

## **Towanda Borough Reorganization & Regular Council Meeting Minutes January 4, 2016**

The JANUARY Reorganization and Regular meeting of the Towanda Borough Council was held on Monday, January 4, 2016, at the Municipal Building. Mayor Garrett Miller called the meeting to order at 7:01 PM, with a moment of silence followed by the Pledge of Allegiance.

Before swearing in ceremony, newly elected borough officials each submitted/signed copies of residency affidavits and then took the oath of office. Sworn in by Mayor Miller were five newly elected Council members: Mark Christini, Ellen Lacek, Jean Miller, William Roof and Paul Sweitzer.

### **ROLL CALL:**

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

**ABSENT:**

### **ELECTION OF OFFICERS**

Mayor Miller asked for nominations for President of Council.

Mr. Kovalcin made a motion to nominate Mr. Sweitzer for President of Council and Mr. Long seconded it. Motion passed. Mr. Long called for the close of the nominations, and all were in favor. Mr. Sweitzer was unanimously elected Council President.

Mayor Miller asked for nominations for Vice President of Council.

Mr. Taylor made a motion to nominate Mark Christini for Vice President of Council and Mr. Sweitzer seconded it. Motion passed. Mr. Sweitzer called for the nominations to be closed, and all were in favor.

Mr. Christini was unanimously elected Vice President of Council.

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

Mr. Christini made a motion to nominate Mrs. Lacek as President Pro Tem of Council and Mr. Kovalcin seconded it. Motion passed. Mr. Long called for the nominations to be closed, and all were in favor.

Mrs. Lacek was unanimously elected President Pro Tem of Council.

Mayor Miller turned the meeting over to President Sweitzer, Council President at 7:05 PM. The [regular meeting](#) of the Towanda Borough Council continued at this time.

**CITIZENS TO BE HEARD:** None.

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

Motion to approve the December 7, 2015, regular meeting minutes with a minor correction on page 5 - read: "sum of month, should have read: "sum of money," was made by Mrs. Lacek and seconded by Mrs. Miller. Motion passed with correction to be made.

Motion to approve the December 28, 2015, special meeting minutes was made by Mr. Taylor and seconded by Mr. Klinger. Motion passed.

### **FIRE CHIEF REPORT:**

Chief Roof reported a busy month with mutual aid calls. There were twelve (12) calls from November 27th to December 29th 2015.

He stated equipment is working well, and there is an "active shooter" training class this coming weekend at the station. The purpose of this training is to provide training and resources to enable local departments to effectively respond to active shooter scenarios. There is a large number of people signed up for this training.

### **FIRE BOARD REPORT:**

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

**MAYOR’S REPORT:**

Mayor Miller introduced Michael Lamanna, the new part-time police officer, and administered the oath of office to the new officer. Afterwards, officer Lamanna was welcomed with clapping of hands from council.

**POLICE CHIEF REPORT:**

Chief Epler spoke about the new officer Lamanna, and officer Lamanna introduced his family and girlfriend who were in attendance for his swearing in ceremony. This is Officer Lamanna’s first position since graduating from law enforcement school, and he will be working alongside another officer until his training is complete.

Chief Epler presented to Council a “Memorandum of Understanding” for Towanda Police department to enter into with several local police departments. The Sayre police department is the coordinating party to this memorandum of understanding, and is acting as Administrator for all participating agencies. This is an agreement to share information using automated criminal justice information systems in an effort to coordinate investigations and perform criminal justice duties within individual jurisdictions. He explained the data sharing effort is known as “Bradford County Law Enforcement Visual Alert Server.” All agencies agree to maintain minimal equipment, the data shared will remain the data of the originating agency, and each agency agrees to share the cost of maintenance fee split equally among the agencies involved. The Chief gave a copy of this memorandum to Solicitor Smith for review. Chief Epler also shared that the total cost for maintenance each year is \$7,000. The first year it is free, the second year, Bradford County is paying, and the third year we agree to pay Towanda borough’s share of \$1,000. If the borough decides to terminate participation in information sharing as defined in the Memorandum of Understanding, we may do so at will upon notification to the Administrator, and the Administrator will have sixty (60) days to complete the severance process.

