

**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