROUGH MANAGER HOTALING REPORT:**

Manager Hotaling was report included the following:

**1. Paving Fifth Street between Elizabeth and Bridge Street**

- a. We received three bids for paving on Fifth Street.
  - i. Sikora Brothers-\$122,138.00
  - ii. **Glenn O. Hawbaker-\$84,943.00**
  - iii. Bishop Brothers-\$89,446.20
- b. She recommended to Council that we approve the bid from Glenn O. Hawbaker for \$84,943.00.

**RESOLUTION 2024-11**

Approve Paving Contractor for 2024

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

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**RESOLUTION 2024-11- Carried**

**2. Floodplain Management Resolution**

- a. To comply with the new FEMA maps, ManagerHotalingaskedcouncilto adopt the updated ordinance for requiring a permit for any building or construction within a floodplain.

**ORDINANCE 2024-3**

Adopt Updated Floodplain Management Regulations for Towanda Borough

Motion made by Mrs. Hatch and seconded by Mr. Parks.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2024-3 - Passed**

**3. DCED Greenways, Parks and Recreation Grant-SCI Pool Feasibility Study**

- a. Manager Hotaling asked for approval to apply for a grant for the (YMCA) SCI Pool Feasibility Study that DCNR requires to obtain any future grant funds for construction costs towards the pool renovations. The quote for the feasibility study is \$49,200, and the grant will cover 85% of the costs for a request of \$41,820.

**RESOLUTION 2024-12**

Approve GTRP (Greenways, Trails, & Recreation Grant of \$41,820 from Commonwealth Financing Authority to be used for the (YMCA) SCI Pool Feasibility Study.

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

The roll was called and recorded as follows:



AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**RESOLUTION 2024-12** - Carried

**4. Beautify Towanda Day**

- a. Saturday, April 20th was our second Beautify Towanda Day. Volunteers helped clean the sidewalks, weed, and clean the planters, and mulch the shade trees on Main Street. Thank you to all who came out to help! For next year, we should consider hosting the event in May again after the blossoms have fallen.

**5. LLEGP Grant**

- a. Three new in-car cameras and four body cameras have been ordered with Axon and should be here in late June or July. The total quote came in for \$60,691.80, and the grant will cover \$40,000. The remaining balance will be paid annually for the next five years.

**6. Oley Art-Merrill Parkway PA Native Animals Mural**

- a. Courtney will begin painting the week of May 13th for panels 11-34. Courtney and Manager Hotaling were recently interviewed by Maggie Barnes for Mountain Home magazine.

**7. Curb Appeal Loan Program**

- a. As a reminder for residents, we have a Curb Appeal Loan Program for up to \$7,500 and a maximum term of (5) years. Loans may be used for owners to replace sidewalks, exterior painting or exterior siding, and any other repairs that will improve the overall appeal and improvement to the neighborhood. The interest rate follows the Pennsylvania Industrial Development Authority rate which is updated quarterly. The current interest rate is 4.25%.

**BOROUGH SOLICITOR**

As stated by Manager Hotaling, Solicitor Smith and she had a discussion on the draft of the street opening permit ordinance procedures. Manager Hotaling will review it more and get together with the committee again. He is still working with the Planning Commission this month on the definition of guest, pre-existing grandfathered uses to tighten up.

There are some PennDOT requirements that we may have to run by the borough engineer to see if he has everything correct, and how specific we should be because if PennDOT changes their requirements we would have to amend the ordinance. He stated we have some urgency since line painting season is near. Solicitor Smith also is working on the Floodplain ordinance and has the template that we received from the state. We have until July 7th to approve this ordinance. He also is working on the abandoned vehicle ordinance amendments, and he has some old business with the Planning Commission to talk about at their next meeting on April 16th. They will also talk about a better definition of retail sales for guests. And, finally Manager Hotaling told him that we need to make some revisions to the TMA (Towanda Municipal Authority) because we have some new entities coming in.

**BOROUGH SECRETARY**

Secretary Kulick stated the borough clean-up is being held on Friday, May 17th and Saturday, May 18th from 9 AM to 6 PM. It has been advertised numerous times in the paper and is on the Borough website.

**FINANCIAL & ADMINISTRATIVE REPORT:**

- A motion for the bills to be paid for April was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

*President Eberlin called for an Executive Session at 8:00 PM to discuss organization and personnel structure. Executive Session ended and the regular meeting was continued at 9:05 PM.*

**UNION SUB-COMMITTEE:**

Mrs. Miller stated that Lauren was going to contact with BeLinda Combs.

**PLANNING COMMISSION REPORT:**

Vice-President Christini stated there was a meeting on April 16th. Three things were talked about as Fred mentioned. The definition of guest under Chapter 325-16 C. (2). They talked about the non-conforming use change under Chapter 325-57 and discussed the definition of vacant under the vacant storefront ordinance Chapter 217-2. There were no motions made and nothing to bring to council formally. This will be covered in the Planning Commission Minutes.

**RECREATION REPORT:**

Mr. Kovalcin stated that everything is going smoothly planning for the June Riverfest. He will keep council up to date. Also, they are working on the schedule for Concerts in the Park to start in June.

**TMA/WTMA/CBPA REPORTS:**

The March TMA and WTMA meeting minutes are in the packet.

**LIBRARY REPORT:**

The March 2024 meeting minutes are in the packet.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Saring. The meeting adjourned at 9:08 PM.



Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Special Council Meeting Minutes  
May 21, 2024**

The Towanda Borough Council Special Meeting was held on Tuesday, May 21, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Eberlin.

**ROLL CALL:**

**Present:** President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

**Absent:**

**CITIZENS TO BE HEARD:**

**PERSONNEL DISCUSSION:**

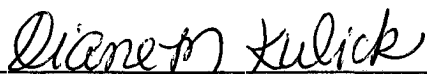
President Eberlin called for this meeting to discuss the topic of organizational structure and personnel.

At 7:02 President Eberlin called for an Executive Session to discuss a personnel matter & legal matter involving the terms and conditions of an employee's contract and the borough's rights and responsibilities under the contract. The Executive Session ended at 8:09 PM.

After the Executive Session, President Eberlin asked for any comments. It was at this time that Mr. Parks made the motion and stated that it was with a "heavy heart" that we terminate Lauren (Ms. Hotaling) as the Borough Manager, which would include a severance package. Mr. Kovalcin seconded that motion. President Eberlin asked for a vote from all that were in favor of termination with exercising the buyout/severance option of Ms. Hotaling's contract to raise their hand. There were 6 hands in favor. President Eberlin then asked for a vote of all opposed to termination and exercising the buyout/severance option of Ms. Hotaling's contract to raise their hand. There were 3 hands opposed. It was a 6 to 3 vote. The motion to terminate Ms. Hotaling's contract executing the buyout option carried.

**ADJOURNMENT:**

President Eberlin asked at this time for a motion to adjourn. Vice-President Christini, made the motion to adjourn, seconded by Mr. Saring. The meeting adjourned at 8:10 PM.



Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Special Council Meeting Minutes  
June 12, 2024**

The Towanda Borough Council Special Meeting was held on Wednesday, June 12, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 PM by President Eberlin.

**ROLL CALL:**

**Present:** President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini via phone, Mrs. Hatch & Mr. Parks

**Absent:** Mr. Roof

**CITIZENS TO BE HEARD:**

**MAY BILLS:**

President Eberlin called for this meeting to pay the May Borough bills. After discussion on a few items, Mr. Kovalcin made the motion, seconded by Mr. Saring to pay the May 2024 bills. Motion passed.

**ADJOURNMENT:**

President Eberlin asked at this time for a motion to adjourn. Mrs. Hatch, made the motion to adjourn, seconded by Mr. Saring. The meeting adjourned at 7:12 PM.

  
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Diane M. Kulick

Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
July 1, 2024**

The Towanda Borough Council Regular Meeting was held on Monday, July 1, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Eberlin.

**Present:** President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini via telephone, Mrs. Hatch & Mr. Parks

**Absent:** Mr. Roof

**CITIZENS TO BE HEARD:**

President Eberlin stated we received an email letter from Mr. Joe Yarzebinski, Pennsylvania Tour of Honor sponsor, who gave an update on the seven-month tour that visits veterans memorials all over the nation. Our BCVMP (Bradford County Veterans Memorial Park) is a part of this tour this year. He stated that our memorial has been visited 83 times.

A letter that the school district received from us concerning the motorcycle training course noise on Lombard Street was sent to the training company, and they decided to cancel all classes at this time. They were very cordial and said they appreciated the use of the school's facility over the years.

Kevin Doupe' of 9 Thomas Street was present on behalf of the 2nd Annual Porchfest. He said last year they had an estimated 550 to 600 people attend, and about 30 musicians performed, and included several vendors. They had lots of sponsors and community members taking part in this event. They are now a little over 2 months out from this year's Porchfest, and they currently have about 25 musicians, and a dozen porches for hosting. He feels that they are going to get a lot more. Also, they do have some food vendors and are going to do a vendor village this year with arts and crafts. Mr. Doupe' also stated with the work of Roger Hatch, they have now become a 501(c)(3) nonprofit organization. In addition, for the handicapped people who have a hard time getting up the hills during this event, they are working on possibly getting BeST Transit to go to the senior center in North Towanda, downtown to Towanda Terrace to Porchfest locations, and repeating this route throughout the day. They are really hoping this will work out. Mr. Doupe' gave a thank you to the Borough for all they did last year for making it a huge success again.

Mr. Hatch of 101 York Avenue stated there are a few things that were done for Porchfest on behalf of the Borough last year, and they wanted to make sure that the Borough would be ok to do these things this year. Mr. Hatch reviewed the items/requests to Council. He also reviewed the borough funds that are in the Porchfest bank account, and stated that they would like to use them to open their own checking account. The ending fund balance was \$2,377.65 and he understands that \$2,000 has to stay with the Borough account. They had left after-expenses of \$2,100 left from last year's Porchfest. There were a few motions made for this event to happen. Number 1: Waive the borough's vendor fee. A motion was made by Mr. Kovalcin, seconded by Mrs. Hatch to do this. Motion passed.

