

**Towanda Borough Council**  
**January 6, 2025**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday, January 6, 2025. The meeting was called to order at 7:00 PM.

**Council Members Present:** President Ryan Eberlin, Vice President Mark 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, Code Enforcement Officer Barry Thrush, Borough Manager Stacy Schoonover, Administrative Assistant Angie Oliver, Fire Chief Bill Sheets

**Public:** Adam Brooks, Thomas Bradford, Charlotte Parks

**PUBLIC COMMENTS/CONCERNS**

- Charlotte Parks informed the board of how well Kali's Mission is doing with the area feral cats and gave great numbers and positive feedback to the Borough and thanked them for starting the campaign and funding it years ago. She let the Council know how far this program has reached and about the clinics and grants that the mission is applying for.
- Adam Brooks questioned the NTSWA contract and why a landowner has to pay for a dumpster that is more money than one of their choosing. Council replied that this helps residents afford Spring and Fall Clean-up, not to mention it was difficult to sign on with a company that would pick up the garbage within the borough. Mayor Miller stated that former Borough Manager, Tom Fairchild, priced garbage removal extensively in the past and NTSWA was the only company that would sign up to remove the garbage for the residents. The previous company did not clean up the garbage and that's when NTSWA took it on and no other refuse removal facility has stepped up to provide services. Brooks asked the members of Council if they pay for the stickers and M. Christini stated that yes, he has for the past twenty-five years. It was noted that the pink stickers are cheaper because of the signed contract between NTSWA and the Towanda Borough. Brooks then asked how many signatures he would need to remove one of the council members from their seat. Members of the board noted that you must be a resident of the borough and reside in the ward in which you represent. Eberlin listed the length of terms and the year in which his seat will come up for re-election and wished Mr. Brooks luck, as well as reiterating the terms and conditions with NTSWA and expressing there was not much to be done before the contract is to be reviewed and renewed or canceled.
- Tom Bradford related that he attended the TMA meeting in December 2024 in which Fred Johnson suggested raising water/sewer rates to help offset the \$7.5 million project that will be taking place in the near future. He said his concern is about how an item on the agenda that directly affects the public can be voted upon without the public having time to comment on the issue and why it couldn't wait a month for public concerns to be heard. M. Christini stated that this was a valid issue and even though the agenda is posted, that doesn't mean the public will have time to voice their concerns. M. Christini stated that he will check into this issue. R. Eberlin stated that he will take this comment seriously and he will look for various options, even if that means having another meeting to allow for further resident's comments prior to the final vote being cast.

**APPROVAL OF MINUTES**

W. Kovalcin moved to approve the December 2, 2024 minutes, seconded by M. Hatch. The motion carried unanimously.

J. Saring moved to approve the December 30, 2024 special meeting minutes, seconded by J. Miller. The motion carried unanimously.

### **FIRE CHIEF REPORT**

The detailed monthly report was included in the December packet.

Chief Sheets reported:

- December 2024 – responded to 18 calls – evenly split between the township and borough.
- The departments tanker is 20+ years old and the department is getting quotes for a new tanker and will submit this information to the Finance committee
- R. Eberlin stated that anything the department needs, Sheets can reach out

### **FIRE BOARD REPORT**

Mr. Parks stated there was nothing new to report.

### **MAYOR REPORT**

- Mayor Miller thanked the Chief for his years of service
- Miller stated that Charlotte Parks gave him the esteemed honor of judging doors downtown that were decorated for Christmas
- Miller attended a Zoom meeting with a company that has sporting goods available to their residents and he will be meeting with the Recreation Board to talk about funding, etc.

### **POLICE CHIEF REPORT**

Chief Epler reported:

- A DUI Rove operation was conducted in the Borough with 4 arrests.
- Continuing with meetings via Zoom for the Central Square project for the operating system.
- Officers Hades and Hennessy did K-9 training in Scranton for Narcotics, article searching, and tracking.
- The 2023 Dodge patrol car was damaged when a driver backed into it while the officers were outside of it. Claim will be submitted.

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

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

### **POLICE COMMITTEE**

Mr. Saring had nothing to report.

### **CODE ENFORCEMENT REPORT**

The Code Enforcement Report is included in the January packet

- B. Thrush provided the end-of-year reports and totals to the council
- ParkMobile amassed \$9,624.65 in revenue
- Council hopes that residents will understand that the Code Enforcement officer's time is valuable and if they keep having to pay these fines and fees, they will not violate the codes and laws, etc.
- Mr. Brooks spoke up and let council know that even though he was not happy about the dumpster issue, that Mr. Thrush did an amazing job and was great to work with each time he came to speak to him about the issue. He commended his work ethic and attitude all the while conducting a very difficult job.

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

Mr. Parks stated that they only meet as needed.

## **BOROUGH MANAGER REPORT**

### **1. DECEMBER**

A retirement party was held at the Villa Sena for long time Borough Secretary, Diane Kulick December 13. The employee Christmas party was December 20.

### **2. JANUARY**

Superintendent Aikey and Borough Manager Schoonover are holding mandatory monthly meetings..

### **3. 2024 AUDIT**

Hallock Shannon will be conducting the 2024 audit; engagement letter has been signed and sent.

### **4. IT**

All computers are up to date. No major foreseeable purchases for IT until 2026

### **5. PURCHASE**

A backhoe was purchased from Warner Tractor for \$154,356.80 which will be reimbursed through the LSA Grant.

### **6. EMPLOYEES**

Ice and snow have kept the Public Works crew busy with clearing snow off streets and sidewalks and with water main breaks

## **BOROUGH SOLICITOR SMITH**

Smith mentioned the Planning Commission and the Non-Conforming clause. He asked that those interested attend the meeting.

## **BOROUGH ADMINISTRATIVE REPORT**

Handed out a letter from PEMA regarding G. Parks as being appointed the Towanda Borough Emergency Management Coordinator.

## **FINANCIAL & ADMINISTRATIVE REPORT**

A motion was made to pay the bills by G. Parks and seconded by W. Kovalcin. The motion passed unanimously.

## **UNION SUB-COMMITTEE**

R. Eberlin stated there was nothing further to report.

## **PLANNING COMMISSION REPORT**

M. Christini stated 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.

## **RESOLUTION 2025-1**

Adopt Resolution Broadband Ready Communities Application

The motion to adopt Resolution 2025-1 was made by W. Kovalcin and seconded by J. Saring.

The roll was called and recorded as follows:

AYE/YES: R. Eberlin, P. Roof, J. Miller, J. Saring, W. Kovalcin, J. Shulze, M. Christini, M. Hatch & G. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**RESOLUTION 2025-1** – Carried unanimously

**TMA/WTMA/REPORTS**

There was nothing to report.

**LIBRARY REPORT**

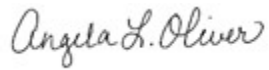
There was nothing to report.

**EXECUTIVE SESSION**

Council entered into an executive session at 7:57 pm. They adjourned the executive session at 8:06 pm.

**ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin. The meeting was adjourned at 8:07 pm.



---

Angela L. Oliver  
Towanda Borough Secretary

**Towanda Borough Council  
February 3, 2025  
Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at 724 Main Street, Towanda Borough Municipal Building on Monday, February 3, 2025. The meeting was called to order at 7:00 PM.

**Council Members Present:** President Ryan Eberlin, Vice President Mark 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 Bryan Bellows, Code Enforcement Officer Barry Thrush, Borough Manager Stacy Schoonover, Administrative Assistant Angie Oliver, Fire Chief Bill Sheets, Eric Casanave (Stiffler McGraw Engineer).

**Public:** Jack & Pam Young, Thomas Bradford

**PUBLIC COMMENTS/CONCERNS**

- Jack Young spoke about the drainage underneath their driveway that has made the ground sink about 1.5 feet below the surface level and it has become a dangerous situation. This has been a complaint of theirs for years, but they said no one has ever done anything about it. Borough Manager Schoonover said that she and the Public Works Foreman, John Miller, went to assess the damage earlier, and John could easily fix it temporarily, but they would need the Borough engineer, Eric Casanave, to also assess it for a long-term solution. They reached an agreement that Casanave, Schoonover, and Matt Aikey, Water and Sewer Superintendent, would meet to go and reach a decision to fix this for the Young's.
- Tom Bradford had concerns about the Planning Commission and the Non-conforming use ordinance that could be enacted at the Council meeting along with his frustration in not being able to voice any concerns prior to the draft being passed.
- 'Flowers by Donna' shop owner, Donna Pozzi, sent a letter venting her frustrations about receiving a parking ticket. Upon returning to her shop after delivering flowers to a customer and arriving back to reload her van with more product, someone else was parked in the loading zone outside her shop. This forced her to park in a different area to reload the van which is when she received the ticket. She paid the fine but wanted to make the story known, also stating she hoped the other offender also received a ticket. Joe Saring spoke with Donna about the issue and stated he would like to refund her money, even though that is not what she requested. Council asked Barry Thrush to speak with Donna about the issue and clear the confusion up so this wouldn't happen again.

**APPROVAL OF MINUTES**

W. Kovalcin made a motion to approve the January 2025 regular meeting minutes, seconded by J. Saring. The motion carried unanimously.

**RESOLUTION 2025-2**

Appoint Stacy Schoonover Secretary

After a discussion regarding the legality of holding multiple offices such as Manager, Secretary and Treasurer, Solicitor Smith stated that it was legal for the Manager to hold these offices simultaneously, although it is not the desired way to operate a Borough office. Schoonover informed everyone that this appointment was solely for governmental reporting purposes.

The motion to adopt Resolution 2025-2 was made by W. Kovalcin and seconded by J. Miller.

The roll was called and recorded as follows:

AYE/YES: R. Eberlin, P. Roof, J. Miller, J. Saring, W Kovalcin, J. Schulze, M. Christini, M. Hatch, and G. Parks

NAY/NO:

ABSTAIN:

**RESOLUTION 2025-2 -- Carried unanimously**

### **FIRE CHIEF REPORT**

The detailed monthly report was included in the February packet.