Chief Epler asked for council’s approval to enter into this agreement. [A motion to give Chief Epler approval to enter into the “Memorandum of Understanding” pending Solicitor Smith reviews it, was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed unanimously.](#)

**POLICE COMMITTEE REPORT:**

Nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight reviewed the code enforcement report.  
There were 8 permits issued in December 2015.  
Permit fees paid in December is \$994.00.  
Code Inspections charges were \$524.00.  
The value of permits issued work in the borough year-to-date is \$1,761,383.75.

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

**PARKING REPORT – OCTOBER 2015**

# Green Tickets Issued:	-	42
# Yellow Tickets Issued:	-	8
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	2
# Yellow Tickets Forgiven	-	1
# Paid W/N 48 Hrs @ ½ Cost	-	16
\$ Amount Paid w/n 48 Hrs	-	\$160
# Paid After 48 Hrs	-	7
\$ Amount Paid After 48 Hrs	-	\$140
# Tickets to Magistrate as Citations	-	0

Borough Council Meeting Minutes  
January 4, 2016

Amount Received from Magistrate	-	Need figure from Controller
Delinquent Tickets before Citation	-	4
\$		\$70
Revenue from Reserved Parking Spaces	-	\$3,180
Hours on Parking per Month	-	70
Police # of Tickets Written	-	12
# of \$10 tickets (Police Dept.)	-	3
\$ Amount Paid W/N 48 Hours	-	\$30
# of \$20 Tickets (Police)	-	1
\$ Amount Paid After 48 Hours	-	\$20
<b>TOTAL MONTHLY REVENUE</b>	-	<b>\$3,600</b>

**BOROUGH MANAGER'S REPORT:**

- 2016 Police Car**  
Manager Lane started shopping for loans from local banks. So far, the lowest interest rate he received was 3.5%. Manager Lane is waiting for rates from two others. He will be placing the order for the vehicle once he secures the financing.
- Borough Hall Generator**  
Two electricians have been contacted to procure quotes for a backup generator at the Police station. It is agreed that we need a generator with enough power to run the entire building. Manager Lane will have more information at next month's council meeting.
- Downtown Revitalization Project**  
Manager Lane stated that Towanda Terrace is 99% complete, and The Flying Cow final design is with the architect and should be finished shortly. He received the Environmental Review report from CDBG (Community Development Block Grant Program), and they found no issues. The next step, he stated will be working with Penelec on the relocation of power lines, and to complete the land development with Bradford County Planning.
- Resolution No. 2016-1 – 2016 Emergency Operations Plan Update**  
Manager Lane asked for a resolution to adopt the Bradford County 2016 Emergency Operations Plan's most recent update this month.  
Voting Results are: Motion to adopt the plan was made by Mr. Klinger, Motion seconded by Mr. Taylor  
Aye/Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor  
Nay/No:  
**Resolution No. 2016-1 carried unanimously.**

**BOROUGH SOLICITOR'S REPORT:**

Solicitor Smith has nothing to report this month, but he stated he is working on the "definition of a vehicle" in our borough code.

**BOROUGH SECRETARY REPORT**

Secretary Kulick had nothing to report.

**ADMINISTRATIVE REPORT** – Mr. Christini stated that under the state code, the borough has to approve an employment contract with Manager Lane every two years. The agreement terms that went into effect two years

ago will remain the same. At this time Mr. Christini made a motion to renew the employment contract for Manager Lane for another two years. This was seconded by Mr. Kovalcin. The motion passed unanimously, and Manager Lane thanked council for approving the new agreement.

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

**FINANCIAL REPORT** – There were no bills to pay at this meeting, as they were paid at the year-end special meeting on December 28, 2015.

**PLANNING COMMISSION REPORT** - Nothing to report at this time.

**RECREATION REPORT** – No meeting held.

**TMA/WMA/CBPA REPORTS**

In addition, Manager Lane updated council on the recent trip he and Fred Johnson (Water & Sewer Superintendent) made to DEP (Department of Environmental Protection) in Williamsport, Pennsylvania, on December 23, 2015. The purpose of the meeting was to discuss the two municipal wells that were drilled for TMA (Towanda Municipal Authority) on borough purchased property. This property is located at the east end of Campbell Road in North Towanda Township. He stated that DEP is okay with the design of our two (2) wellheads. According to President Sweitzer, these two new wells will provide enough water for the “next 100 years or more for water.” Mr. Sweitzer also stated that TMA has been looking for a new water source for ten years before finding these two locations.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 7:48 PM.