Number 2: Give the balance of the earned 2023 Porchfest donation in the amount \$ 2,102.65, to the 2024 now a 501(c)(3) nonprofit Porchfest organization. A motion was made by Mr. Saring and seconded by Mr. Kovalcin to do this. Motion passed.

Number 3: Approve the sewer credits to Bishop's in exchange for the use of their porta-potties (normally a rental) for the event. A motion was made by Mr. Kovalcin and seconded by Mr. Saring to do this. Motion passed. Lastly, President Eberlin stated that the Borough would take care of any garbage that is collected from this event.

Ms. Katrina Murray of 204 William Street was present to state that the intersection of Kingsbury and William Street cars are going through there without stopping at the stop sign (mostly the ones heading north). She asked if the borough could paint STOP on the pavement. Chief Epler stated that he will send a detail there to patrol at different times of the day. Hopefully, after a couple citations given out, it will help people to come to a full stop in the future.

Mr. Hatch stated that the Planning Commission would like to see the storefront ordinance move forward with the art. Maybe they could have Council (in the absence of a Borough Manager) take these ideas and move forward because the planning commission has taken it as far as it can in making the storefront window art happen. President Eberlin stated that Council does realize that they have to move forward on the storefront art and appreciates it.

Mr. Hatch stated that the commission is still working on the definition of vacant storefronts. Mr. Tom Bradford, of Means Street asked about the definition and when the Planning Commission was working on it. He was told that the next meeting is scheduled for July 16, 2024 at 7 PM.

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the May 6, 2024, Regular meeting minutes was made by Mr. Kovalcin, and seconded by Mr. Christini. Motion passed.

A motion to approve the May 21, 2024, Special meeting minutes was made by Mr. Parks, and seconded by Mrs. Miller. Motion passed.

A motion to approve the June 12, 2024, Special meeting minutes was made by Mrs. Hatch, and seconded by Mr. Saring. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof was absent, but his report was in the packet.

**FIRE BOARD REPORT:**

Mr. Parks stated they had a meeting but had nothing to report.

**MAYOR'S REPORT:**

- Mayor Miller asked that Council approve (via certification from the Police Civil Service Commission) the promotion of Bryan D. Bellows' to Corporal of the Towanda Police Department. A motion to do this was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed. Officer Bellows was present and congratulated. Corporal Bellows was given the Oath of Office by Mayor Miller.
- Mayor Miller thanked Corporal Bellows, Sargeant Lantz and Officer Vermilya for taking part in the dunking booth at Riverfest.

**POLICE CHIEF REPORT:**

Chief Epler reviewed his report:

- A DUI Rove and Seatbelt enforcement patrols were conducted in the Borough this month.
- Police presence was a mixed bag this year for Riverfest. Officers' vacation was already scheduled so I had asked the Sheriff's Office and Probation for a presence, PSP also came in for a while, as well. No major issues were reported.
- Officers Hades and Hennessy did K-9 training in Wilkes-Barre for narcotics.
- I attended several more workshops for the new Suite One operating program. I also had a Zoom meeting with Axon about our body-worn cameras in anticipation of our start-up date.

**JUNE 2024 – Monthly Report**

285	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
58	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
3	NON-TRAFFIC CITATIONS	6	THEFT REPORTS
0	DUI ARRESTS	1	ANIMAL COMPLAINTS
50	DISTURBANCE CALLS	1	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	9	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	10	MENTAL HEALTH CALLS
5	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

Mr. Saring stated that they were able to get the K-9 police SUV re-inspected. It needed a motor mount and an injector. Also, they ordered 2 more tasers that were essential to the department.

**CODE ENFORCEMENT REPORT:**

Barry Thrush, Code Enforcement Report included.

- Mr. Thrush also included the Parking tickets issued year to date.
- President Eberlin stated that the old Mulberry Street school sold recently and we should be proactive in letting the new owner understand the zoning code. We don't know what the intent is for the property, and we

don't want to get in a situation where the owner is moving forward with a plan that doesn't correlate with the zoning code. President Eberlin suggested that maybe a phone call or a letter to the new owner would be in order. He feels that this property needs hundreds of thousands of dollars of work unless someone is going to knock it down. It was noted that the property is still condemned and the new owner should know this but still be contacted.

#### **PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

Consists of Borough Manager (Open), Mr. Parks (Chairman), Mr. Kovalcin, and (Mr. Hatch?). Mr. Parks stated that there is a need for new members to be on the committee. President Eberlin will look into getting another participant which may be Superintendent Aikey.

#### **BOROUGH REPORT:**

The report included the following:

1. **Paving Fifth Street Between Elizabeth & Bridge Street**
  - Glenn O Hawbaker paving to start the 2nd week of July depending on the weather.
2. **Bank Accounts**
  - Add Stacy Schoonover & Matt Aikey to Towanda Borough, Towanda Municipal Authority.
  - Add bank Account for Act 13 Funds \$88,808.84.
3. **Porchfest**
  - The Committee would like to close out the Borough Porchfest account and open their own. Would like approval to write check out of account to them.
4. **Municipal Bid**
  - Side Dump loader bucket with is no longer used is now advertised for bids.
5. **Bridge Street Sidewalk**
  - Resident fell on the wood that is warping on Bridge Street. This is state property. PennDOT is aware and will be repairing.
6. **Riverfest**
  - Thanks to all the employees had Parkway all cleaned by noon.
7. **Garden Club**
  - Flower Pots - Stacy has planted the flowers and watered them. Garden club can't do this anymore.
8. **New Business**
  - New business downtown – 52 Designs, 506 Main Street.

#### **BOROUGH SECRETARY**

##### **RESOLUTION 2024-13**

Approve PEMA-DAP-1 designation of Ryan P. Eberlin as agent for Towanda  
Motion made by Mrs. Hatch and seconded by Mr. Saring

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

**RESOLUTION 2024-13** - Carried

#### **BOROUGH SOLICITOR**

- Solicitor Smith stated that he is still working on tightening up the definition of "guest."
- Solicitor Smith also stated that he was looking out his window and saw the Borough crew mowing grass across the street (on Wilmot Drive). This strip of property is just a paper street (Fifth Street) and the 2 bordering property owners are responsible for mowing each of their sides of this strip. Solicitor Smith is going to keep an eye on it and said for the Borough not to mow it. If it doesn't get mowed either he will send a letter or he will compose a letter for Mr. Thrush to send out to the property ow. We should tell them it is their responsibility, and if the Borough crew has to mow it, they both will be charged.

- Solicitor Smith also has the Street Opening Ordinance done and it was suggested that he present it to Mr. Aikey for his review and input.
- President Eberlin has a concern about disclosure of personal & confidential information by employees. Could we have some employees in certain positions sign non-disclosure agreements? Solicitor Smith will have a conversation with President Eberlin concerning this.

**FINANCIAL & ADMINISTRATIVE REPORT:**

- Mrs. Hatch mentioned the cost of the cleaning company. We will look around for different quotes.
- A motion for the bills to be paid for was made by Mr. Kovalcin and seconded by Mrs. Hatch. Motion passed.
- President Eberlin also stated that the Borough Manager position is now posted on Indeed and Facebook.

**UNION SUB-COMMITTEE:**

Mrs. Miller stated that she is waiting to hear from the union on starting negotiations.

**PLANNING COMMISSION REPORT:**

Mr. Hatch earlier in the meeting identified that we are stalemated with getting artists for the windows and working on the vacant storefront definition.

**RECREATION REPORT:**

Mr. Kovalcin stated that he will have the final numbers for Riverfest next month. He thinks the numbers were down this year due to the heat and so many other events going on throughout the area. The committee is thinking about moving the event back to late August in 2025. He thanked Borough employee James Kithcart for helping out with setting up and anything that needed done, and Bengal Gave, Borough Mechanic for the use of the boat for the duck race.

**TMA/WTMA/CBPA REPORTS:**

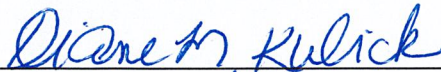
The April and May TMA and WTMA meeting minutes are in the packet.

**LIBRARY REPORT:**

The April meeting minutes are in the packet.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Kovalcin. The meeting adjourned at 8:12 PM.



Diane M. Kulick  
Towanda Borough Secretary



**Towanda Borough  
Regular Council Meeting Minutes  
August 5, 2024**

The Towanda Borough Council Regular Meeting was held on Monday, August 5, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Eberlin.

**Present:** President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

**Absent:**

**CITIZENS TO BE HEARD:**

Mr. Jack Young of 705 South Fifth Street spoke about a drainage issue making his driveway unsafe and he is concerned about it collapsing. He stated that the irrigation underneath where the drain butts there's a drain pipe that comes down the street which nothing comes out of. He said that he talked to Jim Haight years ago about the problem, and he has also been told that it is because he has a driveway that goes downhill. He stated that he has a tenant in an apartment on the property that he is also concerned about. He has sent emails and pictures to former borough managers as well. There is one little cage that has the drainage that comes from Gorman's Pond on the opposite side of his driveway which may be 10 to 12 inches. He stated that he will continue to bring it to Council's attention and he hopes that we can figure out a way to address this issue. The driveway floods and is undermined, eroded underneath and the pipe is rusted out. Mr. Young stated that he has hired help to clean his driveway each year and it is getting worse and he feels that it is about to collapse at the top. He has had water and debris and chunks of asphalt end up at the bottom of his driveway at times. President Eberlin stated that he would like to be filled in about the runoff from the street and we will get back to Mr. Young.