Chief Sheets reported:

- January 2025 – responded to 21 calls – evenly split between the township and borough.
- Sheets informed Council that the aerial ladder on the truck was not working properly – will be repaired
- Reaching out to various companies for a new tanker once funds are allocated
- The old tanker would be kept for filling swimming pools

### **FIRE BOARD REPORT**

Mr. Parks said the board met, but had nothing new to report.

### **MAYOR REPORT**

- Mayor Miller thanked the Chief for his years of service
- Miller wanted Council to know about a situation that occurred at the end of January when a man was reportedly going to jump off the river bridge; Officer Vermilya responded to the scene and was able to talk the man down from the ledge of the bridge. Mayor will be adding a commendation to Officer Vermilya's personnel folder
- Miller attended a presentation at the Towanda Area High School, sharing his experience as Mayor to the students, along with State Representative Tina Pickett. He stated that coming up in March, he and Manager Schoonover will be attending a mock interview at the school to demonstrate to the kids how interviews are conducted.
- The Mayor was approached by a couple of veterans that wanted to install a tall flagpole at the VFW on Bridge Street with a huge American flag and will price it on their own. They wanted the support of the Council members and wanted to inform the members of their intentions. They were also planning on painting the water tank up there with an American flag emblem, as well. Council was supportive of these projects for the veterans.

### **POLICE CHIEF REPORT**

Chief Epler was absent; Corporal Bellows presented in his place:

- A DUI Rove operation was conducted in the Borough with 12 arrests.
- Continuing with meetings via Zoom for the Central Square project for the operating system. All officers have training scheduled this month for this at the Communications Center.
- Officers Hades and Hennessy did K-9 training in Scranton for Narcotics, article searching, and tracking.
- A 2025 Tahoe K-9 vehicle was ordered in conjunction with grant monies that are to be received. The vehicle will be built in March and 911 Rapid Response should receive it in April with the upfit happening shortly thereafter.
- Corporal Bellows did a presentation for young people at the Bright Beginnings daycare in LeRaysville; Bellows also attended the MHID (Mental Health and Intellectual Disabilities) meeting in Wysox
- Cpl. Bellows also attended a grant writing seminar in Tunkhannock at the Dietrich Theater along with Manager Schoonover.

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

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

## **POLICE COMMITTEE**

Mr. Saring stated that the committee held their meeting and it went very well. There will be plenty of training for all of the officers in the near future, including Basic Narcotics: Search and Seizures and Interview Interrogations. He stated that all officers, regardless of whether they are part-time or full-time, must attend. He noted that the more trainings, the less liabilities are likely to occur. Mayor Miller stated that Officers Lantz and Bellows are masters at finding the most cost effective and best trainings, as well as some cost exempt trainings.

## **CODE ENFORCEMENT REPORT**

The Code Enforcement Report is included in the February packet

- B. Thrush stated that January was a slow month
- Council asked Thrush if the Mulberry Street school was boarded up yet and he stated no, it is not. Thrush stated that the owner has a deadline imposed upon him by the Ordinances and Borough Enforcement, and he is thinking it was the 24<sup>th</sup> of February. R. Eberlin made it known that Thrush should not have to deal with this issue by himself, and President Eberlin stated he wouldn't mind being a part of the enforcement committee. M. Christini stated that there are numerous properties that are vacant within the borough that should all be dealt with in the same manner as the Mulberry School, whether it be a certified letter or citation. Each ward has about 3 each that need to be dealt with, and they would prefer that Barry is not the only one confronting this issue with owners. Tom Bradford spoke up about repercussions for criminal mischief when Main Street storefronts have broken windows from vandals. He questioned if – to anyone's knowledge – any of the vandals have been prosecuted to set a precedent and to let the storefront owner know that they are not always to blame. Eberlin said he does not know that answer, but would like to find out.

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

Mr. Parks had nothing to report.

## **BOROUGH MANAGER REPORT**

### **1. AUDITORS**

Hallock Shannon (Borough Auditors) will be at the Municipal Building on February 11<sup>th</sup> and 12<sup>th</sup>.

### **2. GRANT WRITING CLASS**

Manager Schoonover, Admin Assistant Oliver and Corporal Bellows attended the Grant Writing 101 seminar in Tunkhannock at the Dietrich Theater on January 31<sup>st</sup>.

### **3. THIRD WARD PARK TREE REMOVAL**

G. Parks had informed Manager Schoonover that there were some tree limbs hanging over the fence at the park. The Public Works crew had cleaned them up before the storm hit the week before.

### **4. PUBLIC WORKS EMPLOYEES**

The crew has been on the go non-stop with water main breaks with the most recent at the Courthouse. Manager Schoonover wants to extend thanks to her employees.

### **5. TURNBACK REVISIT**

Casanave refreshed the Council members memories on the Turnback project that Penn Dot presented to Council. He reiterated that the terms and conditions have changed and they will not reimburse the Borough until after the work is done, unlike the last turnback project that the Borough was included in. This time, the road in question would then be the Borough's responsibility to maintain, as well as pay for any further improvements, etc. Mark Christini made it aware that the Borough would need to produce quite a bit of money up front, and if

the turnback ends up going over the projected budget, the Borough would be responsible for the difference. Since there is an issue with a pipe and drainage on the road that the Turnback would be focusing on, it would be much more costly, especially since the Borough would need to take out a line of credit for part of the construction but then would be reimbursed as it progressed for the amount that was borrowed. Casanave suggested the Borough do just a couple hundred thousand at a time and borrow money from an Infrastructure account, but the Finance Committee should discuss and go from there. There is a lot to consider regarding this decision and they will have a better idea after the Finance and Admin meeting.

#### **BOROUGH SOLICITOR SMITH**

Smith mentioned the Planning Commission and the Non-Conforming Use ordinance. He summarized the dental office on York Avenue issue that brought the Non-Conforming Use ordinance amendment about. He wants to amend the ordinance to say not only would the use be amended, but also the building and the lot – he wants to be certain all three would be taken into account when Non-Conforming Use is the subject. He provided examples that he supplied the Planning Commission with. He also informed the Council that after they give permission to advertise for a Public Hearing, the hearing will take place, then it will be taken before the Zoning Hearing Board. Then back to the Planning Commission and then will be adopted and enforced within the Borough.

J. Saring made a motion to advertise the hearing, W. Kovalcin seconded the motion. The motion passed unanimously by voice vote.

#### **BOROUGH ADMINISTRATIVE REPORT**

##### **RESOLUTION 2025-3**

Adopt Resolution 2025-3 appointing TCC delegates for 2025

The motion to adopt Resolution 2025-3 was made by G. Parks and seconded by M. Hatch.

The roll was called and recorded as follows:

AYE/YES: R. Eberlin, P. Roof, J. Miller, J. Saring, W. Kovalcin, J. Shulze, M. Christini, M. Hatch & G. Parks

NAY/NO:

ABSTAIN:

ABSENT:

**RESOLUTION 2025-3** – Carried unanimously

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

A motion was made to pay the bills by W. Kovalcin, seconded by M. Hatch. The motion passed unanimously.

#### **PLANNING COMMISSION REPORT**

M. Christini stated they are continuing work on amending the non-conforming use ordinance. He also informed the Council members about solar panels on a Borough residents' property that are on the ground as opposed to the traditional rooftop installation. After Solicitor Smith gave a brief synopsis of the issue, M. Christini asked Council how they would like to proceed regarding this subject and if they even wanted to proceed or drop it until something more comes from it. Council asked that the Planning Commission check out other communities and how they handled a similar situation. M. Hatch made a motion for Planning Commission to proceed with the solar panel issue, J. Saring seconded the motion. The motion passed unanimously via voice vote.

M. Christini mentioned the vacancy on the Planning Commission board and asked people to spread the word about the vacancy.

#### **RECREATION REPORT**

W. Kovalcin said they are beginning work on Riverfest. They have a date set and the bands list going.



### **TMA/WTMA/REPORTS**

M. Christini reported that Mr. Walker resigned and there are two wells in the TMA system and it is being addressed. One well is located in Towanda Borough and the other is in Monroeton. They need to abandon the wells and are working on that.

He stated Wysox Municipal Authority asked their solicitor to mirror the TMA rules and have the homes' wells inspected since they were never really inspected completely. The grinder pump issue is also still going on where the pumps were never paid for in most cases, so they are waiting for their solicitor to come back with a solution on each of those issues.

### **LIBRARY REPORT**

There was no meeting and nothing to report.

### **EXECUTIVE SESSION**

Council entered into an executive session at 8:24 pm. They adjourned the executive session at 8:56 pm.

### **ADJOURNMENT**

A motion to adjourn was made by J. Saring. The meeting was adjourned at 9:09 pm.



---

Angela L. Oliver  
Towanda Borough Secretary

**Towanda Borough Council  
March 3, 2025  
Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at 724 Main Street, Towanda Borough Municipal Building on Monday, March 3, 2025. The meeting was called to order at 7:02 PM.

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

**Absent:** Philip Roof; Towanda Fire Chief William Sheets

**Others:** Mayor Garrett Miller, Fred Smith (Borough Solicitor); Chief Randy Epler, Corporal Bryan Bellows, Code Enforcement Officer Barry Thrush, Borough Manager Stacy Schoonover, Administrative Assistant Angie Oliver

**Public:** Thomas Bradford

**PUBLIC COMMENTS/CONCERNS**

T. Bradford thanked the Council members for the public meeting notice that the Planning Commission shared regarding the Non-conforming Use Ordinance.

**APPROVAL OF MINUTES**

W. Kovalcin made a motion to approve the February 2025 regular meeting minutes, seconded by J. Saring. The motion carried unanimously.