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Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes February 1, 2016**

The **FEBRUARY 2016** regular meeting of the Towanda Borough Council was held on Monday, February 1, 2016, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:02 PM, with a moment of silence followed by the Pledge of Allegiance.

**ROLL CALL:**

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

**ABSENT:** None.

**CITIZENS TO BE HEARD:** None.

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

Motion to approve the January 4, 2016, reorganization and regular meeting minutes was made by Mr. Long and seconded by Mrs. Lacek. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof reported there were 11 calls plus 4 more since his report was issued. He stated that equipment is all in good working order.

**FIRE BOARD REPORT:**

Mr. Klinger was unable to attend the last meeting, but Chief Roof stated there was nothing to report.

**MAYOR'S REPORT:**

Mayor Miller reminded Council members to be alert for unusual activity in their neighborhood, and do not hesitate to report it.

**POLICE CHIEF REPORT:**

Chief Epler stated that part-time Officer Michael Lamanna has been working with Officer Bellows and Sgt. Lantz all this month. He is progressing nicely, and will be ready to start working overlap shifts sometime in the coming month. Officer Lamanna was also sent to SFST (Standardized Field Sobriety Testing) school at Montrose for DUI training.

The Chief has also put into place several new policies and procedures for the use of the Visual Alert system, which is the main operating system in the department. The changes have been well received by the Officers and he is very pleased with the outcome. They have also added a much-needed third operating license to Visual Alert.

911 Rapid Response has been notified of the delivery of the new 2016 Ford, as they are the Police Equipment Out-fitters that will be taking care of both the new car and the conversion of the 2014 into a black and white Patrol car.

Chief Epler also state that the K-9 SUV is back in service after having the transmission rebuilt. The 2006 Crown Vic is having front ball joints replaced, and our borough mechanic has been working thru the cars for inspections and service work. In addition, the 2009 Dodge Charger has been stripped of all its police gear after being sold. The radio from that car will be going into the new 2016, which will save appx \$550. The other lights and siren control box will be saved for use in any other vehicles.

In closing, Chief Epler and President Sweitzer asked Daily Review reporter James Lowenstein to please insert an item in the paper concerning ongoing break-ins and for people to report to the police any suspicious behavior, or anything that does not look normal in their neighborhood.

Borough Council Meeting Minutes  
February 1, 2016

278	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
14	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
6	NON-TRAFFIC CITATIONS	16	THEFT REPORTS
2	DUI ARRESTS	4	ANIMAL COMPLAINTS
38	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
0	OUT OF TOWN ASSISTS	0	K-9 SERVICES
7	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there was nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight reviewed the code enforcement report.

There were 12 permits issued in January 2016.

The value of permits issued work in the borough year-to-date is \$39,420.00.

Permit fees paid in January is \$833.00.

Code Inspections charges were \$320.00.

Total Towanda Borough collected is \$513.00.

Mr. Haight stated that the contractor renewal letters have been sent out, and he reviewed the compliance actions, permits issued and rental inspections.

**PARKING REPORT – JANUARY 2016**

# Green Tickets Issued:	-	36
# Yellow Tickets Issued:	-	1
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	5
\$ Amount Paid w/n 48 Hrs	-	\$50
# Paid After 48 Hrs	-	3
\$ Amount Paid After 48 Hrs	-	\$60
# Tickets to Magistrate as Citations	-	15
Amount Received from Magistrate	-	Need figure from Susan
Delinquent Tickets before Citations	-	11
Revenue from Reserved Parking Spaces	-	\$3,180
Hours on Parking per Month	-	70
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	
\$ Amount Paid After 48 Hours	-	\$0
<b>TOTAL MONTHLY REVENUE</b>	-	<b>\$3,290</b>