Mr. Basil Bacorn stated that he is the new Executive Director of the CBCCC (Central Bradford County Chamber of Commerce). He would like to request permission from Council to hold a 5K on Saturday, September 7th, the same day as Towanda's Porch Fest. It will start at the underpass and go down to Pratt Avenue and back which is 3.1 miles. Mr. Kovalcin made the motion to close the Parkway for this event which was seconded by Mrs. Hatch. Motion passed.

On behalf of the Personal Care Home at Guthrie RPH Campus, Mayor Miller asked Council to allow closing the road at the intersection of William Street and Pratt Avenue between the hours of 11 AM to 2 PM (3 hours), on Friday, September 13th. They are having an open house to celebrate their 25th Anniversary of having the Personal Care opened. Mrs. Hatch made the motion to close the intersection during the requested hours which was seconded by Mr. Saring. Motion passed.

Mr. Jeremy Sluyter, 203 Third Street stated that he has a situation similar to Mr. Young's. He said when the Borough did the blacktop project between Poplar and State Streets, Bishops did the driveway across the street at 200 Third Street, and they changed the pitch of the road when they did that. Ever since then, the water has gone straight down to Mr. Sluyter's driveway. He currently has about a 16-inch ditch in his driveway. He stated he was fixing it twice a year and it is getting tiring for him as it is storm runoff. He was told last year when Mr. Strickland was here, that it was getting two catch basins. The only other thing he would add is three days after it was blacktopped, Bishops were back to do different curbing on my side, and Towanda Borough has been back six different times to do temporary curbing. Mr. Sluyter feels that by them already trying to do several things to fix it he feels that it is time to get it fixed properly. Maybe they could mill the edge of the driveway or something so the water doesn't flood him out. Also, he added that it floods the three people out behind him, so it's not just his driveway that it's getting hit. He doesn't feel that this is any different than the situation that was on Watts Street that the Borough fixed, and the previous issues Ann Street had that were addressed too.

President Eberlin stated that he has been in conversations with Matt Aikey and Mr. Sluyter, so it is on the radar. President Eberlin will have Mr. Aikey look at Mr. Young's issue as well. He stated these issues will need to be prioritized.

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the July 1, 2024, Regular meeting minutes was made by Mr. Parks, and seconded by Mrs. Miller. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof report was in the packet. He stated that they had a fairly busy month and everything is in good working order. Towanda's fire truck was hit by another fire truck on a call to North Towanda. It is being repaired soon. There was not much damage and their insurance is going to cover it.

**FIRE BOARD REPORT:**

Mr. Parks stated they held a meeting but had nothing to report.

**MAYOR'S REPORT:**

- Mayor Miller gave an update on the 2024 Tour of Honor visits to the BCVM Park. Year to date there have been 1,039 registered participants and 24 (at the time of this writing) registered visitors from 8 (at the time of this writing) different states have visited the Quintessential Soldier Memorial at the BCVMPark since April 1st. The highest number of registered visits overall (at the time of this writing) is 52 at (the Congressional Medal of Honor) CMOHR Adolphus Staton Memorial in Rocky Mount, NC.

**POLICE CHIEF REPORT:**

Mayor Miller reviewed Chief Epler's report as he was out of town.

- DUI Rove and Seatbelt enforcement Patrols were conducted in the Borough this month.
- The Axon body-worn cameras are in service and being used by all Officers. We have received the equipment for the In-car systems, with an install date of 8/22. The equipment is for 3 cars to be outfitted.
- We are continuing with meetings via Zoom for the Central Square project for our operating system. I have been in contact with our IT provider about requirements and one thing that will be needed is a static IP address.
- 2 more Taser X2s have been purchased and issued to Officers Hennessy and Carpenter.
- The 2020 Patrol car had a problem with a traction control sensor and was out of service for a couple of weeks until the part came in. It's back in service now.
- We are now able to do electronic filing of non-traffic citations. We will no longer need paper citations for anything.
- Officers Hades and Hennessy did K-9 training in Clark-Summit for Narcotics, article searching, and tracking in Scranton.
- Officer Carpenter is a new father; Grayson was born on 7/29 and both he and his mom are home and doing well.
- Chief Epler had a request for another laptop that will be needed when Officer Campbell returns from military duty.

**JULY 2024 – Monthly Report**

283	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
65	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
15	NON-TRAFFIC CITATIONS	6	THEFT REPORTS
2	DUI ARRESTS	3	ANIMAL COMPLAINTS
68	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
8	VEHICLE ACCIDENTS	11	WARNINGS ISSUED
3	OUT-OF-TOWN ASSISTS	14	MENTAL HEALTH CALLS
9	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

There was nothing new to report as the committee did not meet tonight. However, much was covered in the Police Chief's report.

**CODE ENFORCEMENT REPORT:**

Barry Thrush, Code Enforcement Report included.

- President Eberlin asked Mr. Thrush if he reached out to the new owner of the vacant Mulberry School. Mr. Thrush has spoken to him and will keep it on his list to stay in contact with him.

### **PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

Last month there was a meeting with information that was turned over to Solicitor Smith, and he is tweaking some things.

### **BOROUGH REPORT:**

The report included the following:

- **Borough & TMA Audits**  
Hallock Shannon PC completed the Borough & TMA audits for 2023 with no findings.
- **Janitorial**  
JRC Cleaning proposal for and acceptance of cleaning for the Municipal Building, Police dept, and WWTP, will save approximately \$1,200 per month. In addition, the parking garage cleaning will be done more often.
- **Law Enforcements Grant**  
Police Recruiter grant through PCCD, that was submitted for the 2 new full-time officers (received reimbursement July 29).  
Police LESGP was approved for 3 in-car cameras and 4 body cameras. The body cameras that we have received, have been submitted for \$23,839 and the payment is in process. Next quarter the officers should have the training for the in-car cameras completed. Chief Epler will set up training.
- **Porchfest**  
5K (Merrill Parkway) September 7th. The starting point will be Bradford County Veterans Memorial Park to the corner of Pratt Avenue and Merrill Parkway, then turning around and returning to the start.
- **Borough Paving**  
Glen O Hawbaker has completed the paving on 5th Street between Bridge & Elizabeth.
- **IT**  
Cybersecurity authentication will be taking effect by next month. The IT company has started the process of the changes. Doing this will satisfy the Borough's Insurance carrier.

### **BOROUGH SECRETARY**

The Borough Picnic is being held this Friday, August 9th at 4 PM.

### **BOROUGH SOLICITOR**

- Solicitor Smith stated that the Street Opening Ordinance has been sent on to Mr. Aikey and he will get together with him. He asked for authorization to advertise pending any revisions so Council can review and approve at the next meeting. Pending any revision from Mr. Aikey a motion was made by Mr. Kovalcin and seconded by Mr. Saring to approve the advertising of the Street Opening ordinance. Motion passed.
- Solicitor Smith also drafted the Abandoned Vehicle ordinance but needs to go over this with Chief Epler. Therefore, pending any revision from Chief Epler a motion was made by Mrs. Hatch, and seconded by Mr. Saring to approve the advertising of the Abandoned Vehicle Ordinance. Motion passed.

### **FINANCIAL & ADMINISTRATIVE REPORT:**

- A motion for the bills to be paid for was made by Mr. Parks and seconded by Mr. Christini. Motion passed.

President Eberlin called for an Executive Session at 7:20 PM, with the reason being to discuss personnel issues. The Executive Session ended at 7:37 PM.

### **UNION SUB-COMMITTEE:**

Mrs. Miller stated that she is waiting to hear from the union on starting negotiations. President Eberlin stated that we would wait to hear from the Union Representative as there is not an active union steward in the Borough right now. For now, we will wait for the union to appoint a temporary steward.

### **PLANNING COMMISSION REPORT:**

Mr. Christini stated that there wasn't a meeting held in July. The next meeting will be held on August 20th.

### **RECREATION REPORT:**

The budget for the event was included. Mr. Kovalcin stated that the weather (especially the heat) really hurt them this year. They are going to be taking acts that are less expensive next year, and they will probably change the event date back to August. This is a good time right before the kids go back to school. They didn't have a 5K that they normally have which brings in 3 to 4,000 dollars. It was said that the Chamber should bring BINGO back as it has always been a favorite.

### **TMA/WTMA/CBPA REPORTS:**

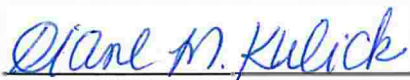
The June TMA and WTMA meeting minutes are in the packet.

**LIBRARY REPORT:**

Meetings resume in September.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Kovalcin. The meeting adjourned at 7:46 PM.



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Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Special Council Meeting Minutes  
August 27, 2024**

The Towanda Borough Council Special Meeting was held on Tuesday, August 27, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. President Eberlin called the meeting to order at 7:02 PM.

**ROLL CALL:**

**Present:** President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

**Absent:**

**CITIZENS TO BE HEARD:**

No citizens to be heard.

**PERSONNEL DISCUSSION:**

President Eberlin called for this meeting to discuss organizational structure and personnel. He reviewed some of our current openings. He reviewed the current vacancies and said the biggest one is the Borough Manager.

He passed out an organizational chart of Mr. Aikey's team that they are currently trying to fill. The other half of Towanda Borough is the admin side where Mrs. Kulick and Mrs. Schoonover sit. Mr. Aikey's layout has been approved for him to continue to find laborers. We have 2 positions open. An operator that is open on John Miller's crew, essentially someone who is CDL qualified.

A new position will be a Collection System Foreman. This position essentially divides up responsibilities. There is still a Chief Operator at the Wastewater Plant, but there is a part of it that Mr. Aikey would like to change. Therefore, we are looking for a Collection System Foreman and a Utility Maintenance Tech Operator.

He stated that technically we have 4 vacancies and of the 4, the Operator & Laborer are backfill, and the Utility Maintenance Tech Operator and the Collection System Foreman are newly created roles.