**FIRE CHIEF REPORT**

The detailed monthly report was included in the March packet.

Chief Sheets was not present:

- February 2025 – responded to 11 calls.

**FIRE BOARD REPORT**

Mr. Parks had nothing new to report.

**MAYOR REPORT**

- Mayor Miller gave his condolences to the police officers that were killed in the line of duty in VA Beach and York, PA
- He also added that the Towanda Borough Police were doing an amazing job
- Mayor Miller and Manager Schoonover are going to the TASD high school this week for mock interviews

**POLICE CHIEF REPORT**

Chief Epler reported:

- A DUI Rove operation was conducted in the Borough with 16 arrests for the year; many are drug related
- A few officers are involved in the ARIDE school – Advanced Roadside Interdiction and Detection school.
- Continuing with meetings via Zoom for the Central Square project for the operating system. All officers have training scheduled this month for this at the Communications Center; June will be the go live date
- Officers Hades and Hennessy did K-9 training in Scranton for Narcotics, article searching, and tracking. While at training, Hennessy slipped going down the stairwell and broke his elbow; had surgery 3.3.25, will be off for a while.
- Officer Carpenter attended interview and interrogation school in Scranton.

**TOWANDA POLICE DEPARTMENT  
MONTHLY REPORT - FEBRUARY 2025**

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

### **POLICE COMMITTEE**

Mr. Saring stated the residents have commented about how great it is to see the ever-present police force around the borough.

### **CODE ENFORCEMENT REPORT**

The Code Enforcement Report is included in the March packet:

- North Fourth Street that was abandoned just sold to USDA; 506 Second Street which Thrush alerted the Borough Police about some vagrants that were squatting there – drug charges were filed against many of them and Chief Epler stated that many of them are now residing in the BCCF.

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

Mr. Parks had nothing to report.

### **BOROUGH MANAGER REPORT**

#### **1. RECOGNITION**

Manager Schoonover recognized B. Thrush for passing his Residential Inspection exam.

#### **2. PRWA**

The PA Rural Water Association conference March 26-March 29, 2025.

#### **3. TURNBACK**

S. Schoonover did reach out to Steve Kehoe and let him know that Council is not interested.

#### **4. THIRD WARD PLAYGROUND**

Schoonover explained that she has been speaking with Chris Foster of Stiffler McGraw, about the grant that DCNR has to offer

#### **5. YMCA**

YMCA contacted B. Thrush about making the Little League field ADA accessible. Council asked if Manager Schoonover could hold off on contacting Little League until further information is given.

#### **6. CHAMBER**

The Chamber of Commerce asked for approval to close down Court Street from 4-9 p.m. for a mini-Farmer's Market. W. Kovalcin made the motion to approve the closing of Court Street, M. Hatch seconded it. The motion passed unanimously.

#### **7. VOLUNTEER**

Serve Inc. employees asked Schoonover if it was possible to bring their clients to the Borough to clean the streets, flower pots and parking garage within the next few weeks. Schoonover said yes, as long as Council agrees. Council gave their approval but did ask that the Borough to provide yellow vests that read "Towanda Borough" for safety reasons.

#### **8. BIG BROTHERS/BIG SISTERS**

They will no longer be renting the space in the Police Department building. S. Schoonover asked what Council wants to do with the space; M. Christini stated that if it could be revenue if rented out.

### **BOROUGH SOLICITOR SMITH**

- Smith stated that the public hearing regarding the non-conforming use ordinance had to be postponed because the ordinance legal notice had not been submitted to Bradford County Planning in time. They will review it and send their comments back – it will then go to public hearing.
- Discussed home occupation permit fees. Smith believes that Thrush should have the discretion about the specifics. This could help economically and require those who work from home to keep their property looking suitable. This will go to the Planning Commission first then the Zoning Hearing board. W. Kovalcin made a motion to send this topic to the Planning Commission, J. Miller seconded the motion. The motion passed unanimously.

### **FINANCIAL & ADMINISTRATIVE REPORT**

M. Hatch asked why the non-union employees get a \$500/employee clothing allowance. This will be revisited when the contract is re-negotiated.

J. Saring made a motion to pay the bills, G. Parks seconded the motion. The motion to pay the bills passed unanimously.

### **PLANNING COMMISSION REPORT**

M. Christini mentioned that there are two vacancies on the Planning Commission board and shared that there is an interested party who will attend next months Planning Committee meeting to introduce herself. A. Oliver added that there is now another interested candidate for the second seat who will also introduce herself at the next Planning meeting, as well.

### **RECREATION REPORT**

W. Kovalcin said Riverfest is back at the original date and people are happy about that. They have also procured a few food trucks and bands and he will keep Council updated on the progress.

### **TMA/WTMA/REPORTS**

M. Christini stated there are projects that are being looked at from all standpoints.

### **LIBRARY REPORT**

Minutes are included in the packet.

### **EXECUTIVE SESSION**

Council entered into an executive session at 7:37 pm to discuss personnel issues. Council adjourned the executive session at 8:11 pm.

### **ADJOURNMENT**

A motion to adjourn was made by J. Saring. The meeting was adjourned at 8:20 pm.

Respectfully submitted,



---

Angela L. Oliver  
Towanda Borough Administrative Assistant

**Towanda Borough Council  
March 20, 2025  
Special Meeting Minutes**

The Towanda Borough Council held a special meeting at 724 Main Street, Towanda Borough Municipal Building on Thursday, March 20, 2025. The meeting was called to order at 7:00 PM.

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

**Absent:** William Philip Roof

**Others Present:** Borough Manager Stacy Schoonover

**Public:** None present

**PUBLIC COMMENTS/CONCERNS**

None

**RESOLUTION 2025-4**

***Approve DCNR/Third Ward Playground Grant/Plans***

The motion to adopt Resolution 2025-4 was made by William Kovalcin, seconded by Joseph Saring.

The roll was called and recorded as follows:

AYE/YES: R. Eberlin, J. Miller, J. Saring, W Kovalcin, J. Schulze, M. Christini, M. Hatch, and G. Parks

NAY/NO:

ABSTAIN:

ABSENT: William Philip Roof

**RESOLUTION 2025-4** -- Carried unanimously

**EXECUTIVE SESSION**

Council entered into an executive session at 7:09 pm to discuss personnel matters. Council adjourned the executive session at 7:45 pm.

**ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin. The meeting was adjourned at 7:45 pm.



---

Angela L. Oliver  
Towanda Borough Secretary

**Towanda Borough Council**  
**April 7, 2025**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday, April 7, 2025. The meeting was called to order at 7:00 PM.

**Council Members Present:** President Ryan Eberlin, Vice President Mark 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, Borough Manager Stacy Schoonover, Code Enforcement Officer Barry Thrush, Administrative Staff Angie Oliver, Sargent David Lantz.

**Public Comments/Concerns**

**Approval Of Minutes**

A motion to approve the March 3, 2025, minutes was made by Mr. Kovalcin, seconded by Mr. Saring. The motion carried unanimously.

A motion to approve the March 20, 2025, Special Meeting minutes was made by Mrs. Hatch, seconded by Mrs. Miller. The motion carried unanimously.

**Fire Chief Report**

The detailed monthly report is included in the April packet.

Fire Chief Bill Sheets was absent. Mr. Roof reported;

- 19 calls, which 10 mutual aid calls, brush fires.

**Fire Board Report**

Mr. Parks stated there was nothing new to report.

**Mayor Report**

- Grateful to have officer Campbell return from being deployed.
- Congratulate Knight to knowledge at Towanda School as they won 2<sup>nd</sup> scholarship challenge
- Glad to see First Friday starting back
- Nice to see couple more businesses in town.
- Building demolished on Main Street
- Mr. Mayor attended SAFE organization and was able to meet Lt. Gov Davis

**Police Chief Report**

Chief Epler reported:

- Would like to use the small room that is not occupied at the Borough Hall as Interview room
- Possible bring fingerprint machine from county.
- Central Square live date has been pushed back to June.
- Officer Carpenter, Officer Vermilya attended a 3-day training of narcotics.
- Officer Campbell has returned from duty and will be starting back up April 13, 2025.
- Chief went into discussion asking Borough to allow him to join the Drop Program. He would like all to know what he does throughout his career. Prepared a letter he read with his job description.
- I started my career as police office in Towanda 1999, went fulltime 2001, my accomplishment: drug task force coordinator, setting the Highmark of 33 dui in single year, being highest citation writer in Towanda

history for single month repeatedly. Accepted challenger only DRI in county area. October 2011 voted in as civil service Chief. He has written letters, attended meetings requesting funds for body armour, body cameras, etc., no cost to the Borough. Handed out a copy to all council.

- I am requesting I effectively retire in June. The program keeps me working and you pay me normal. Do not require any more towards the retirement fund. The retirement funds out of the pension will go into a different fund, when I exit the funds are mine. I would like to get this considered and get it into effect by June. I then will work and exit after the two years from June.

**TOWANDA POLICE DEPARTMENT  
MONTHLY REPORT – March 2025**

293	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
34	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
11	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
4	DUI ARRESTS	2	ANIMAL COMPLAINTS
42	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
2	OUT-OF-TOWN ASSISTS	13	MENTAL HEALTH CALLS
11	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

Mr. Saring stated that Big Brothers/Big Sister moved out of the Borough Hall, looking for council to approved the police to fill the space.

Met with Commissioners regarding funds from Act 13. Tuesday, April 22, 2025, at 10am will be meeting at the Comm Center to present check and meet previous Governor Corbett.

Would like to ask council to open up a position for another full-time officer, eliminate part time budget, put back in general funds. Currently 6 full time, chief, SRO; asking to look into having 7 full time, chief, SRO. Council will look into the financial sides.

**CODE ENFORCEMENT REPORT:**

The Code Enforcement Report is included.