**BOROUGH MANAGER’S REPORT:**

1. 2016 Police Car - Manager Lane talked about the 2016 Ford Utility Police Interceptor. The car cost is \$27,871 under the state contract. The 2009 Dodge Charger sold on “Municibid” for \$7,300. When the bid was advertised for public bid, the highest bid was \$5,100. The new car should arrive in the next week or two. Manager Lane was able to obtain a loan from C&N Bank for 2.9% for 3 years for the Police Interceptor. This should address the aging fleet for the Police Department. They now have (3) vehicles less than 5 years old.
2. College Run - Manager reported that he received cost estimates to bore underneath the railroad tracks, as the Reading Blue Mountain & Northern Railroad (RBMN) is requiring us to do. The cost to use the boring method is estimated to cost around \$408,227, versus an open cut construction that is estimated at \$119,076. The cost difference is staggering for affecting only 90 feet of ground. Manager Lane stated that he is working with FEMA and the railroad (RBMN) to try to come up with a solution. If the railroad (RBMN) will not compromise, he does not see this project moving forward as designed. This project is PEMA/FEMA funded and the set dollar amount is the final amount they will provide. Any overages will not be covered by FEMA funds.
3. Downtown Revitalization Project- Manager Lane stated that The Flying Cow portion of the project is scheduled to go for bid this month. The tentative schedule is as follows:  
Public Notice: Now through Mid-February  
Bid Docs available: 2/8/16  
Pre-Bid meeting: TBA  
Bids Due: 2/29/16  
Bid evaluation, contracts and contract signing: 3/14/16  
Notice to Proceed: 3/21/16  
Substantial Completion 9/12/16  
Old Cow Moves to New COW 9/12/16 - 9/26/16  
Demolition of OLD COW: 9/26/16 - 10/3/16  
Construction Window for Garage opens 10/4/16  
  
Fred Smith is working on the cooperation agreement between the Borough and the Flying Cow.
4. 2015 Financial Audit - Manager Lane informed Council that the 2015 books are closed and we have informed Lochen & Chase they may begin the audit at any time.
5. Shade Tree Commission – Manager Lane and the Shade Tree Commission met to discuss PennDOT’s reconstruction of Bridge Street (SR-3018). Fourteen (14) trees will be removed during construction and replaced at the conclusion of construction. The committee methodically made choices on species and locations of the new trees. Manager Lane also provided PennDOT with the report from the committee, and so far, they have accepted it.
6. Bradford County Tax Collection Committee – Manager Lane told Council that he would like them to appoint by resolution (3) delegates to represent Towanda Borough on the committee. The Borough Manager is the Primary, the Borough Secretary is the first alternate, and the Towanda School District Business Manager is the second alternate.

**RESOLUTION 2016-2** – Bradford County TCC (Tax Collection Committee) Voting Delegate Appointment Resolution to appoint required delegates to represent Towanda Borough as part of this committee. 1st delegate is Towanda Borough Manager; 2nd delegate is Towanda Borough Secretary; and 3rd delegate is the Business Manager of Towanda Area School District.

Motion to accept this resolution was made by Mr. Kovalcin and motion seconded by Mr. Klinger.

Resolution vote is as follows:

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

Nay/No:

Abstain:

Absent:

**Resolution #2016-2 carried.**

7. Paving 2016 – Manager Lane would like to consider paving Washington Street from Main Street to the Parkway. He did not specifically budget for this; however, he did reserve a small amount of money in the Liquid Fuels fund for paving. He told Council that he would like this to happen with PennDOT's mill and overlay project on Main Street. He stated he would also like to address sidewalks in the area at the same time, as well as a sewer main that should be replaced in the area as well. He told Council that he will discuss this with TMA at their next meeting, and added that we can do the sewer main work in house.

#### **BOROUGH SOLICITOR'S REPORT:**

Solicitor Smith told Council that he is continuing to work on the cooperation agreement between the Borough and the Flying Cow, as Manager Lane stated earlier.

Solicitor Smith also asked for a resolution:

**RESOLUTION 2016-3** – To execute in writing that satisfaction is acknowledged between Towanda Borough and Gannon Associates Incorporated for two (2) mortgages held by Towanda Borough that are fully complied with by Gannon Associates Incorporated. In addition, President Sweitzer be and hereby is authorized to execute and deliver the satisfaction pieces to them for recording.

Motion to accept this resolution was made by Mr. Klinger and seconded by Mr. Kovalcin.

Resolution vote is as follows:

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

Nay/No:

Abstain:

Absent:

**Resolution #2016-3 carried.**

#### **BOROUGH SECRETARY REPORT**

Secretary Kulick gave an update on parades and 5K's that are coming up in the spring.