Also, several employees at the Wastewater Treatment Plant and Mr. Aikey are taking licensing training in Harrisburg. There is one operator who has a bachelor's in biology, so he may be able to be streamlined and test for his license sooner than the other operators. Mr. Aikey's goal is to get them trained and cross-trained, get a fully staffed operation, and see where everyone fits in at the WWT Plant.

At 7:09 PM President Eberlin called for an Executive Session related to personnel & related matters. The Executive Session ended at 8:00 PM and the meeting was back in session.

**ADJOURNMENT:**

Mr. Saring made the motion to adjourn the meeting at 8:01 PM.



Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
September 3, 2024**

The Towanda Borough Council Regular Meeting was held on Tuesday, September 3, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. President Eberlin called the meeting to order at 7:02 PM.

**Present:** President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

**Absent:**

**CITIZENS TO BE HEARD:**

Mr. Tom Bradford of 103 Means Street asked if the former Dandy Mini Mart on Main Street was notified about the vacant ordinance and was it registered? President Eberlin stated that he did not have an answer and would look into it.

A letter from Kali's Mission was included in the packet. The costs for spay and neutering have been increased due to the increase in the cost of supplies. In August, there were 3 males at \$45 each and 3 females at \$75 each, for a total of \$360.00. This amount will be reimbursed by the borough fund.

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the August 5, 2024, Regular meeting minutes was made by Mr. Kovalcin, and seconded by Mrs. Miller. Motion passed.

A motion to approve the August 27, 2024, Special meeting minutes was made by Mrs. Hatch, and seconded by Mr. Parks. Motion passed.

**FIRE CHIEF REPORT:** The Fire Report is included in the packet.

- Chief Roof stated that there were a lot of calls this past month that were smoke detector malfunctions and not fire or smoke.
- The truck the fire department was given from Chesapeake still needs to have lettering. Vinyl lettering is currently hard to get. He is going to check with Bradco Supply.

**FIRE BOARD REPORT:**

Mr. Parks stated they held a meeting but had nothing to report.

**MAYOR'S REPORT:**

- Mayor Miller had a gentleman reach out to him over a week ago. He is starting a summer collegiate semi-pro baseball league. He was interested in the possibility of renting Memorial Park, so the mayor reached out to the Towanda school board about this. The field would need a lot of upgrades to host it. However, they may be able to get funding for it. This could involve teams from Vermont, and New Hampshire. Technically, it's the school's property, but this is just an informational thing right now. Mayor Miller is going to continue to communicate with the school to see if they want to proceed with this at all.
- Mayor Miller also had a woman reach out to him concerning a program Transforming Health in Your Community. It's a nationwide fitness thing, and they're talking about funding & activating fitness courts throughout the state. As the Mayor gets more information, he will pass it on.
- Mayor Miller thanked Stacy for accompanying him during the Mayor for a Day that was sponsored through the Black Knight Bash with the winner being a young gentleman named Weston (as Mayor for a Day). He wanted everybody to only work half a day immediately which made him popular. They toured the water treatment plant, and Paul and Pat Maynard did a phenomenal job with the tour. They stopped and visited Courtney Oley while she was painting the panels along the Merrill Parkway, and she let him paint a little. Then they toured the sewer plant with Darren & Paul which was, believe it or not, his favorite. He called it the "poop plant".
- They visited the fire station. Chili did a great job up there. Weston actually remembered some of the stuff that Chili taught him in kindergarten. They went to the police station and Brian and Trevor did a great job showing the equipment inside and the police car. They finished the day at the borough building where Bengal showed him the mechanic's garage and he met the office personnel and had pizza & chips. In all, Weston had a great time. Mayor Miller also gave him a little miniature key to the city pin. President Eberlin thanked the mayor for doing this every year, as it seems to be a hit.
- Porch Fest is coming up this Saturday. Hope everybody can get out and participate. You might want to bring an umbrella with you, just in case. But rain or shine it's happening.
- President Eberlin asked about a date for Trick or Treating. Thursday, October 31st was the agreed-upon date. Also, the Halloween parade is scheduled for Saturday, October 26th.

**POLICE CHIEF REPORT:**

Chief Epler report

- A DUI Rove was conducted in the Borough this month.
- The Axon 3 In-Car cameras are in service and being used by all Officers. They were installed on 8/22. The equipment was installed in all 3 cars, at the station, the K9 car doesn't have a camera. This was the final step in completing the camera update with the grant money that was awarded to us.
- We continue with meetings via Zoom for the Central Square project for our operating system. The static IP address was installed last week so that we can move forward on the project.
- Interim Borough manager, Mrs. Schoonover found that the vehicle grant was not dead and got it to be reviewed. The total was about 400K, which includes money for a new Police vehicle.
- Officers Hades and Hennessy did K-9 training in Scranton for Narcotics, article searching, and tracking in Scranton. They also did presentations for Touch a Truck, Child support awareness family fun days held at the YMCA, and Camp Sensations at Guthrie Towanda.
- The new body armor that was purchased to replace armor that was going out of date arrived and was put into service. There is a grant for that armor that covers 50 percent of the cost. The Tasers are good and the cameras are in the cars.

**AUGUST 2024 – Monthly Report**

303	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
46	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
7	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
4	DUI ARRESTS	3	ANIMAL COMPLAINTS
75	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	14	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	10	MENTAL HEALTH CALLS
8	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

Mr. Saring stated that there was nothing new to report other than the officers are out there doing a great job as you can see in the status report.

**CODE ENFORCEMENT REPORT:**

Mr. Thrush is not available for the meeting. The Code Enforcement Report is included.

- Mr. Thrush sent a note out to the new owner of the Mulberry Street School to be proactive about the condition of this property. Chief Epler stated the place is not secure as there are a couple of windows broken out. This will be followed up with Mr. Thrush.

**PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

There was no meeting last month.

**BOROUGH REPORT:**

The report included the following:

**1. IT Upgrades**

Police station: Comcast Business Internet was installed on 8/28/2024. SCT Computers spent two days last week upgrading the internet package to include a static IP address. This was needed for the police to join countywide.

All the employees' computers and emails are now MFA (multi-factor authentication) activated. This is for external cyber security. Employees had the option to use a phone or fob.

2. **Training**

- PSAB webinar Dealing with Blight in Small Towns (which Mr. Thrush had taken also).
- Mayor for the day was a good thing.
- Text My Gov - needs to be used by the public more often. Can be pushed through our website.
- PSAB Wilkes Barre training on September 17th for Municipal Budgeting & Finance.

3. **Porchfest**

September 6th Bishops will be delivering portables, borough employees will distribute trash cans & barricades. The event will kick off Saturday, September 7th.

4. **Downtown Christmas**

I attended the Chamber of Commerce event planning on Friday, August 23rd; the Hometown Christmas date is set for December 6 and 7th. More to come.

5. **Merrill Parkway**

Courtney Oley finished 24 panels. Her goal is to have it all finished by the end of October if the weather cooperates.

6. **Cleaning**

The Parking Garage is looking better with JRC Cleaning Service, but the windows have webs, spiders, and dirt that need to be cleaned. I have reached out for estimates on window cleaning as we do not have the equipment to have our employees clean. County Pest Control sprayed the parking garage and the police station to help eliminate the insects.

7. **TAPS**

Approve **Resolution 2024-16** to change (Towanda Administrative Policy) TAP#1 through TAP #20, highlighted areas.

**RESOLUTION 2024-16**

Approve changes to TAP #6, #7, #10, #12, #13, #16, & #17 highlighted areas.

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

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**RESOLUTION 2024-16** - Carried

8. **EQUIPMENT**

2011 Ford Ranger has met the reserve price and needs approval for the top bid of \$2,300.00. A motion was made by Mrs. Hatch and seconded by Mr. Saring to approve the bid for the 2011 Ford Ranger. Motion passed.

**BOROUGH SOLICITOR** – 2 Ordinances advertised for approval

**ORDINANCE 2024-4**

ABANDONED VEHICLES updated ordinance.

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

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2024-4** – Carried

**ORDINANCE 2024-5**

STREET OPENING PERMIT updated ordinance.

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

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2024-5** – Carried



**BOROUGH SECRETARY** – Mrs. Kulick had 2 resolutions for approval

**RESOLUTION 2024-14**

Appointment of Gary Parks as the new Municipal Emergency Management Coordinator.

Motion made by Mr. Saring and seconded by Mr. Schulze

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, & Mrs. Hatch

NAY/NO:

ABSTAIN: Mr. Parks

ABSENT:

**RESOLUTION 2024-14** – Carried

**RESOLUTION 2024-15**

2025 MMO (Minimum Municipal Obligation) for Towanda Borough Police Pension Plan.

Motion made by Mr. Christini and seconded by Mrs. Miller

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**RESOLUTION 2024-15** – Carried

**FINANCIAL & ADMINISTRATIVE REPORT:**

- A motion for the August 2024 bills to be paid for was made by Mr. Kovalcin and seconded by Mr. Christini. Motion passed.

*President Eberlin called for an Executive Session at 7:45 PM with the reason being to discuss personnel issues. The Executive Session ended at 8:05 PM.*

After the executive session, Mr. Eberlin asked for a motion to extend the Borough Manager contract to Stacy Schoonover. A motion was made by Mr. Saring and seconded by Mr. Schultz. The motion carried unanimously and congratulations were given to Mrs. Schoonover with Council's full support for anything she may need help with.

**UNION SUB-COMMITTEE:**

Mrs. Miller stated there was no meeting. Mr. Aikey is getting organized and Mr. Eberlin will meet with him this month for a discussion.

**PLANNING COMMISSION REPORT:**

Mr. Christini stated that he did not attend the last meeting but they did have a quorum and there were at least 2 citizens to be heard, Mr. Bradford and Mr. Haggerty. There is nothing additional that needs to come to council's attention.

**RECREATION REPORT:**

Mr. Kovalcin stated they are getting ready for the Pumpkin Roll which is October 5th. The actual rolling contest will begin at 4 PM and the event will open at 2:30 PM.

