

**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