#### **ADMINISTRATIVE REPORT**

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

**FINANCIAL REPORT** – Motion was made by Mr. Klinger and seconded by Mrs. [Lack](#)(correction: [Lacek](#)) to pay the bills. Motion passed.

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held in January.

**RECREATION REPORT** – Mr. Kovalcin reported no meeting held in January.

**TMA/WMA/CBPA REPORTS** – Manager Lane reported that the water wells are in the developing stage.



**Other Business:** Manager Lane stated that the YMCA is proposing a third 5K run/walk route for Council to consider. They claim that the current course is too hilly for some people who participate in the walk/runs. The YMCA personnel also wanted to know if Council would be open to them using the parkway "roadway". It was stated that we have two routes now with one of them being not so hilly. Manager Lane said if they come up with another route, he would present it to Council for consideration. Mr. Christini stated that he is not in favor of allowing runners on the roadway and feels it could be dangerous, especially in the northern part of the route.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Klinger. Meeting adjourned at 7:52 PM.

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Diane M. Kulick  
Towanda Borough Secretary

## Towanda Borough Regular Council Meeting Minutes March 7, 2016

The **MARCH 2016** regular meeting of the Towanda Borough Council was held on Monday, March 7, 2016, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

**ROLL CALL:**

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

**ABSENT:** Mrs. Lacek

**CITIZENS TO BE HEARD:** Mr. Raymond Finlan of 1766 Hillside Drive, Wysox, introduced himself to council. He is the owner of Finlan's Tavern on Main Street, Towanda. He was there to talk about "Code Enforcement." He is concerned about a 55-gallon drum of fuel oil owned by Mr. Saring, owner of the property next to him (Mr. Saring may have let the property go back to the bank). This drum resides in the side alley between the properties, and has been there at least 2 years. He suspects the oil is used. There were 2 drums there at one time. One was capped and one was uncapped. The one that is currently there is capped and sitting in alley by the dumpster.

Another issue Mr. Finlan has is there is an unmatched fence between his property joining the fence to the building next to his building, and his right-of-way is blocked. He is quite sure he has a deeded right of way. He also said for at least 5 years garbage has been thrown out of the window of the building next door. There are skunks living under the building. Mr. Finlan would like to see the landlord(s) addressed on these issues.

Also, Mr. Finlan reported that his father and his grandfather and he too has a long history of owning businesses in Towanda Borough - over 96 years. He has expressed concern over the municipal parking lot behind his business being called Finlan's Parking Lot (when something happens like DUI or similar arrests). It gets reported in the paper this way instead of listing the Municipal Parking lot as the location of arrests. He is tired of hearing or reading this, as it associates with his bar. Mr. Lowenstein from the Daily Review was present and he says he makes sure to not write "Finlan's Parking Lot." Mr. Finlan is very tired of this happening, as it focuses on his business negatively, and he works with many youths in gun safety most of the year. President Sweitzer told Mr. Finlan that the board appreciates his comments.

Mr. Gabe Spencer of 301 Second Street asked if the borough takes care of the fencing by J. Andrew Morrow Elementary School. The fence sticks out and could injure a child. Also, he stated that he received a ticket for parking against the flow of traffic. He paid the fine, but does not feel that he should have received the fine. President Sweitzer stated that we will call the school district to get action on fixing the fence.

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

Motion to approve the February 1, 2016, regular meeting minutes was made by Mr. Taylor with a minor correction on page 4 (Mrs. Lack is Mrs. Lacek). Mr. Klinger seconded it. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof reported there were 13 calls reported from January 28 to February 29, 2016. He stated that equipment is all in good working order. Chief Roof also asked Council for permission to advertise the 1991 Ford F350 "Squad" truck. The fire company does not use this truck and they no longer need it. Mr. Kovalcin made the motion to give Chief Roof and the Fire Department permission to advertise the Squad truck. This was seconded by Mrs. Miller. Motion passed.

**FIRE BOARD REPORT:**

Mr. Klinger attended the last meeting, but stated there was nothing to report.