**TMA/WTMA/CBPA REPORTS:**

The July TMA and WTMA meeting minutes are in the packet.

**LIBRARY REPORT:**

The Meeting for September is canceled.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Saring and seconded by Mrs. Hatch. The meeting adjourned at 8:08 PM.

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Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
October 7, 2024**

The Towanda Borough Council Regular Meeting was held on Monday, October 7, 2024, at the Borough Municipal Building, 724 Main Street, Towanda, PA. Vice-President Christini called the meeting to order at 7:00 PM.

**Present:** Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks  
**Absent:** President Eberlin & Mr. Roof

**CITIZENS TO BE HEARD:**

Brigette Callear spoke on behalf of the estate of JoAnn Burke of 703 Second Street, who passed away in July 2019. They brought paperwork to their lawyer and in the deed search it was found that there was a lean against the house since around 1986. It was for a grant for low-income elderly people. Ms. Callear believed that JoAnn was getting new siding and windows. It was supposed to be written off if she stayed there for a period of time and she surpassed that. When she passed away in 2019, this lien was still on the deed. Ms. Callear asked to have the lien taken off so that the house can be put in her name so they can move forward with the construction that needs to be done to the home. Solicitor Smith stated that he would look at the obligation paperwork and terms, and if in order he would file a satisfaction piece stating that the debt is fully satisfied and discharged. He said that it should be an easy thing to do.

Mr. Tom Bradford of 103 Means Street asked if the planning commission was present and if they were coming forward with recommendations from their past meeting. Vice-President Christini stated that he and Mr. Kovalcin are both on the Planning Commission and he is prepared to report on the Planning Commission meeting at that part of this meeting. The two motions that occurred will be brought up to Council during the Planning Commission report part of the meeting.

Mr. Bradford stated that about a month ago he mentioned that he spoke in the district attorney's office, and they cleared up a legal matter. He brought in the evidence and turned it over to the police department. He wanted to thank Chief Epler for following up on that and Corporal Bellows, as the officer that is handling the case that's going to be prosecuted.

He also stated that 18 years ago, he began buying property in Towanda. He stated if you take in the purchase value, the interest paid, school property tax, property taxes, etc., all the big-ticket items, he has spent over \$1,000,000 in 18 years in Towanda. So, in addition to those financial contributions, Mr. Bradford pointed out a few things that he did for free by helping a few people out with a collapsing barn, putting a new roof on, chopping wood, cleaning out flooded properties, creating a video on an addiction event, etc. He said that he did these things because they were emergencies. He then stated that when he has an emergency, they charge him triple. He went on to say that he just didn't like the way the law was handled from the very beginning, no one told him they didn't like his property and they want him to change it now. He then stated that he had coffee with Mr. Christini, and Mr. Schultz offered to meet with him, and they talked a few times. He stated that he is getting to know people in probably a very uncomfortable way and he is sorry it happened that way. So, he apologized for how that might have looked. However, he saw the meeting minutes from January 2024, where it was stated that two people had their cases dismissed, and that led to the comments about making a more inclusive, more comprehensive law, which, from his perspective, is, "How do we change this so we can win in court next time"? That is how he hears it when he hears inclusive and comprehensive. He doesn't appreciate that, and he stated that "I guess we'll see what you do".

There was a letter from Mr. Bob Root concerning a parking ticket he received while in Towanda. He stated that he has been parking in the area where he received a ticket for about 65 to 70 years, whenever he had business with a close location. He had never received a parking ticket. He also stated that he could not find a spot on Main Street to park, so he was in another spot for about 30 minutes (Apparently, on a side street). He received a \$30 parking ticket and was irritated (by the sounds of his letter). Vice-President Christini stated that he would like to talk to Mr. Root, and will give him a call.

Mayor Miller stated that he has been getting a ton of complaints from people who come to park on Main Street and those two blocks (on each side of the Courthouse). In his opinion, he wishes council would do away with park mobile on them both.

Mr. Schulze stated to Mr. Bradford that he does not feel that any of council want to be antagonistic towards him. Council has started with various problems like parking or the appearance of downtown buildings, and we have tried to make park-mobile better after hearing complaints from the public. Mr. Schulze also stated that council just wants the appearance of downtown and the community a little better, and he is sorry that Mr. Bradford feels he is being personally attacked. Council is not trying to make peoples' lives miserable and sometimes in policy certain things need to be written and nobody is out to get anybody. Mr. Schulze feels bad for Mr. Root, having written a letter and stating he is never coming back to town. He said there is a lot of "recoil to good intentions." Again, Vice-President Christini stated that he would reach out to Mr. Root.

**APPROVAL OF THE PREVIOUS MONTH'S MINUTES:**

A motion to approve the September 3, 2024, Regular meeting minutes was made by Mr. Parks, and seconded by Mrs. Miller. Motion passed.

**FIRE CHIEF REPORT:** The Fire Report is included in the packet.

- Chief Roof was absent.

**FIRE BOARD REPORT:**

Mr. Parks stated they held a meeting but nothing major to report. He stated that the Halloween Parade will be back on Main Street this year. He has heard that the North Towanda Fire department is restoring the old witching ghost float and hopefully will have it finished in time for the parade.

**MAYOR'S REPORT:**

- Mayor Miller stated that he wanted to thank his neighbors, Jaimie and Phillip Helmbright for their generosity in giving a \$1,500 donation to the Towanda Police Department for the purchase of two additional new computers for the officers. They are already being used by the officers. Mrs. Helmbright stated that her and her husband recently moved to this area and just getting to know people and would like to become involved in the community.  
Mayor Miller stated that she invited him to the anniversary of the personal care home, as she is the administrator there. This was a very nice day, and he got to see Mr. Paul DeWitt while there also.
- Mayor Miller stated he is looking forward to the Halloween parade on October 26th at 7 PM, and being held back on Main Street.
- Trick or Treat night is on Halloween night, Thursday, October 31st, from 6 to 8 PM; and the Pumpkin Roll was excellent.

**POLICE CHIEF REPORT:**

Chief Epler report

- A DUI rove & crosswalk enforcement operation was conducted in the Borough this month. Mayor Miller volunteered again to dodge cars for the police department. They wrote one citation and a few warnings.
- Yearly firearms qualifications were done on September 23, 2024. All officers passed despite the inclement weather.
- We are continuing with meetings via Zoom for the Central Square project for our operating system.
- Officers Hades and Hennessy did K-9 training in Wilkes-Barre for Narcotics, article searching, and tracking.
- The K9 SUV has been down most of the month with major engine work being done. The car had a collapsed lifter in the engine. Bengel (borough mechanic) was able to change out the lifter. It's unknown if there is any damage to the cam underneath. He stated that right now it is ok and Officer Hennessy was been using the 2014 while the work was being completed.

**SEPTEMBER 2024 – Monthly Report**

315	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
45	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
8	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
2	DUI ARRESTS	1	ANIMAL COMPLAINTS
77	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
1	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
3	OUT-OF-TOWN ASSISTS	12	MENTAL HEALTH CALLS
6	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

Mr. Saring stated that the officers are out there doing a great job and getting a lot of stuff off the street. He stated they have a budget, \$2,500 for training, but they would like to bring this amount up to \$5,000 next year. He said a lot of this training is free but the cost of the motel rooms is up in price.

## CODE ENFORCEMENT REPORT:

The Code Enforcement Report is included.

- Mr. Thrush stated that he did send a letter out to the new owner of the Mulberry Street School. Vice-President Christini asked if the owner covered the broken windows because he had heard that the building was still not secure. He said they need to be covered with plywood because if kids get in there and get hurt and it is unsecured, the borough could be held liable.
- The mayor also stated that the house on 108 Elizabeth Street has a broken window that faces the street. Mr. Thrush stated that he is aware and it is currently being addressed.

## PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:

There was no meeting last month.

### BOROUGH REPORT from Borough Manager Schoonover

#### 1. NTSWA

Municipal Refuse Collection and Disposal Agreement. This term shall be two years.

##### **Resolution 2024-17.**

##### **RESOLUTION 2024-17**

Approve agreement with NTSWA for Years 2025-2026.

The motion to approve the agreement was made by Mr. Saring and seconded by Mr. Kovalcin.

The roll was called and recorded as follows:

AYE/YES: Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: President Eberlin & Mr. Roof

**RESOLUTION 2024-17** - Carried

#### 2. COMCAST

Renewal - COMCAST 10-Year Franchise Agreement Contract. **Resolution 2024-18.**

##### **RESOLUTION 2024-18**

Approve COMCAST 10-Year Franchise Agreement.

Motion to approve the 10-Year agreement with COMCAST was made by Mr. Kovalcin and seconded by Mr. Saring.

The roll was called and recorded as follows:

AYE/YES: Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: President Eberlin & Mr. Roof

**RESOLUTION 2024-18** - Carried

#### 3. Downtown Christmas

The CBCCC (Central Bradford County Chamber of Commerce) asked Manager Schoonover (who joined the CBCCC) if we could close the parkway on Saturday, December 7th. They are holding a Rudolph Run 5K, and will have vendors and a parade as part of the Downtown Christmas events.

#### 4. Merrill Parkway

Extreme Mowing (remote-operated mower) cleaned the overgrown brush by the walkway to River Street.

#### 5. Parking Garage

Windows have a lot of bugs and webs from over the years. Next Wednesday, Buddy Marshall Windows Cleaning will be cleaning inside and out on each side of the garage windows.

#### 6. TAPS (Towanda Administrative Policies)

For TAPS #25, 29, 32, 36 & 38. Borough Manager Schoonover asked for approval to change the highlighted areas.

##### **Resolution 2024-19.**

##### **RESOLUTION 2024-19**

Approve Updated TAP # 25, 29, 32, 36, & 38.