- Mr. Thrush covered the March permit, property maintenance, rental report and Judy parking tickets.
- Council member Mr. Saring asked about the parking. What is the payout that cost the Borough compared to tickets vs salary.

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

Mr. Parks stated that they only meet as needed.

**BOROUGH REPORT from Borough Manager Schoonover**

**Open Space**

Big Brothers/Big Sisters have moved out of the Borough Hall. 2 large rooms that was collecting \$6468 year in rent, the police have mentioned they would like to have this space. IT estimate to move phones etc., \$4460.50. The DA old office is also vacant the police would like.

**Turnback Project**

PennDOT will be pushing the Main Street paving back between April – October 2026. This will be a night project.

**3<sup>rd</sup> Ward Park**

DCNR Grant Application has been submitted. The requested grant amount \$621,350 to join with the \$35K commitment from the Bradford County Commissioners and a \$586,350 Local Share Grant from 2024 Grant.

**GARDEN CLUB**

Wednesday April 9 @ noon, will be the first garden club meeting in the conference room.

**EAGLES RUN**

5K taking place April 12, throughout the Borough.

**BOROUGH PROPERTY**

Its that time of year that people are camping along the river bank and on other Borough properties. I am looking for suggestions that prohibits the use of tents and or camping on Borough property. The trash that is left behind has caused the Borough money and makes the place look terrible. Ordinance prohibiting camping on borough property?

### **BEAUTIFY TOWANDA**

Last year this was help on April 20, this year May 3<sup>rd</sup>.

### **COMMISSIONERS**

I will be attending the next commissioners meeting regarding possibly receiving funds to put towards the K9 new purchase, and also the 22<sup>nd</sup> at the Comm Center to be presenting the funds

### **SECURITY**

Last Thursday, Guyette security did a walk though of all the facilities. We will have prices within next couple weeks.

### **SERVE**

I mentioned in the last months' meeting that Serve will be volunteering throughout the Borough. Serve now have labeled vest that say Towanda Borough and they have been out cleaning up the town.

### **PENNDOT**

Thursday April 17 from 5-7pm, Angie & I will be attending Municipal Outreach which will be held at the Ulster Fire Hall.

### **LITTLE LEAGUE**

Opening day will be held April 26. I will be volunteering but just want the residents to know to use caution as they will be having a parade.

### **RESOLUTION 2025-5**

Approve changing the Bradford County TCC Voting delegate from Superintendent to TASD Business Manager Motion made by William Kovalcin and seconded by Jean Miller.

The roll call was called and recorded as follows:

AYE/YES: President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schultze, Mr. Chirstini, Mrs. Hatch, Mr. Parks.

### **BOROUGH SOLICITOR SMITH –**

Solicitor will continue to work with planning commission modifying home occupation previsions and solar system. Property donation matter 4<sup>th</sup> & Lombard; this went through tax sale; solicitor will check to make sure clean title. Request private session for personal matters.

### **PERSONNEL DISCUSSION:**

President Eberlin called for an Executive Session 8:07 PM for a personnel discussion related to performance.

Council came out of Executive Session at 8:30 PM

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

- A motion was made by Mr. Saring and seconded by Mr. Parks to pay the bills. The motion passed unanimously.

### **PLANNING COMMISSION REPORT:**

Mr. Christini stated no meeting this month. Next meeting will be April 15. Mr. Christini will notify Planning that council would like them to look into the camp ordinances and to keep looking into solar and home occupation.

Solicitor Smith stated that he was hoping to have past ordinance tightening up non-conforming use that was discussed previous month, but missed reporting to County Planning.

Planning has two open spots.

### **RECREATION REPORT:**

Mr. Kovalcin stated that they were working on summer bands and getting ready for Riverfest.

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

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



**LIBRARY REPORT:**

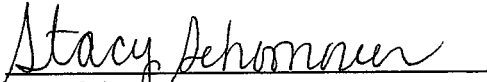
The February Library meeting minutes are in the packet

**OTHER**

Mr. Eberlin wanted to mention the passing of Jim Lacek. Jim did a lot of things around the Borough for many, many years.

**ADJOURNMENT:**

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

A handwritten signature in cursive script, reading "Stacy Schoonover", written over a horizontal line.

Stacy Schoonover  
Towanda Borough Manager



**Towanda Borough  
Special Council Meeting Minutes  
April 24, 2025**

The Towanda Borough Council Special Meeting was held on Thursday, April 24, 2025, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 11:56 AM by President Eberlin.

**ROLL CALL:**

**Present:** President Eberlin, Mrs. Miller, Mr. Saring, Mr. Parks, Mr. Kovalcin, Mr. Shulze, Mrs. Hatch.

**Other:** Attorney Fred Smith

**Absent:**

Vice-President Christini, Mr. Roof

**PERSONNEL DISCUSSION:**

President Eberlin called for an Executive Session at 11:56AM PM for a personnel discussion related to union grievance.

Council came out of Executive Session at 12:45 PM

**ADJOURNMENT:**

Mrs. Hatch and Mr. Parks made a motion to adjourn. The meeting adjourned at 12:46 PM.

Stacy Schoonover  
Towanda Borough Manager

**Towanda Borough Council**  
**May 5, 2025**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday, May 5, 2025. The meeting was called to order at 7:00 PM.

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

**Council Members Absent:** Vice President Mark Christini

**Others:** Mayor Garrett Miller, Fred Smith (Borough Solicitor); Borough Officers Randy Epler, Borough Manager Stacy Schoonover, Sargent David Lantz, Corporal Bryan Bellows.

**Amend Agenda**

Zoning Hearing for ordinance of amendment Chapter 325, article 7 non-conforming use structure.  
Motion made by Michelle Hatch and seconded by Joseph Saring.

**Public Comments/Concerns**

**BOROUGH SOLICITOR SMITH –Zoning Hearing**

This was readvertise amended to the zoning code. Fred Smith summarizes zoning ordinance non-conforming uses being amended.

Section 56, title continuation previous version of the ordinance read only with respect to uses; added uses. Uses can be nonconforming structures, and lots. All three categories nonconforming will be included.

Section 57, changing another conforming use, saying in order to this you must first establish as applicant that the non-conforming use cannot be reasonable changed to a use permitted in the zoning district as principal permitted use.

Section 58A, pertains to termination of use. Cease the use on conforming use after 6 months intent abandon without evidence of use.

Additional regulations 325-59 amending subsection A, can't enlarge, extend, reconstruct, substitute alter your use on structure or lot unless structure by law or court ordered.

Subsection B If property burns down or some other casualty occurs, change the 50% prevision to be based on replacement value.

Subsection F, if you previous did something to the structure; violation of the article will not fall in nonconforming use it will now be legal use or undo the work. Hearing Closed 7:11pm

The motion carried unanimously.

**Approval Of Minutes**

A motion to approve the April 7, 2025, minutes was made by Mr. Kovalcin, seconded by Mrs. Miller. The motion carried unanimously.

A motion to approve the April 24, 2025, Special Meeting minutes was made by Mr. Parks, seconded by Mr. Saring. The motion carried unanimously.

**Fire Chief Report**

The detailed monthly report is included in the May packet.

**Fire Board Report**

Mr. Parks stated there was nothing new to report.

### **Mayor Report**

- Stacy & I attended MOC DUI at THS last week, I want to thank Towanda Fire Dept, Towanda PD, North Towanda Fire & Rescue, Guthrie helicopter, Guthrie EMS, all the students, and anyone else I may have missed.
- Willy, Stacy & I attended the new business opening on Merrill Parkway Styling Station.

### **Police Chief Report**

Chief Epler reported:

- 10 DUI this month, incredible high numbers.
- Officer Lake attended week long weapons handling tactical responses, tracking device and shield deployment.
- Officer Hennessey is off until May 12.
- Stacy, Joe attended ACT 13 seminar at the Comm Center. Informational to us as \$25K will be coming from this for the K9.
- Officers did a phenomenon job helping with the MOC at Towanda Area School.
- K9 car hope to receive a week or two, figure 5 days to outfit.

#### **TOWANDA POLICE DEPARTMENT MONTHLY REPORT – March 2025**

293	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
89	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
1	NON-TRAFFIC CITATIONS	2	THEFT REPORTS
10	DUI ARRESTS	7	ANIMAL COMPLAINTS
42	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	9	MENTAL HEALTH CALLS
14	CRIMINAL ARRESTS		

### **POLICE COMMITTEE:**

Officers are doing a great job; we want to keep that. I would like to ask civil service activated to bring on another full-time officer.

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

Mr. Eberlin has attached information regarding DROP highlight the facts, how it works and the benefits. Will be meeting May 22, 2025 with Pension Actuary.

### **CODE ENFORCEMENT REPORT:**

The Code Enforcement Report is included.

Mrs. Hatch asked to have Oak Hill Cemetery looked at.

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

Mr. Parks stated that they only meet as needed.

### **BOROUGH REPORT from Borough Manager Schoonover**

Act 13: Met with former Gov Corbett at the Comm Center April 23<sup>rd</sup>. This was information event regarding Act 13 (Tom was the one who singed this into law) Joe, Garrett, Myself, Chief, few of our police officer attended.

SLFRF: Yearly report completed; we now have a balance of \$122,462.89 which I will be using for revenue replacement.

Garden Club: We are starting with cleaning the pots and ordering flowers. Hoping by Mother's Day we have some color.

Beautify: Towanda Saturday May 3, 2025.

Murals – 2 coats of clear coat, tarp and stone in front of the murals

Security: M&R Maintenance will be starting construction at The Municipal Building. Mostly will be done on weekend. This will be to install security door and front office dividing room. Once this is complete, I will be in contact with security to have the fobs installed.

Chamber: I attended the annual Chamber Dinner May 17<sup>th</sup>. Blythe Jones was named the Business of the Year.