**MAYOR'S REPORT:**

Mayor Miller introduced and swore in new part-time officer Derek Campbell. Officer Campbell will be training in the field with a couple of seasoned officers for a period of time. Also, Mayor Miller stated that the Bradford Hotel

has a camera crew from the TV show "Hotel Impossible" filming there. The show's purpose is to revamp and transform struggling hotels into successful tourist destinations.

**POLICE CHIEF REPORT:**

Chief Epler stated that the 2016 police SUV is in service now. There were modifications completed on it so that it can be used as a marked black and white patrol unit.

Also, new part-time officer Campbell has received his MPOETC Certification (Municipal Police Officers' Education & Training Commission) as a police officer and is beginning training with our officers.

Chief Epler also stated that the police station now has a new phone system, which enables the officers to transfer call and individual voice mail.

In closing, Chief Epler said that the the break ins are starting to slow down now due to some arrests and Borough residents being more alert.

**February 2016**

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

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there was nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight stated that Solicitor Smith is working on the sign ordinance for amending in relation to commercial and residential lots. The ordinance needs to be properly defined.

Also, Mr. Haight reviewed the code enforcement report.

There were 20 permits issued in February 2016.

The value of permits issued for work in the borough year-to-date is \$125,695.00.

Permit fees paid in February 2016 is \$1,917.00.

Code Inspections charges in February 2016 is \$1,285.00.

Total Towanda Borough collected in February 2016 is \$632.00.

Mr. Haight noted that there were ten (10) rental properties that failed the 1st rental inspection, and and one (1) rental failed the 2nd inspection. Of the ten (10), one property passed the 2nd inspection. There are eight (8) more that will need the 2nd inspection.

Also, Mr. Haight stated that there were fifty-eight (58) compliance action issues, with thirty-two (32) of the compliance action notices on just one particular address. The owners are working on bringing the property up to code. If there is failure to correct violations, the owner will be referred to the District Magistrate for possible prosecution and fines.

**PARKING REPORT – FEBRUARY 2016**

# Green Tickets Issued:	-	42
# Yellow Tickets Issued:	-	5
# Green Tickets Forgiven	-	2
# Yellow Tickets Forgiven	-	2
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	12
\$ Amount Paid w/n 48 Hrs	-	\$120

# Paid After 48 Hrs	-	5
\$ Amount Paid After 48 Hrs	-	\$100
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	Need figure from Susan
Delinquent Tickets before Citations	-	1 \$20
Revenue from Reserved Parking Spaces	-	\$3,340
Hours on Parking per Month	-	70
Police # of Tickets Written	-	2
# of \$10 tickets (Police Dept.)	-	
\$ Amount Paid W/N 48 Hours	-	\$10
# of \$20 Tickets (Police)	-	
\$ Amount Paid After 48 Hours	-	\$0
<b>TOTAL MONTHLY REVENUE</b>	-	<b>\$3,590</b>

**BOROUGH MANAGER’S REPORT:**

Manager Lane stated that he received an official letter from FEMA stating that they (FEMA) received no valid requests for changes to the modified flood hazard information. Therefore, the modified flood hazard information for our borough community that became effective on February 25, 2016 remains valid and revises the FIRM and FIS report that were in effect prior to that date. Also, written in the letter was the modified flood hazard information will also be used to calculate the appropriate flood insurance premium rates for all new buildings and their contents and for the second layer of insurance on existing buildings and their contents. It was stated that the FEMA website with this information is quite cumbersome to navigate, therefore, it was suggested that Manager Lane put this information on the Borough Website.

**1. College Run**

Manager Lane is waiting to hear back from the PUC (Pennsylvania Public Utility Commission) regarding the railroad. The PUC is going to set up a meeting with the Borough and the Reading Blue Mountain & Northern Railroad (RBMN), to try to work out an arrangement.

In the meantime, he stated that Solicitor Smith has contacted a colleague to put us in touch with a lawyer that specializes in railroad law. We are seeking to verify if the railroad has the authority (as they claim) to force us to tunnel under the tracks. Reading Blue Mountain & Northern Railroad (RBMN) does not own the property, nor have an easement from the property owner for this portion of the track. What they claim is they do have a “Federally Registered Railroad,” and that is enough.