Motion to approve this latest update was made by Mr. Kovalcin and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

AYE/YES: Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: President Eberlin & Mr. Roof  
**RESOLUTION 2024-19** - Carried

**7. EQUIPMENT**

1982 Ford 600 Dump Truck has met the reserve price, approved top bid of \$2600.00 was made. A motion was made by Mrs. Hatch and seconded by Mr. Kovalcin. Motion passed.

**8. HALLOWEEN**

The Halloween Parade is October 26th, and the downtown window painting is October 17th.

**9. GRANT**

- I met with Kim Jennings from Northern Tier Planning Commission; she will be my go-to person for grants. She does this at no cost.
  
- LSA (Local Share Account) - We have been waiting on this grant to purchase a dump truck & other equipment needed. The total grant submitted was \$400,000, and during the September meeting, they delayed the decision. I will be joining the October and possibly the November meeting.

Also, Manager Schoonover stated that she reached out to the railroad about the potholes in the borough crossings. They stated they would look into it.

**BOROUGH SOLICITOR SMITH –**

Solicitor Smith had a proposed zoning code amendment adding the definition of “GUEST.” This is the result of a situation where probably more was permitted in a past particular situation than was intended by the ordinance. Therefore, the definition Solicitor Smith has come up with specifies that it’s not just the general public as business invitees, but someone who is there by appointment and reservation or with the express advancing of the permission of the owner. It’s not just having your doors open to the general public for business. Solicitor Smith feels that would tighten it up and make it consistent with residential districts. We don’t want to have them to be commercial districts. Things like the Hatch House, for example, is a small, self-contained business by invitation to invite this kind of thing that he feels is consistent with residential use. He feels this definition fits the situation better. With no questions or comments, President Christini asked a motion to have Solicitor Smith advertise the amendment for formal adoption at a future zoning hearing board meeting. Mr. Parks made the motion and Mr. Saring seconded the motion. Motion passed.

Solicitor Smith had a proposed amendment to Section 217-3, Definitions, the term meaning of “Vacant Building.” He stated this is an ordinance that’s designed to put police and code enforcement on notice when there is an abandoned building because an abandoned building is a different situation building. It’s not actively used. It’s not manned by men or women on a regular basis, so that presents an invitation to vandalism which is something that goes wrong with the building. There’s nobody there to attend to it or provide notice. So, it allows us to be more vigilant when it comes to monitoring those properties. That’s the primary intent. The problem that the Borough ran into when we had the two hearings when the ordinance first went into effect, the owners came in and basically said, “Well, I use it for storage.” Periodically, I’m in and out. Storage is a use, but that’s a use that typically does not require you to be on the premises. And again, the idea here is, the building not being monitored by an owner or an occupant in some way, so that it is protected against vandalism. We protect against things that typically happen. He stated the discussion about the old Mulberry school tonight is that kind of situation. People see that nobody’s there, so they break windows, or they break doors, and it just becomes an issue. Solicitor Smith stated that he is trying to tighten up the definition so that it speaks in terms of active use for a principal permitted use in the district, a use permitted by special exception, or as a registered non-conforming use. He thinks that would pretty much put it in the category where someone has to be there to contend to enact abuse like that. Vice-President Christini asked for a motion to have Solicitor Smith advertise this for adoption at a zoning hearing formally. A motion to advertise for a meeting to amend Section 217-3 was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

Solicitor Smith reviewed a letter from Jon Foster, Jr. of Foster Law Office concerning 12 Mix Avenue zoning compliance confirmation. He talked to Attorney Jon Foster Sr., who is our zoning solicitor. Solicitor Smith prepared a letter to Attorney Foster, Sr. that he will email Jon Foster Jr. tomorrow. It simply indicates that his letter (Jr.’s) of September 10 was referred to him for review of zoning records on the property at 12 Mix. It is a registered non-conforming use in the similar single-family R1 District. The registered use is as a residential treatment facility for not more than six residents, staffed 24 hours a day, Sunday through the week, with office space. He will enclose a copy of this letter and provide the registered credit, provided the use as registered with Towanda Borough has not changed and remains as described in Mr. Haight’s letter of January 5, 2011. A change in ownership will not affect the continued use of the property consistent with the current registered non-conforming use. He stated that is the law, and he did not use the exact language that Attorney Foster, Jr. wanted, but he feels that it conveys as much as we can convey, and assures them that they can continue to use the property as it is currently in use. Any

change to that is a different situation. Solicitor Smith stated that this comes about because the County is contemplating selling the property to Allied.

Lastly, Solicitor Smith received a heads-up from General Code (ecode360) that there was a gap when the floodplain ordinance taken care of a couple of months ago was sent in. There was supposed to be an indication that, looking back at the previous version of the ordinance, it talked about building codes, and we were supposed to enter the Multinational Building Code, but that wasn't done. Solicitor Smith stated that it is a minor situation and with Council's authorization, he will prepare the amendment to that section of the code. Mr. Saring made the motion to have Solicitor Smith do this, seconded by Mr. Kovalcin. Motion passed.

**BOROUGH SECRETARY –**

Mrs. Kulick had the following resolution for approval:

**RESOLUTION 2024-20**

Appoint Borough Manager, Stacy Schoonover to CBPA (Central Bradford Progress Authority) as a board member.

Motion made by Mrs. Hatch and seconded by Mr. Parks

The roll was called and recorded as follows:

AYE/YES: Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: President Eberlin, Mr. Roof

**RESOLUTION 2024-20 – Carried**

**FINANCIAL & ADMINISTRATIVE REPORT:**

- There was a discussion concerning the 2025 Budget, and Council scheduled a working budget session for Wednesday, November 20th at 5:30 PM.
- A motion for the September 2024 bills to be paid for was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.

**UNION SUB-COMMITTEE:**

Mrs. Miller stated that they need to pick a date to meet with the union as the workers met with them last week. Mr. Eberlin is the person who assigns the committee members. If changes need to be made, he will do that. Mrs. Miller asked that Manager Schoonover get together with Mr. Eberlin and pick a date, mornings are preferable.

**PLANNING COMMISSION REPORT:**

Mr. Christini stated that he attended the September 17th meeting, and there is a draft copy of the minutes in the packets. Two items were discussed and Solicitor Smith brought them to Council with the recommendations from the Planning Commission.

**RECREATION REPORT:**

Mr. Kovalcin stated the Pumpkin Roll turned out well with 121 children participating along with 21 vendors. Mr. Kovalcin appreciates Council for supporting this and great people are making it work. He looks forward to next year.

**TMA/WTMA/CBPA REPORTS:**

The August TMA and WTMA meeting minutes are in the packet.

Also, there was a letter on the table from Stiffler McGraw concerning a DEP permit.

**LIBRARY REPORT:**

The meeting for September was canceled, so there were no minutes.

**Misc:** Mayor Miller asked Manager Schoonover and Mr. Thrush about the property on Walnut Street (former doctor's office), and the inquiry to open a Beauty Salon there.

Also, there are 5 new businesses that have opened, one being a pet store at the former Fairchild's and the Red Rose Diner is going to be rented.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Parks and Mr. Saring. The meeting adjourned at 8:05 PM.



Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough Council**  
**November 4, 2024**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday, November 4, 2024. The meeting was called to order at 7:02 PM.

**Council Members Present:** President Ryan Eberlin, Vice President Marc Christini, Jean Miller, Philip Roof, Joseph Saring, William Kovalcin, Jonathan Schulze, Michelle Hatch, and Gary Parks.

**Others:** Mayor Garrett Miller, Fred Smith (Borough Solicitor); Borough Officers Randy Epler, Anthony Carpenter, and Brian Bellows; Borough Manager Stacy Schoonover, Secretary Diane Kulick, Judy Poulsen, Code Enforcement Officer Barry Thrush, Administrative Staff Angie Oliver

**Public Comments/Concerns**

- Tom Bradford, 103 Means Street, commended the Borough officers for providing assistance and testimony during the criminal mischief case that was recently settled in his favor. He gave special thanks to Corporal Bellows for his aid during the investigation.
- Copies of two notes with parking concerns were included in the meeting packet. The anonymous notes provided some feedback about the positioning of the provided signs and reverting back to meters instead of Park Mobile. Also, concern was expressed regarding the amount of money charged for a parking violation.

**Approval Of Minutes**

A motion to approve the October 7, 2024 minutes was made by Michelle Hatch, seconded by Joe Saring. The motion carried unanimously.

**Fire Chief Report**

The detailed monthly report was included in the November packet.

Chief Roof reported;

- October was a busy month in regards to calls, but most were in the township.
- Reminding everyone that the Towanda Fire Dept would be hosting their breakfasts on the third Sunday of each month beginning on November 17, 2024.
- Chief Roof will be stepping down as fire chief after 17 years in January 2025. The new chief will be Billy Sheets with Jarrett Sheets acting as first assistant chief and Chief Roof acting as second assistant chief.

Mr. Saring made a motion to accept the changing of the fire chiefs, Mr. Parks seconded the motion. The motion passed unanimously.

**Fire Board Report**

Mr. Parks stated there was nothing new to report.

**Mayor Report**

- Mayor Miller wanted to extend thanks to the community and the Borough police and employees for another successful annual Halloween parade. The children had a great time and the festivities were well attended.
- Mayor Miller, Manager Schoonover, and Secretary Oliver introduced themselves to the Main Street businesses on October 18.
- The Red Rose Café will be open for business beginning December 1, 2024. Mayor Miller encourages everyone to stop in and support them.
- One Well Health will be opening their café which will be managed and operated by those they serve. Mayor Miller also encourages the community to support this café, as well.
- Staff Sgt. Curt Brown returned home after his second deployment. He was presented with a key to the city of Towanda in recognition of his service.

**Police Chief Report**

Chief Epler reported:

- A DUI Rove operation was conducted in the Borough this month.
- We are continuing with meetings via Zoom for the Central Square project for our operating system.
- Officers Hades and Hennessy did K-9 training in Luzerne County for Narcotics, article searching, and tracking. They also held a presentation for 5th graders at the Bradford County Rural Health Days.