Spring Clean Up May 16 & 17: BOROUGH RESIDENTS ONLY can bring old furniture, appliances (must be "Freon" free), household trash (no garbage), tires (no farm tractor tires or tires larger than 22.5"), metals, brush and branches, and other non-garbage inside the gated area there to place into the containers. Except for tires, this service will be at NO COST.

Employees New employees: Zach Czajkowski, Dustin Mulcahy, Brandi Beers, Anita Gasper, Jeff Nash. Matt Aikey, April Maynard have resigned. John Vincent & Scott Johnson began seasonal work.

I would like to Thank our seasonal mowers. They have been working to clean up the town everywhere you look. Drive down the Parkway, they have been clearing the bank along the fence, pressure washed Madigan Park, and much more.

5K: Approve 5K run on the parkway June 7, 2025.

#### **PERSONNEL DISCUSSION:**

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

- A motion was made by Mr. Kovalcin and seconded by Mr. Parks to pay the bills. The motion passed unanimously.

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

#### **RECREATION REPORT:**

Mr. Kovalcin stated that they were working on summer bands starting June 12.

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

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

#### **LIBRARY REPORT:**

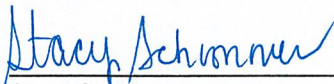
The March Library meeting minutes are in the packet

#### **OTHER**

The current tax collector will not be rerunning.

#### **ADJOURNMENT:**

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Parks. The meeting adjourned at 8:40 PM.



Stacy Schoonover  
Towanda Borough Manager

**Towanda Borough Council**  
**June 2, 2025**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday, June 2, 2025. The meeting was called to order at 7:00 PM.

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

**Council Members Absent:** Vice President Mark Christini and Gary Parks.

**Others:** Mayor Garrett Miller, Fred Smith (Borough Solicitor); Borough Officers Randy Epler, Borough Manager Stacy Schoonover, Corporal Bryan Bellows, Kevin Doupe (Porchfest)

**Public Comments/Concerns**

Kevin Doupe, Towanda Porchfest asked the Borough to continue their cooperation to help keep this a success. Porchfest is now 501c3 nonprofit, which helped get BEST with transportation throughout the day. The Borough has helped with road signs, trash, barricades and officers patrolling. We are looking to make this a bigger success, last year probably 800, this year we would like 1000. We sell t-shirts, koozies and want to make positive impact in the community. No desire to shut down any streets at this time. Borough Manager Schoonover agrees the Borough will continue to support Porchfest. President Eberlin looking forward to the 3<sup>rd</sup> year. Only negative feedback we have heard is questions regarding open containers. Mr. Shultz stated it's a nice atmosphere, nice spirit, it's nice to see people come out of their homes.

Thomas Bradford, heard Chief is retiring this month. Chief Epler, the paper did a good article and lengthy, but I think people quit reading, for now I am not going anywhere. Bradford said thanks for all your hard work.

**Approval Of Minutes**

A motion to approve the May 5, 2025, motion was made by Mr. Kovalcin, seconded by Mrs. Hatch. The motion carried unanimously.

**Fire Chief Report**

The detailed monthly report is included in the June packet. Chief reported they had 10 calls and thankful it's starting to slow down. We have a committee working together getting prices for a new truck.

**Fire Board Report**

**Mayor Report**

- Beautify day went well.
- Thank Chief for volunteering at the new business on Main Street SAFE.
- Concerts in the park will be starting next Thursday.
- Nice to see swimming pool filled.
- Class 2025, congratulations, successful life, stay safe.

**Police Chief Report**

Chief Epler reported:

- Memorial Day successful DUI and also aggressive driving mixed throughout month.
- Officer Hennessey returned back to full duty May 12.
- Officer Hennessey completed several school presentations.
- Officer Hennessey trained with Hades' narcotic searches and with drones.
- Moving office has started, IT is completed, need electrical and painting. Getting quotes on security door.
- K9 car waiting on the cage, should be getting soon.
- Attended teams meeting with pension and was disappointed.

**TOWANDA POLICE DEPARTMENT  
MONTHLY REPORT – May 2025**

278	COMPLAINTS RECEIVED	4	JUVENILE PETITIONS
72	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
20	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
4	DUI ARRESTS	8	ANIMAL COMPLAINTS
43	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	11	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	6	MENTAL HEALTH CALLS
11	CRIMINAL ARRESTS		

**POLICE COMMITTEE:**

President Eberlin, Manager Schoonover and Chief Epler met with the actuary to go over the pension and drop program. The actuary completed a report and reviewed the numbers. The next couple days Mr. Saring, Mayor Miller and Mr. Eberlin will get together and come back next month with recommendation on the DROP.

Mr. Saring would like to thank Bradford County Commissioners for the donation of \$25K toward the K9 vehicle and also thank you to all the officers that have helped out going to the school and stepping up well Officer Hennessey was out; they did a great job.

**CODE ENFORCEMENT REPORT:**

The Code Enforcement Report is included.

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

**BOROUGH REPORT from Borough Manager Schoonover**

Garden Club-Previous Garden club closed out account. I have requested funds to be forward to Borough.

Beautify Day-Held May 31<sup>st</sup>

Murals – Sunday, June 22<sup>nd</sup> 1-4pm, Rain date Sunday, June 29<sup>th</sup>

Close part of the parkway and celebrate the closing of the murals. This will be a good time for sponsors to talk about their paintings and Courtney will be attending.

Municipal Bldg. Construction has started. Security door has been installed, HR/Admin Assistant now has office with privacy. Security will be next.

Spring Clean Up May 16 & 17-Clean up went well this year even with the rain. We filled 10-11 dumpsters about the same as last year.

Employees: CDL Class A: Claude (Bangel), Zach, Dustin

Progress Authority-The requirements of a RACP grant states that the municipality where the grant funds will be expended and the grant recipient (CBPA and Guthrie) need to make assurance to the Commonwealth that the funds will used as described in the application - this is shown on Page 2. On Page 3 (Number 4), the agreement states that if anything were to be deemed ineligible - that Guthrie agrees to fully reimburse the Borough for any such costs.

Closure - June 21<sup>st</sup> approval to close Court Street. Color Splash (attached)

Basil Bacorn spoke on behalf of NEPA PULSE. All about getting organizations together, without interacting with anything that is already in place. Help and support Porchfest, Riverfest or anything else. Court Street June 21 and July 11 asking for closure from 1:00pm-9:00pm.

A motion to approve the closure of Court Street for NEPA PULSE on June 21 and July 11, 2025, motion was made by Mr. Kovalcin, seconded by Mrs. Miller. The motion carried unanimously.

Mrs. Hatch reported the flowerpots on main street have been moved and will be painted and planted next week. Mr. Miller reported lights out on main street and parkway, Schoonover will report.



**BOROUGH SOLICITOR**

Planning Committee did not meet last month; working on home occupation for the next meeting.

**FINANCIAL & ADMINISTRATIVE REPORT:**

- A motion was made by Mrs. Hatch and seconded by Mr. Saring to pay the bills. The motion passed unanimously.

**PLANNING COMMISSION REPORT:****RECREATION REPORT:**

Mr. Kovalcin stated that they were working on Concerts in the park starting June 12 and working on Riverfest.

**TMA/WTMA/CBPA REPORTS:**

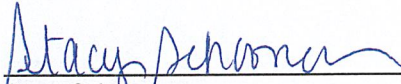
The April TMA and WTMA meeting minutes are in the packet.

**LIBRARY REPORT:**

No report

**OTHER****ADJOURNMENT:**

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Parks. The meeting adjourned at 8:43 PM.



Stacy Schoonover  
Towanda Borough Manager



**Towanda Borough Council**  
**July 7, 2025**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday, July 7, 2025. The meeting was called to order at 7:00 PM.

**Council Members Present:** President Ryan Eberlin, Vice President Marc Christini, Jean Miller, Philip Roof, 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, Doreen Secor

**PUBLIC COMMENTS/CONCERNS**

Doreen Secor spoke on behalf of the YMCA shared packages of programs and activities the YMCA has to offer. Thanks Council and Borough employees for their time and help to keep the facility open, esp. hard work into the swimming pool. Stated 95 County summer campers use and enjoy the pool.

**APPROVAL OF MINUTES**

A motion to approve June 2, 2025 minutes was made by W. Kovalcin, seconded by G. Parks. The motion carried unanimously.

**FIRE CHIEF REPORT**

The detailed monthly report was included in the December packet.

Chief Sheets reported;

- June had 15 calls, 1 structure fire (electrical) but most were in the township.
- Issue with Tanker leaking (cracked) trying to patch, stated there is not a good way to repair
- Sheets reaching out for funding, truck replacement cost \$500K

**FIRE BOARD REPORT**

Mr. Parks stated there was nothing new to report.

**MAYOR REPORT**

- Mayor Miller- Murals on the Mural presented Courtney Oley with key to the city. Thanked Stacy and the borough guys for all their hard work. Lots of good feedback on the signs that inline with the murals (descriptions)
- Concerts in the park doing good. Working on Riverfest.

**POLICE CHIEF REPORT**

Chief Epler reported:

- Officers Wills and Vermilya attended a 3-day school and Mansfield on Interview and Interrogation
- No word on the K-9 vehicle yet, should be any day.
- Officer Hennessy attended K-9 training in Dickson City Poa. For narcotics and article searching. John and Hades also trained at Harvey's Lake tracking
- Vacations are being taken and Office Carpenter is at Military Drill for 2 weeks.

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

225	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
40	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
10	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
2	DUI ARRESTS	3	ANIMAL COMPLAINTS
56	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	9	WARNINGS ISSUED

0	OUT-OF-TOWN ASSISTS	8	MENTAL HEALTH CALLS
7	CRIMINAL ARRESTS		

### **POLICE COMMITTEE**

Mr. Saring had nothing to report.

### **CODE ENFORCEMENT REPORT**

B. Thrush report enclosed. Matt Gordman inspected house that had the electrical fire, everything is good.

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

Mr. Parks stated that they only meet as needed.