**2. Downtown Revitalization Project**

Manager Lane also received an answer from the Office of the Budget regarding the relocation of the electric utility through the parking lot property. The RACP grant will not reimburse for the cost of the relocation. Penelec has estimated the cost to be around \$50,000. He wishes to seek a line of credit to address this expense as well as secure funds for contingency during the project. The current construction budget does not allow of contingency. Manager Lane plans to use “Value Engineer-

ing” if the costs end up higher than the grant allocation. However, there is always a possibility of unforeseen circumstances once ground is broken. He will tie the line of credit directly the revenue of the parking garage itself, and anticipates the revenue to be more than enough to cover the small line of credit. At this time, Manager Lane asked permission from Council to look for a line-of-credit for \$150,000. Mr. Kovalcin proposed that Council approve Manager Lane’s request to look for a \$150,000 line of credit to be used toward the parking garage. This was seconded by Mr. Klinger. Motion passed.

Solicitor Smith is working on the cooperation agreement between the Borough and the Flying Cow.

**3. Financial Audit**

Manager Lane stated the audit company was here on 25th February to review our financial records. They plan to present the final 2015 audit report by March 31st.

**4. Special Capital Reserve Funds**

Manager Lane stated that he has put the Borough Hall generator and Municipal Building HVAC on hold for the moment. He would like to see what our impact fee payment would be before he continues with these projects. We typically receive our payment in July. The Police car and Police phone system have been purchased and are both currently in use by the department. The impact monies will be decreased seventeen per cent (17%), and the police pension receives a good show of the impact fee money.

**5. Paving**

Last month Manager Lane mentioned looking into paving Washington Street from Main Street to the Parkway. After a little investigation, it has become apparent that the sewer, water lines and a manhole on the street will need to be replaced. This has turned what was originally thought of as a small project into a larger one. Although it would be nice to pave the street now, Manager Lane has decided to take a more systematic approach to utility replacement and street paving. Fred Johnson and Manager Lane are going to put together a plan that will address the replacement of Water & Sewer Mains in direct correlation with paving. In other words, they will also look at the streets as well as the underground utilities and make plans accordingly.

Manager Lane stated that “Experience Works” formerly “Green Thumb” is an employee training service that is through Senior Community Service Employment Program (SCSEP) that allows low-income older workers employment opportunities. Experience Works partners with local 501 (c) (3) not-for-profit agencies to serve as training sites for participants. We have a woman coming in next week to organize the file drawers and do some file work for the billing department.

**BOROUGH SOLICITOR’S REPORT**

Solicitor Smith stated that much of his information has been reported by Manager Lane already. He mentioned his contact with a colleague friend of his that directed him to a lawyer skilled in railroad law. This may help to get things going in the right direction. He has not heard back yet and hopes to hear from this person soon.

As far as the zoning amendment of signs on corner lots in residential areas, Solicitor Smith needs some time to check the ordinance over some more before it goes to the planning commission and county planning. There does not seem to be specific definition in this ordinance. Vice-President Christini stated that Corning, New York, is a good example for signage, and he will check on that and get back to Solicitor Smith and Jim Haight before the next planning commission meeting.

**BOROUGH SECRETARY REPORT**

Secretary Kulick had nothing to report.

**ADMINISTRATIVE REPORT**

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

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

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held in February.

**RECREATION REPORT** – Mr. Kovalcin stated there was a meeting and the committee is looking into having a couple bands perform this coming summer at the park across the river (Riverfront Park). Also, Manager Lane shared about an idea for a bike trail (rails-to-trails conservancy). We would want to acquire a grant to do a feasibility study for the bike path to be from Towanda Borough to Monroe Borough that would run parallel (south) to the private railroad tracks. Manager Lane stated that they have had one meeting so far and there is a lot of interest. He also stated that Wysox Township is interested in doing a bike path from Wysox Park to Towanda Riverfront Park.

**TMA/WMA/CBPA REPORTS**

**Other Business:**

President Sweitzer asked if the four (4) way stop on Williams & Chestnut Streets is still needed. It was decided to keep the stop sign, as it's there and should stay.

It was also brought up about parking on the street being all over the place. Chief Epler said that they have an eye on it.

Also, Mr. Long reported that his street (3rd) has many cars speeding through it.

Finally, Mr. Klinger requested the borough to hang a banner for the Kinsman family (who lost their son due to a heroin overdose) for the month of April and the first week of May, for an Addiction Awareness Rally to be held here in Towanda Borough. Vice-President Christini asked council to approve hanging the banner, seconded by Mr. Taylor. Motion passed.