- Officers Wills and Carpenter went to ARIDE training at Mansfield.
- Corporal Bellows and Officer Vermilya went to drug interdiction training at the Communications Center.
- Officer Lake attended a 5-day Firearms Instructor School in Bloomsburg PA.
- Corporal Bellows, Officer Hennessy, Officer Carpenter, and K-9 Moro did a vehicle stop that resulted in the seizure of 31.4 grams of methamphetamine. The suspect was arrested on multiple charges.
- All went well with the Halloween Parade and Trick-or-Treat night. Chief Epler thanked the officers for being down at the trunk or treat and handing out candy. Also, on Trick or Treat night Officer Wills handed candy out the police car window. There was a great police presence that night and he noted that we have a very good police department.
- Chief introduced Officer Anthony Carpenter, as he is the part-time officer and he wanted to come to the meeting and say hello. Chief Epler stated that Officer Carpenter has made a great impact and you can tell by looking at his stats. He is also in the military reserves and is a new dad as well.
- Chief Epler asked for approval to roll over vacation time for the Police Department this year. Mr. Kovalcin made the motion, seconded by Mrs. Miller. Motion carried unanimously.

**TOWANDA POLICE DEPARTMENT  
MONTHLY REPORT - NOVEMBER, 2024**

335	COMPLAINTS RECEIVED	3	JUVENILE PETITIONS
47	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
4	NON-TRAFFIC CITATIONS	10	THEFT REPORTS
1	DUI ARRESTS	3	ANIMAL COMPLAINTS
41	DISTURBANCE CALLS	8	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	7	MENTAL HEALTH CALLS
8	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

Mr. Saring stated that Chief Epler covered everything and the numbers in the police report reflect the officers are out there covering very well, especially the traffic.

**CODE ENFORCEMENT REPORT:**

The Code Enforcement Report is included.

- Mr. Thrush covered the October permit, property maintenance, and rental report. The numbers on the permit report are consistent with last year's numbers.
- Council member Mrs. Hatch asked about the parking report. Mr. Thrush stated that he is trying to get into the managerial part of the account and it's quite difficult but he is trying to figure it out. He will try to get the stats by the next meeting.

**PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:**

Mr. Parks stated that they only meet as needed.

**BOROUGH REPORT from Borough Manager Schoonover**

**1. DOWNTOWN CHRISTMAS**

Chamber of Commerce Hometown Christmas will be held December 6 and 7th.

On Saturday, December 7th, the Chamber requested traffic to be shut down to have the 5k during the day and parade at night. Borough Manager Schoonover asked for approval to close the Merrill Parkway on December 7th, once in the AM to hold the 5K, and in the PM to hold the Parade. Mr. Kovalcin made the motion, seconded by Mr. Christini to approve both closures. The motion carried unanimously.

**2. MERRILL PARKWAY**

Courtney Oley will be wrapping up the paintings on the parkway. The paintings will be sealed up with a finished coat by next week. We thank Courtney for her beautiful work. President Eberlin stated that maybe in the Spring we should celebrate the "murals on the parkway."



**3. LOCAL SHARE ACCOUNT – LSA GRANT**

Tina Picket & Gene Yaw announced awards on October 22nd.

Towanda Borough was awarded:

Borough Equipment (Police K9, Dump truck, & Backhoe) \$400,000.

Third Ward Playground Improvements \$586,350.

This funding will provide much-needed upgrades to maintenance equipment, repair critical infrastructure, and improve recreational facilities, all of which will enhance the quality of life for Towanda's residents

**4. VISIT**

Mayor Garrett Miller, Angela Oliver (new Administrative Assistant) & Manager Schoonover made a trip downtown to meet business owners. They asked for some feedback, and parking and signage was one of the biggest complaints. She wants to visit downtown business owners quarterly. Some of the new owners they met were: One Well Healthcare, the Laurel Health – doctor, & the Variety Shop.

President Eberlin suggested that we have the impromptu parking committee address these parking concerns and get some of Judy Pousen's (Parking Attendant) thoughts on it too. We need to make sure we are continuing to understand the concerns.

**5. MEETINGS**

Friday, October 18th, Manager Schoonover attended the 2024 NTPRDC Annual Meeting and she took Angela Oliver with her. They met a lot of people that we deal with at that meeting.

**6. LESGP Grant (Police)**

Submitted remaining balance for reimbursement totaling \$16,161.20, Axon Fleet.

**MISC.**

Manager Schoonover mentioned the old Mulberry School, as the owner Avery Snell called her and wanted her to let Council know that he is trying to do his best. He has boarded up everything, but when he boards a window, another window gets broken into. He has no plans yet on what to do with the building or even tearing it down.

Angela Oliver, a new Administrative Assistant, was introduced to Council. She will be doing half of Secretary Kulick's and half of Manager Schoonover's job duties.

Manager Schoonover took some pictures of the Third Ward Playground, as there are dead trees on the opposite side of the fence. She looked at the County map, and that showed that the trees were not the Borough's. Mr. Parks stated that the neighbor came to him last month and was concerned with the dead trees. There is a bench there and families do sit there. He's afraid that when the wind blows hard, a branch or a limb will come down and someone will get injured or killed. There are four that are really bad. They are on the Cherry Street side, and if they are his trees, he needs to take them down. He stated that he was advised by the previous Borough Manager to not take them down. President Eberlin stated that if he is willing to cut them down, let him do it. Manager Schoonover and Mr. Thrush will continue the conversation with Mr. Parks' help, as this needs to be taken care of. Mr. Parks will follow up on it.

**BOROUGH SOLICITOR SMITH –**

**ORDINANCE 2024-6**

Adopt Ordinance Amending Chapter 325, Article XI, Section 325-81, Definition in the Towanda Borough Code pertaining to Code Definition of "GUEST."

The motion to adopt Ordinance 2024-6 was made by Mr. Saring and seconded by Mr. Christini.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2024-6** – Carried unanimously

**ORDINANCE 2024-7**

Adopt Ordinance Amending Chapter 217, Article XI, Section 217-3, Definition in the Towanda Borough Code pertaining to Vacant & Abandoned Property & Redefine the term "VACANT BUILDING."

The motion to adopt Ordinance 2024-7 was made by Mr. Christini and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

AYE/YES: President Eberlin, Mr. Roof, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Shulze, Vice-President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2024-7** – Carried unanimously

Solicitor Smith stated that the Flood Plain Management Ordinance (Chapter 153) passed recently had a gap in one section under “N. Tanks, Number 2. **{Community Ordinance No.}** shall:” He does not think that it's anything significant that we need to worry about at this point. If he does ask to amend it, he'll probably just take out that tiny section because we don't have anything to write in it. So, we may just delete that part.

#### **BOROUGH SECRETARY** –

Mrs. Kulick announced the annual leaf pickup starts on Tuesday, November 12th. The borough crews will start at the south end and work their way to the north. This has been advertised in the paper several times. Residents can also take their bagged leaves behind the YMCA on North Fourth Street, and over on Elm Street (on Borough property).

#### **FINANCIAL & ADMINISTRATIVE REPORT:**

- A motion was made by Mr. Parks and seconded by Mrs. Hatch to pay the bills. The motion passed unanimously.
- **The Budget Workshop meeting will be held on Wednesday, November 20th at 5:30 PM. It will be advertised in the legal ads.**
- The Finance and Admin might meet on Wednesday, November 27th at 7 PM.

#### **UNION SUB-COMMITTEE:**

President Eberlin stated that they had 2 meetings and the committee will be meeting a 3rd time. He appreciated Jean Miller being on the committee along with Fred Johnson, Stacy, and Matt Aikey. He also appreciates what the union brings to the table. He thinks it's important to have a good, healthy conversation, as it is our employees. He wants to make sure that we're protecting ourselves, budgetarily and financially. Unfortunately, we got assessed lower last year than the previous year, so that just means less tax revenue for the Borough. We're not looking to increase taxes or increase rates if we don't have to. Therefore, there is this fiscal responsibility we have in these negotiations. At the same time, we have a responsibility to make sure we're providing our employees with what they deserve and continue to make the position attractive. It is hard for us to continue to make these positions attractive, so we can compete locally, and the biggest thing is CDL's (Commercial Drivers Licenses). These labor positions are the most important ones that we need to continue to be competitive, so we have got to spend some money, but at the same time, we have to be mindful of what we spend and make sure everybody agrees with that. It's very difficult, but we are getting there.

#### **PLANNING COMMISSION REPORT:**

Mr. Christini stated that two things came out of the meeting on October 15th. There was a motion and a letter that was drafted to send to the PENNVEST office for funding to upgrade the Authority's Wastewater Treatment Plant which was originally built in the 1950s. The letter states that the Planning Commission supports the plans for the wastewater treatment plant (renovating an existing use). Mr. Christini stated that he has never seen such a letter in all his years on the Planning Commission, which is, and it has to do with a grant. It's kind of a checked-box thing. They wanted us to say that the plans that are being proposed for the wastewater treatment plant are consistent with the planning goals we set that have been part of any comprehensive plan that we recognize for the borough. It's a sewer plant, and it's going to continue to be a sewer plant, therefore it was kind of a no-brainer, but they wanted it in writing. The letter was written and then signed by the Planning Commission Chairperson, Shane Mize.

Solicitor Smith is still working on the change to non-conforming use, to change the language, to tighten it up.

#### **RECREATION REPORT:**

Mr. Kovalcin stated that they were working on Riverfest, and they got some feelers out to four different ride companies. They are waiting to hear from them. Also, Mr. Kovalcin stated that they would like to have more volunteers to help out with this event next year.

**TMA/WTMA/CBPA REPORTS:**

The September TMA and WTMA meeting minutes are in the packet.