### **BOROUGH MANAGER REPORT**

#### **Annual Picnic-**

August 1, 2025, I would like to have our annual picnic at Towanda Fire Hall

#### ° **Parks**

Thank you, Mural sponsors were held June 22. Courtney Oley attended and was very pleased to see how everyone was so grateful.

Walkway prices: The walkway is in need of sealcoat and asphalt fill.

Doors replaced on the libraries.

Veterans Park roof over the kiosk

#### ° **Employees**

Superintendent position has been filled, start date will be July 17, 2025

Administrative Assistant position has been filled, start date July 7, 2025

#### ° **Borough Projects**

5<sup>th</sup> Street redirecting water runoff.

Mr. Young addressed concerns of water causing sink hole and ruining his driveway. This has been ongoing for years. The Borough crew has started digging, replacing pipes and water flow is being corrected.

August 2nd approval to close Pine Street (main street to park way) at 4 pm Scales and Tales hosting an event. 1<sup>st</sup> motion M. Hatch, 2<sup>nd</sup> W.Kovalcin

### **EXECUTIVE SECTION start @ 7:20 pm end @ 8:37**

Hr/ Personal matters to address

### **BOROUGH SOLICITOR SMITH**

### **BOROUGH SECRETARY**

### **FINANCIAL & ADMINISTRATIVE REPORT**

A motion was made by W.Kovalcin, 2nd J. Miller to pay the bills. The motion passed unanimously.

### **UNION SUB-COMMITTEE**

R. Eberlin stated there was nothing further to report.

### **PLANNING COMMISSION REPORT**

M. Christini proposing to change home occupation similar to Athens code. Giving Code officer the authority to approve certain circumstances, without going through Zoning board. Will revisit next month.

Unlawful camping motion was made to allow our Solicitor work through our ordinance on camping. 1<sup>st</sup> motion W.Kovalcin, 2<sup>nd</sup> M. Hatch.

Regional comprehension plan was reviewed and motion was made to accept Hailstone, 1<sup>st</sup> motion W.Kovalcin 2<sup>nd</sup> M. Christini.

Variance Request: Learn property does not meet our ordinance, 9 ft too close to road. Planning commission committee made a recommendation to the Zoning hearing board, to accept.

#### **RECREATION REPORT**

W. Kovalcin-bands at Riverfront on Thursday evenings, and working on Riverfest. M.Hatch requested a budge on Riverfest for next meeting. Bringing back 5K to Riverfest.

#### **TMA/WTMA/REPORTS**

Minutes enclosed.

#### **LIBRARY REPORT**

Minutes enclosed

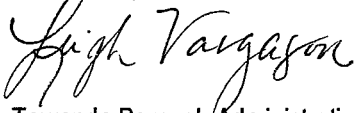
#### **OTHER**

R. Eberlin stated current Tax collector did not run in the primary election, Towanda Borough will be looking for a tax collector. Anyone interested will need to be a write in, in the November election or the Towanda Borough will have to appoint someone.

#### **ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin. The meeting was adjourned at 9:20 PM.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Leigh Vargason".

Towanda Borough Administrative Assistant

**Towanda Borough Council**  
**Aug 4 , 2025**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday, August 4, 2025. The meeting was called to order at 7:01 PM.

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

**Others:** Mayor Garrett Miller, Borough Solicitor Fred Smith , Borough Police Chief Randy Epler, Borough Manager Stacy Schoonover, Borough Secretary Leigh Vargason, Jack and Pam Young, Pat Walker, Mr Bradford

**PUBLIC COMMENTS/CONCERNS**

Pat Walker from 327 Pine Street addresses issues with flooding due to a faulty drop basin and curb placement describes extensive water damage to their basement and surrounding areas, including a rock wall and concrete shifting.

Jack Young from 705 South Fifth Street commends the work done on his block, especially during a recent storm, expresses concerns about future expectations, communication, and property damages. Emphasizes the need for clear communication and timelines for street and driveway repairs.

**APPROVAL OF MINUTES**

A motion to approve July 7, 2025 minutes was made by W. Kovalcin, seconded by G. Parks. The motion carried unanimously.

**FIRE CHIEF REPORT**

Chief Sheets reported;

- July had 15 calls, no major incidents.
- Sheets and Roof plan on attending Township meeting to discuss financial help for new tanker
- Used tanker trade in value \$60K plus.

**FIRE BOARD REPORT**

Mr. Parks stated there was nothing new to report.

**MAYOR REPORT**

- Mayor Miller- Last concert in the park Thursday Aug.7, Want to thank Gary and Charlotte Parks for all their hard work.
- Looking forward to Riverfest coming up, we're trying some new things with less music this year. Appreciates the people that do volunteering, looking for more volunteers if anyone wants to help out.

**POLICE CHIEF REPORT**

Chief Epler reported:

- K-9 vehicle was picked up; some additional cost will be added for radio and computer mount schedule for Wed. Aug, 13
- Corporal Bellows, Officer Wills and Officer Hennessy attend 3-day schooling, for active shooter event on how to work together.
- Office Hennessy attended K-9 training with Hades in Kingston PA. for tracking and article search.
- Office Carpenter completed Civil Service Exam.
- Computer down in Dodge, making it unable to write citations.

5	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
2	DUI ARRESTS	3	ANIMAL COMPLAINTS
58	DISTURBANCE CALLS	0	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	11	WARNINGS ISSUED

0	OUT-OF-TOWN ASSISTS	7	MENTAL HEALTH CALLS
5	CRIMINAL ARRESTS		

### **POLICE COMMITTEE**

- The drop program for police officers, clarifying the financial implications and benefits. Discussion about the potential for additional contributions to the MMO and the need for further clarification, seeking additional information from the actuary to resolve any confusion.
- Plate readers, need two at \$40 per month

### **CODE ENFORCEMENT REPORT**

- Barry attended Plumbing class in Bloomsburg
- The Code Enforcement Report is included

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

### **BOROUGH MANAGER REPORT**

- **YMCA**

Approval of End- of -Year Animal Sanctuary Dog Swim Day Sept. 7. Will have Release of Liability and participate agreement.

- **CLOSURE**

September 26, 5pm to 7pm Annual Celebration of Bradford County approval to block 6 parking spots along both sides of Court House for food trucks. 1<sup>st</sup> motion M. Christi, 2<sup>nd</sup> motion J. Miller.

August 30 9am to 4 pm Community Yard Sale approval to close lower part of Pine Street. 1<sup>st</sup> motion M. Hatch, 2<sup>nd</sup> J. Saring.

- **Merrill Parkway**

The cracks have been filled with asphalt and seal coated, walkway has been repaved.

Mowing has been busy cleaning overgrown brush.

Leonard Frawleys family placed a memorial rock with plaque on parkway

- **Security**

Municipal Building doors have been updated with fob access only, a one-time fee of \$18,000 no additional fees

- **RESOLUTION # 2025-5**

Appointment Leigh Vargason Towanda Borough Council Secretary/Treasurer. Motion made M. Hatch, 2<sup>nd</sup> W. Kovalcin. All in favor

### **BOROUGH SOLICITOR SMITH**

- Zoning Ordinance amendment, pertains to home occupations. Presently, the way code its set up, has a number of home occupation professionals that you can do, but you have to get a permit. The current ordinance says you have to go to the Zoning board which is a \$1,000 expense to ease regulations a little bit and still get the same result. Now puts that authority to grant those permits on Code Enforcement. Motion to refer to County Planning and then publish for enactment at next council meeting after county comment is received. Motion W. Kovalcin 2<sup>nd</sup> M. Hatch, all in favor
- Camping Ordinance (1) prohibits camping or storage of personal property (including camping paraphernalia) on public or private property, except with private property owners' consent and not for more than 2 consecutive nights in the case of camping on private property. (2) Allows camping for special events with permit issued by the Code Enforcement Officer for a fee set from time to time by council by resolution. (3) Allows Code Enforcement Officer is issue rules, regulations, and conditions for permitted camping and revoke a temporary permit if deleterious conditions exist. (4) Establishes penalties and an enforcement procedure in the case of violations. Motion to advertise amend chapter 195, J. Saring motion 2<sup>nd</sup> G.Parks all in favor to advertise
- Solar Ordinance pending.

**EXECUTIVE SECTION start @ 7:48 pm end @ 8:00pm**

Union related-related dispute, and legal matter pertaining to a potential claim to property damage.

**BOROUGH SECRETARY**

**FINANCIAL & ADMINISTRATIVE REPORT**

A motion was made by W.Kovalcin, 2nd J. Miller to pay the bills. The motion passed unanimously.

**UNION SUB-COMMITTEE**

R. Eberlin stated there was nothing further to report.

**PLANNING COMMISSION REPORT**

Vacant seats- Letters of interest Kelly Shay, and Carol Ann Westafer, Planning Commission made the motion and approved. After review letters of interest Motion to approve Kelly Shay made by M. Hatch 2<sup>nd</sup> W. Kovalcin. Motion to approve Carol Ann Westafer made by W. Kovalcin 2<sup>nd</sup> J. Miller

**RECREATION REPORT**

Riverfest money is flowing in, changes to Riverfest more food trucks, and less live music.

**TMA/WTMA/REPORTS**

Minutes enclosed.

**LIBRARY REPORT**

Need to fill board, after April leaving

**OTHER**

R. Eberlin asked if any interest in Tax Collector, Mayor Garrett Miller stated his wife is interested

**ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin. The meeting was adjourned at 8:15 PM.

Respectfully Submitted,

Leigh Vargason  
Towanda Borough Secretary

**Towanda Borough Council**  
**Sept.2 , 2025**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Tuesday Sept. 2, 2025. The meeting was called to order at 7:00 PM.

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

**Council Member Absent:** President Ryan Eberlin  
00

**Others:** Mayor Garrett Miller, Borough Solicitor Fred Smith , Borough Police Chief Randy Epler, Borough Manager Stacy Schoonover, Borough Secretary Leigh Vargason, Jack and Pam Young, All Borough Police Officers, Mr Bradford

**PUBLIC COMMENTS/CONCERNS**

Jack Young, addressing persistent drainage issues on Fifth Street, detailing property damages over 25 years despite previous inspections and actions by the borough. Jack provides detailed documentation, including photos and communications, highlighting the extent of the damage and lack of resolution. The council acknowledged the severity of the issue and mentioned consulting attorneys

**APPROVAL OF MINUTES**

A motion to approve Aug 4, 2025 minutes was made by W. Kovalcin, seconded by P. Roof . The motion carried unanimously.

**FIRE CHIEF REPORT**

Chief Roof reported;

- Aug. had 14 calls, no major incidents.
- Updates on the pursuit of a new tanker truck, Meeting with Towanda Township on financial help with the Tanker.

**FIRE BOARD REPORT**

Mr. Parks stated increasing resale value of the current tanker.

**MAYOR REPORT**

- Mayor Miller introduces newly hired Patrol Officer Anthony Carpenter, who takes the oath of office.
- Photographs are taken following the swearing-in ceremony.
- Mayor Miller comments on the long-standing drainage issues faced by Jack Young and expresses sympathy for the family's patience and endurance.

**POLICE CHIEF REPORT**

Chief Epler reported:

- Police Chief Epler reports on the successful coverage of River Fest and various training activities for officers.
- Highlights the positive performance of K-9 Hades during a search operation and issues with the department's computer system.

26	NON-TRAFFIC CITATIONS	1	THEFT REPORTS
2	DUI ARRESTS	1	ANIMAL COMPLAINTS
33	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	15	WARNINGS ISSUED
0	OUT-OF-TOWN ASSISTS	5	MENTAL HEALTH CALLS
7	CRIMINAL ARRESTS		

### **POLICE COMMITTEE**

- The financial implications of adopting the Deferred Retirement Option Plan (DROP) for police officers, noting a projected \$55,000 annual increase in expenses.
- Debate ensues among council members and police representatives regarding the feasibility and impact of the proposed DROP plan on the budget and future personnel decisions.
- Waiting on clarification from Actuary if the numbers are for 25 years of service or 28.

### **CODE ENFORCEMENT REPORT**

- Barry completed Residential Electrical Inspector Certification
- The Code Enforcement Report is included

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

### **BOROUGH MANAGER REPORT**

- **YMCA**

End-of-Year Animal Sanctuary Dog Swim Day Sept. 7.

- **Closure**

Porchfest 9/7/2025, Flying Taco requesting road closure corner of State Street and Merrill Parkway 7-10 pm

1<sup>st</sup> motion M. Hatch, 2nd W. Kovalcin

- **Comprehensive Plan**

Kick off meeting was held Aug. 20, Towanda Township, North Towanda Township, and Planning Committee members attended.

### **BOROUGH SOLICITOR SMITH**

- Ordinance No. 2-2025 Camping Ordinance (1) prohibits camping or storage of personal property (including camping paraphernalia) on public or private property, except with private property owners' consent and not for more than 2 consecutive nights in the case of camping on private property. (2) Allows camping for special events with permit issued by the Code Enforcement Officer for a fee set from time to time by council by resolution. (3) Allows Code Enforcement Officer to issue rules, regulations, and conditions for permitted camping and revoke a temporary permit if deleterious conditions exist. (4) Establishes penalties and an enforcement procedure in the case of violations. Approved by a vote 8-0, and passed.

### **BOROUGH SECRETARY**

- Memorial Bench in memory of Walter Troy, long-time Wells Mills employee. Community is taking donations to fund the new Memorial Bench.
- Paperback Maple Tree planting along the Merrill Parkway in Memory of James Lacek to recognize his time and commitment to the Towanda Borough.

### **FINANCIAL & ADMINISTRATIVE REPORT**

A motion was made by J. Saring 2nd J. Miller to pay the bills. The motion passed unanimously.

### **UNION SUB-COMMITTEE**

### **PLANNING COMMISSION REPORT**

Aug meeting postponed, next meeting Sept. 19

### **RECREATION REPORT**

- Finalizing Riverfest financials will have available for October's meeting.
- Pumpkin Roll planning underway, will be held Oct. 11, Gannon's Insurance will provide electric and their parking lot space to use.



- Christmas Decorating Committee for the parkway will meet and start planning to light up the parkway.

#### **TMA/WTMA/REPORTS**

Minutes enclosed. Welcomed Chad Strickland back.

#### **LIBRARY REPORT**

Leigh Vargason will fill vacant spot for the Borough, next meeting Sept. 11, 2025

#### **ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin. The meeting was adjourned at 8:21 PM.

Respectfully Submitted,

Leigh Vargason  
Towanda Borough Secretary

**Towanda Borough Council  
October 6, 2025  
Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday Oct. 6, 2025. The meeting was called to order at 7:00 PM.

**Council Members Present:** President Ryan Eberlin, Vice President Mark Christini, Jean Miller, William Kovalcin, Jonathan Schulze, Joe Saring and Gary Parks.

**Council Member:** Telecommunication: Michelle Hatch

**Council Member Absent:** Philip Roof

**Others:** Mayor Garrett Miller, Borough Solicitor Fred Smith, Sergeant Lantz, Borough Manager Stacy Schoonover, Borough Secretary Leigh Vargason, Charolette Parks Kali Mission, Mr Bradford, Daily Review Reporter

**PUBLIC COMMENTS/CONCERNS**

Charlotte Parks from Kali's Mission provides an update on their progress in spaying and neutering cats. Since starting, they have prevented 20,688 cats from being born homeless in six years. In Towanda Borough alone, they have prevented 8,880 kittens from being born homeless. They request continued financial support from the borough, upcoming fund-raising events like the pumpkin roll and a Rabies Clinic.

**APPROVAL OF MINUTES**

A motion to approve Sept. 2, 2025 minutes was made by M. Christini, seconded by J. Saring. The motion carried unanimously.

**FIRE CHIEF REPORT**

Fire board member Sheets reported

- Aug. had 14 calls, no major incidents.
- Discussion on the tanker issue, with Chief Sheets mentioning ongoing efforts to secure funding and explore grant options.

**FIRE BOARD REPORT**

- The need for a tanker is emphasized, especially for major fires in the townships.
- Trade in value of used tanker is fluctuating.

**MAYOR REPORT**

- Excitement for the upcoming fireman's Annual Halloween Parade, Pumpkin Roll and Trick or Treating in the Borough.
- Potential mural project for the bridge abutment, talked with Courtney about creating a patriotic mural to coincide with the borough's 250th birthday next year.

**POLICE CHIEF REPORT**

Sergeant Lantz

- Stations camera system no longer working, SCT computers will provide the new more advance system with better quality and capability. Will need a new big screen monitor.
- 2023 Patrol vehicle computer is being resolved.
- Updates in new officer room, and supervisor rooms are near completion. Will need to order two metal doors and desk.
- Proactive patrol efforts are highlighted, with officers finding a lot of illegal activity.

**POLICE COMMITTEE**

Called for Executive meeting at 7:26 for personnel matters  
Back in session at 7:48

**CODE ENFORCEMENT REPORT**

**LIBRARY REPORT**

Elevator repairs have started. Next meeting Oct. 9

**ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin. The meeting was adjourned at 8:44 PM.

Respectfully Submitted,

Leigh Vargason  
Towanda Borough Secretary

**Towanda Borough Council**  
**November 3, 2025**  
**Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday November 3, 2025. The meeting was called to order at 7:00 PM.

**Council Members Present:** President Ryan Eberlin, Jean Miller, William Kovalcin, Joe Saring, Gary Parks, Philip Roof, and Michelle Hatch

**Council Member Absent:** Vice President Mark Christini, and Jonathan Schultz

**Others:** Mayor Garrett Miller, Borough Solicitor Fred Smith, Sergeant Lantz, Borough Manager Stacy Schoonover, Borough Secretary Leigh Lattimer, Corporal Bellows, Mr Bradford, Daily Review Reporter, and Shane Mize

**PUBLIC COMMENTS/CONCERNS**

No public concerns, or comments

**APPROVAL OF MINUTES**

A motion to approve October 6, 2025 minutes was made by W. Kovalcin, seconded by J. Saring. The motion carried unanimously.

**FIRE CHIEF REPORT**

Fire board member Sheets reported

- No report due to new reporting system through the county. Will have total numbers of calls for Borough Secretary for billing purposes
- Reports of an average months 15 to 16 calls, busy weekend with plane crash, and water rescue.
- Ladder truck down, for converter that takes power from the truck to ladder, looking for part. Can still use as a engine.

**FIRE BOARD REPORT**

- Still working on funding for tanker, nothing else to report.

**MAYOR REPORT**

- Thanking Fire Dept. for putting on an awesome parade, thinks it was one of the best.

**POLICE CHIEF REPORT**

Sergeant Lantz

- Process of bringing offices up to standard continues, new lighting, and painting.
- New cameras/camera system is being installed, will now include facing Merrill Parkway.
- Halloween festivities very busy participated in the Halloween Parade, YMCA Trick or Trunk, and down town trick or treat.
- Officer Hennessy spoke with students at Bradford County Health and Safety Day.
- Applied for AXON grant for new body cameras.
- Received \$500.00 from Tractor Supply as a Thank You for participating in their community event, Touch a Truck
- Officer Lake, and Campbell members of the Bradford County SRT provided some additional tactical training regarding building entry/clearing, also conducted mandatory per MOPETC low light training, first time in many years.

- Patrol officers made numerous stops resulting in several drug arrest, with the assistant of K9 Hades, and K9 Officer Hennessy 4 times in October.