Also, Mr. Christini stated that under WTMA (Wysox Township Municipal Authority), the WTMA and TMA have started an investigation to consider merging. It is just preliminary, but the Wysox board approached TMA, which consists of Towanda Borough, North Towanda Township, Towanda Township, Monroe, and Monroe Township. WTMA is kind of over there on their own, and our crews do all the work which includes Lake Wesauking, and the sewer & water extensions up there. Therefore, they have decided that they'd like to consider being absorbed. He stated that this will be a year-long or longer process if it goes forward, and there is a meeting on Thursday at the Wysox Fire Hall at five o'clock, which is an open public meeting. It will be complicated and will involve a lot of steps in the process. Mr. Christini feels there's even a grant to try to help municipalities go through the process of doing this. But the good news is that the municipal authority is very healthy, and the infrastructure is great. Also, the water supply is probably the most important asset of this town, and we have to protect that. Also, we have to protect our sewer system. And that goes back to the motion that was made by the Planning Commission to support the DCED grant for the Wastewater Treatment plant expansion and renovation. Because, of course, sewage is one part of it, but the water is maybe even more vital. And we have water from the New Albany, Eilenberger Springs, which is still good. We also have wells that were just drilled up in North Towanda, so we have a great water supply. We also have a great sewer system, and we need to protect our interests there.

**LIBRARY REPORT:**

The board will meet again on November 14th.

**ADJOURNMENT:**

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Schultz. The meeting adjourned at 8:05 PM.



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Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough Council  
December 2, 2024  
Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday, December 2, 2024. The meeting was called to order at 7:00 PM.

**Council Members Present:** President Ryan Eberlin, Vice President Marc Christini, Jean Miller, Philip Roof, Joseph Saring, William Kovalcin, Jonathan Schulze, Michelle Hatch, and Gary Parks.

**Others:** Mayor Garrett Miller, Fred Smith (Borough Solicitor); Borough Officer Randy Epler, Borough Manager Stacy Schoonover, Secretary Diane Kulick, Judy Pousen, Administrative Staff Angie Oliver

**PUBLIC COMMENTS/CONCERNS**

- Richard Anderson, Red Rose Cafe, was present to express concerns regarding the Borough's agreement with NTSWA. He questioned why the Borough could tell him what company he could use when he can get a dumpster \$20 cheaper. He was informed that the ordinance was enacted with NTSWA to help equalize the rates for the borough residents for the next two years. He also questioned the two parking spots that are currently assigned three-hour parking in front of The Red Rose and why his family member was issued a warning that day while parked in one of the spots. Judy Pousen, the Towanda Borough Parking Enforcement Officer, stated that she issued the warning because the owner of the vehicle was parked in the wrong direction of travel which is a violation of the Borough ordinance. Council informed Mr. Anderson of parking up the street to the left which is free and might be more suitable for his employees, leaving the spots surround the café open for customers. M. Christini stated that someone could email the parking map to Mr. Anderson. A. Oliver obtained Mr. Anderson's phone number and email address for that purpose.

**APPROVAL OF MINUTES**

A motion to approve the November 4, 2024 minutes was made by J. Saring, seconded by W. Kovalcin. The motion carried unanimously.

**FIRE CHIEF REPORT**

The detailed monthly report was included in the December packet.

Chief Roof reported;

- November had 13 calls, but most were in the township.

**FIRE BOARD REPORT**

Mr. Parks stated there was nothing new to report.

**MAYOR REPORT**

- Mayor Miller reminded everyone of the upcoming weekend's Hometown Christmas celebration which features a parade at 5:00 pm. He encouraged everyone to attend.

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**POLICE CHIEF REPORT**

Chief Epler reported:

- A DUI Rove operation was conducted in the Borough with 7 arrests.
- Continuing with meetings via Zoom for the Central Square project for the operating system.
- Officers Hades and Hennessy did K-9 training in Luzerne County for Narcotics, article searching, and tracking. They also held a presentation for 5th graders at the Bradford County Rural Health Days.
- The K-9 team searched for contraband at the Bradford County Jail.

**TOWANDA POLICE DEPARTMENT  
MONTHLY REPORT - DECEMBER 2024**

305	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
55	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
8	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
7	DUI ARRESTS	2	ANIMAL COMPLAINTS
43	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
2	OUT-OF-TOWN ASSISTS	10	MENTAL HEALTH CALLS
9	CRIMINAL ARRESTS		

**POLICE COMMITTEE**

Mr. Saring had nothing to report.

**CODE ENFORCEMENT REPORT**

The Code Enforcement Report is included in the December packet; B. Thrush was not present

- M Hatch stated that there was an increase in revenue from Park Mobile meaning that people are utilizing it, so the Council should not abandon the option as of yet.

**PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT**

Mr. Parks stated that they only meet as needed.

**BOROUGH MANAGER REPORT**

◦ **UNION**

An agreement has been reached with the Union and Manager Schoonover asked that the Council vote to accept the agreement made between the Towanda Borough and the Teamsters Local Union 118. The motion carried unanimously.

◦ **BUDGET 2025**

The budget for 2025 has been completed and will be posted in the Municipal Building for public viewing once the Council approves. Schoonover has attached the budget summary for review.

◦ **DOWNTOWN CHRISTMAS**

Manager Schoonover reminded everyone that December 6 & 7 is the Hometown Christmas celebration along the Merrill Parkway. The parkway was to originally be closed due to the 5k scheduled, but that was canceled, so the street will not be closed until 2 pm. She thanked the volunteers who helped make swags for the Victorian lights along Main Street and thanked Design 506 for graciously volunteering to decorate the flower pots along Main Street, as well.

◦ **NEW BUSINESS**

The Red Rose Café will be hosting their official ribbon cutting December 6, 2024.

◦ **DUMPSTERS**

Schoonover reiterated that the Borough does have a contract with NTSWA, therefore, those using dumpsters not registered to NTSWA will be receiving fines. Contractors within the borough have been using various companies and need to reach out to NTSWA to schedule their dumpsters.

- **TURNBACK**

Steve Kehoe from PennDot has been in contact with the Borough in regards to the North Towanda Turnback project. Eric Casaneves from Stiffler McGraw Engineering explained that with the newest version of the Turnback, PennDot would initially assist the Borough with upgrading the storm drains and sanitary drains and roadway, but once work is done, the Borough is in charge of upkeeping the storm drains and roadway with no help from PennDot. Previously, PennDot would help fund the turnback projects, but now they would only reimburse boroughs and townships at cost. Since Council previously voted to approve the resolution to accept the Turnback project, but it was not registered with PennDot. Secretary Kulick presented a resolution to rescind the approved resolution from February 2024. W. Kovalcin made the motion to accept the rescindment of Resolution 2024-5, M. Hatch seconded the motion, and the motion to rescind 2024-5 was passed unanimously. Resolution 2024-22 was in effect to override Resolution 2024-5.

- **LSA GRANT UPDATE**

Water and Sewer Superintendent Matt Aikey and Manager Schoonover have been in contact with LSA regarding the grant that was successfully awarded the borough in October 2024. M. Aikey is in the process of ordering a new backhoe for the Water and Sewer Authority.

Manager Schoonover asked if December 30 was suitable for the last meeting of the year to pass the 2025 budget, 2025 Tax Levy Ordinance, and year-end bills for the Borough. All agreed to have the last meeting on December 30<sup>th</sup> which will be advertised.

**BOROUGH SOLICITOR SMITH**

Solicitor Smith stated that he would be meeting with the Planning Commission on December 17<sup>th</sup> to discuss amending some ordinances so if a property owner does not keep the property up to code, the Borough could do said work on the home/land and then bill the constituent for the labor and costs. If they do not reimburse the Borough, a Municipal lien can then be placed so if there is ever a title search of the parcel, it could not be sold without the Borough obtaining the money due to them.

**BOROUGH SECRETARY**

Mrs. Kulick announced she has 21 days until retirement.

**FINANCIAL & ADMINISTRATIVE REPORT**

A motion was made to pay the bills by M. Hatch and seconded by J. Saring. The motion passed unanimously. M. Hatch asked about pages four and five showing bills paid to various townships and boroughs police departments. Schoonover stated that Towanda Borough organizes the DUI Taskforce for Bradford County, who then get reimbursed by the state of PA for anything paid out to various police departments.

**UNION SUB-COMMITTEE**

R. Eberlin stated there was nothing further to report.

**PLANNING COMMISSION REPORT**

M. Christini stated there was no meeting that month but they are continuing work on amending the non-conforming use ordinance.

**RECREATION REPORT**

W. Kovalcin said there was no meeting but they will start in January and he will keep everyone updated.

**TMA/WTMA/REPORTS**

M. Christini reminded Council that Wysox had approached TMA for a possible absorption. They held a workshop to go over the details of this proposed idea. Roger Hatch is reviewing the financials (debts, loans) and how much debt they have per customer which is a major concern. Christini has been reviewing the ordinances which contain two

huge issues, one being the grinder pumps at Lake Wesauking. Every home has a grinder pump and Ordinance 01-2018 states that residents are responsible for paying for the pumps, but no one has ever done this. If their pump burns up, they call someone to come and repair it or replace it, and this is at no cost to the homeowner, which should not be the case. The other issue is the Towanda Municipal Authority's ordinance stating that within all four municipalities that make up the TMA, you can't have any wells. At this time, there is one in Monroeton and one in the Towanda Borough, but there seem to be 100 plus wells around Lake Wesauking that were never forced to disconnect. There could be unknown reasons the systems are separated, like backflow, for example. Towanda Municipal Authority's ordinances regarding the water and sewer are in severe need of updating, but the issue is currently being researched.

#### **LIBRARY REPORT**

There was nothing to report.

#### **ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin and seconded by J. Saring. The meeting was adjourned at 8:25 PM.

Respectfully Submitted,



Angela L. Oliver  
Towanda Borough Administrative Assistant