### **POLICE COMMITTEE**

- Monroeton Borough attended Oct. Meeting requesting police coverage from Towanda Borough Policers to cover Monroeton Borough, Police Board Committee does not feel that they have the extra man power to provide coverage for them, with out taking away from Towanda Borough residents.

### **CODE ENFORCEMENT REPORT**

- The Code Enforcement Report is included
- Barry obtained a Plumbing Certificate and handling new property maintenance issues.

### **BOROUGH MANAGER REPORT**

- Generac from Brickhouse is being installed, paid for from extra grant money from new police car.
- Hallock Shannon finished 2024 Audit, no finding but recommendation software changes, training starts this month (November) for new software Edmunds.
- Budget review will be held November 20 at 6:00 PM
- Progress Authority- Towanda Borough will need to reappoint Borough Manger as term expires in December.

### **BOROUGH SOLICITOR SMITH**

- Resolution **2025-8** Agreement with the Bradford County for the use of 85 parking spaces in the parking garage, extending it for 84 months at \$40 per space. Motion made by J. Saring 2<sup>nd</sup> by G. Parks motion carried.
- Ordinance **2025-3** Amending the Towanda Borough Zoning Ordinance as chapter 325, Article V., Section 325-45 B.of the Towanda Borough code to remove the Zoning Hearing Board and substitute the zoning officer as the arbiter of permitted home occupations, adding a new subsection 325.45E vesting in the zoning hearing board the authority to grant home occupation uses other than permitted professions and home occupations, and adding a new subsection 325.45.F. terminating a home occupation use when the person or persons engaged in the home occupation no longer reside in the dwelling in which the home occupation was conducted.  
Public hearing was conducted, No citizens' concerns, or comments. Motion made by W. Kovalcin Motion 2<sup>nd</sup> M. Hatch motion carried unanimously.

### **BOROUGH SECRETARY**

- Towanda Borough leaf pick-up starting Nov. 10, no pick-up Nov 11 Veterans Day. Starting at 1<sup>st</sup> Ward, and proceed north street by street until all wards completed.

### **FINANCIAL & ADMINISTRATIVE REPORT**

- A motion was made by W. Kovalcin 2<sup>nd</sup> J Miller to pay the bills. The motion passed unanimously.
- Borough Manager contract is due this year, it is also reorganization year.

### **PLANNING COMMISSION REPORT**

- October's meeting was postponed, next meeting November 18, 2025

### **RECREATION REPORT**

- Great turn out for Pumpkin Roll, Thanking Joe Saring for purchasing of Pumpkins.

### **TMA/WTMA/REPORTS**

- Minutes enclosed.

### **LIBRARY REPORT**

- Next meeting November 13, 2025

### **ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin. The meeting was adjourned at 7:38

Respectfully Submitted,

Leigh Lattimer  
Towanda Borough Secretary

**Towanda Borough Council  
December 1, 2025  
Regular Meeting Minutes**

The Towanda Borough Council held its regular meeting at the Towanda Borough Municipal Building on Monday December 1, 2025. The meeting was called to order at 7:00 PM.

**Council Members Present:** President Ryan Eberlin, Vice President Mark Christini, Jonathan Schultz, , William Kovalcin, Joe Saring, Gary Parks, Philip Roof, and Michelle Hatch

**Council Member Absent:** Jean Miller

**Others:** Mayor Garrett Miller, Borough Solicitor Fred Smith, Sergeant Lantz, Borough Manager Stacy Schoonover, Borough Secretary Leigh Lattimer, and Daily Review Reporter

**PUBLIC COMMENTS/CONCERNS**

No public concerns, or comments

**APPROVAL OF MINUTES**

A motion to approve November 3, 2025 minutes was made by W. Kovalcin, seconded by M. Hatch. The motion carried unanimously.

**FIRE CHIEF REPORT**

Fire board member Sheets reported

- No report due to new reporting system through the county. Will have total numbers of calls for Borough Secretary for billing purposes
- Reports of an average months 23 calls
- Ladder Truck is still out of service, will be out 12 weeks waiting on parts coming from factory. Managing calls with the help from Wysox Dept.
- Chief Sheets will meet with Borough Manager Stacy and President Ryan Eberlin on fund for new truck.

**FIRE BOARD REPORT**

- Still working on funding for tanker, nothing else to report.

**MAYOR REPORT**

- Looking forward to Hometown Christmas Dec 5, and 6.
- Thanked the Towanda Amvet riders for donation the proceeds from their ride to Veterans Memorial.

**POLICE CHIEF REPORT**

Sergeant Lantz

- Process of bringing offices up to standard continues, getting rid of junk, new lighting, and painting. Metal doors are ordered.
- The department has been active in public relations, including talks with kids at the YMCA on personal fitness and police officers' duties, and job.
- Met with Safe House staff held with security and answered question.
- Officers were involved in the Free Thanksgiving hand out at the YMCA, directing traffic and helping with flow.
- Assisted with a large drug bust in the valley.
- Participated in a Blue Mass at St. Agnes School
- Extra patrols for impaired driving detection over the holiday season.



### **POLICE COMMITTEE**

- Reports on the Police Departments efforts in making criminal arrest and the positive feedback from the public

### **CODE ENFORCEMENT REPORT**

- The Code Enforcement Report is included

### **BOROUGH MANAGER REPORT**

- Startup of Edmunds new software for payroll and finances, utility billing will start after first of year.
- Asking for approval to display the 2026 budget, total Tax Millage 23.56 1<sup>st</sup> motion W. Kolvalcin, 2<sup>nd</sup> M. Christini motion carried unanimously
- Front office windows will be getting mirrored tint; payment window has been ordered.
- Freightliner has arrived at the dealers; this will replace yellow Sterling. Bradco does the outfitting. LSA grant received last year for equipment purchase will pay \$119,769 for the truck and \$90,919.66 for outfitting. This is the remain amount of the grant.

### **BOROUGH SOLICITOR SMITH**

- On-going work with Barry on property maintenance issues and zoning matters.

### **BOROUGH SECRETARY**

- Online training for "Your Role as a Municipal Secretary" has been beneficial it is a 2 month once a week for 1.5 hrs.
- Attended Towanda High School Environmental Science mock town meeting, and the junior class mock interviews, enjoyed participating in both. And begin part the learning for young adults.
- Resolution **2025-9** Appoint Borough Manger Stacy Schoonover to CBPA as a board member. Motion made by W.Kolalcin, 2<sup>nd</sup> M. Hatch The motion passed unanimously.

### **FINANCIAL & ADMINISTRATIVE REPORT**

- A motion was made by J. Saring, 2<sup>nd</sup> M. Christini to pay the bills. The motion passed unanimously.

### **PLANNING COMMISSION REPORT**

- November's meeting was postponed, next meeting December 18, 2025

### **RECREATION REPORT**

- Great turn out for Pumpkin Roll, Thanking Joe Saring for purchasing of Pumpkins.

### **TMA**

- Minutes enclosed.
- TMA Authority chapters 243,9 and 318 have not been updated since 1980, TMA has made a motion to have their solicitor, Morgan Madden work on this. Motion on the table to allow Fred to move forward and work with M. Madden to work on updating these chapter motion made by W. Kolalcin 2<sup>nd</sup> G Park The motion passed unanimously.



**EXECUTIVE SECTION STARTED @ 7:46 ENDED @ 8:11**

Police personnel matters, and Salary discussions.

**POLICE CHIEF RESIGNATION**

- Motion made to accept resignation letter 1<sup>st</sup> J. Saring 2<sup>nd</sup> M. Hatch The motion passed unanimously.
- Promotion of Sargent Lantz to Chief Motion made by J. Saring 2<sup>nd</sup> W. Kovalcin The motion passed unanimously.
- Official Oath of Office David Lantz to Towanda Borough Police Chief

**LIBRARY REPORT**

- Reports, budget and 2026 hours enclosed.

**WTMA**

- Minutes enclosed

**ADJOURNMENT**

A motion to adjourn was made by W. Kovalcin. The meeting was adjourned at 8:23

Respectfully Submitted,

Leigh Lattimer  
Towanda Borough Secretary

**Towanda Borough  
Special Council Meeting Minutes  
December 29, 2025**

The Towanda Borough Council Special Meeting was held on December Monday 29, 2025, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 5:00pm by President Eberlin.

**ROLL CALL:**

---

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

**Other:** Manager S. Schoonover, Secretary L. Vargason, Attorney Fred Smith

**Council Member Absent:**  
Mr. Roof, Mr. Shulze

**Public Comments/Concerns:**  
No public concerns, or comments

**Payment of 2025 End of Year Bills:**  
Motion made W.Kovalcin, 2<sup>nd</sup> G. Parks  
The motion carried unanimously

**Resolution 2025-10** Adoption of the 2026 Towanda Borough General Fund Budget and Special Funds.  
Motion made by G.Park, 2<sup>nd</sup> W.Kovalcin  
The motion carried unanimously

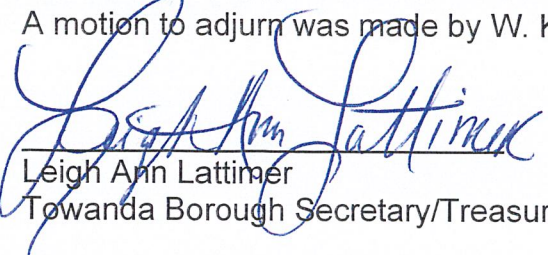
**Ordinance 2025-4** Adoption of the 2026 Towanda Borough Real Estate Tax Levy Ordinance.  
Motion made by J. Saring, 2<sup>nd</sup> J. Miller  
The motion carried unanimously.

President Eberlin called for an Executive Session at 5:19 PM for Police Compensation matter

Council came out of Executive Session at 5:26 PM

**ADJOURNMENT:**

A motion to adjourn was made by W. Kovalin. The meeting was adjourned at 5:27 pm

  
Leigh Ann Lattimer  
Towanda Borough Secretary/Treasurer