**ADJOURNMENT** - Motion to adjourn was made by Mr. Taylor and seconded by Mrs. Miller. Meeting adjourned at 8:12 PM.

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Diane M. Kulick  
Towanda Borough Secretary

## Towanda Borough Regular Council Meeting Minutes April 4, 2016

The APRIL 2016 regular meeting of the Towanda Borough Council was held on Monday, April 4, 2016, at the Municipal Building. Council President Pro Tem Ellen Lacek called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

**ROLL CALL:**

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

**ABSENT:** President Mr. Sweitzer & Vice-President Mr. Christini

**CITIZENS TO BE HEARD: River Valley Waste Management** – John Keeney, President of the Company addressed Council to introduce himself and his company as a new source for curbside waste needs, and clean-ups. They are located in Wyalusing, Pennsylvania, and have approximately 300 customers to date. He stated they wish to be part of the bidding process when it comes up again. Jeremy Friedlander, Manager at this company also stated that they have a good relationship with NTSWA, and he has received requests from a few business owners here in the Borough for services. He stated that he told these business owners that they could not service Towanda Borough, as there is no contract. Manager Lane told them that the Borough has an auto-renewing contract unless one of the parties makes contact within 30 days to the end of the year. Manager Lane stated that they could contact him later in the year if they desire to discuss.

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

Mr. Taylor brought attention to four errors for correction.

Page two under Police Chief's Report - "...2014" not "2016" police SUV is in service now.

Page 3 under Item 2 - ....construction budget does not allow "for" contingency, not "of" contingency.

Page 4 under Item 2 - ....line of credit directly to the revenue..., added "to."

Page 4 under Item 4 - ....police pension receives a good "share" not "show."

Motion to approve the March 7, 2016, regular meeting minutes after "corrections are complete" was made by Mr. Kovalcin and seconded by Mr. Klinger. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof reported the fire company had a busy month with 22 calls reported from February 26 thru March 30, 2016. He stated that all equipment is in good working order. The 1991 Ford F350 "Squad" truck will be advertised on April 6 and April 10th. Bid ending/opening will be on Thursday, April 21st at 3:00 PM.

**FIRE BOARD REPORT:**

Mr. Klinger attended the last meeting, but stated there was nothing to report.

**MAYOR'S REPORT:**

Mayor Miller reminded everyone that April 30th is the opening day for Towanda Little League, and May 5th is the day of the Bradford County Addiction Rally.

**POLICE CHIEF REPORT:**

The 2014 SUV was picked up from 911 Rapid Response and is in service. We are very happy with it, and it is complete with plastic rear seat, full cage and weapons rack.

Officer Campbell is currently working with Officer Edsell as part of his training program. Officer Lamanna has started working shifts that overlap with senior Officers.

Officer Edsell was sent to a "police media relation school" in Williamsport.

Officer Lamanna was sent to ARIDE (Advanced Roadside Impairment Detection) training in South Williamsport.

The Chief attended continuing Education training for DRE (Drug Evaluation & Classification) at White Deer Run.

Chief Epler also stated that he is in the process of rewriting the police SOP (Standard Operating Procedures) for Towanda Borough.

**March 2016**

370	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
33	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
10	NON-TRAFFIC CITATIONS	8	THEFT REPORTS

3	DUI ARRESTS	5	ANIMAL COMPLAINTS
48	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
0	OUT OF TOWN ASSISTS	0	K-9 SERVICES
6	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there was nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight reviewed the Code Enforcement report.

There were 20 permits issued in March 2016.

The value of the work for permits issued in the borough year-to-date is \$195,775.

Permit fees paid in March 2016 is \$2,112

Code Inspections charges in February 2016 is \$1,480.

Total Towanda Borough collected in March 2016 is \$632.00.

Mr. Haight noted that there were twelve rental properties that have passed inspection this month, and ten rental properties that failed the first rental inspection. Also, one apartment has been in failed status since May 2015, and one previously failed apartment has passed a second inspection.

In addition, Mr. Haight stated that there are currently sixty-one compliance action issues, with thirty-three of the compliance action notices on just one particular address and owner, and eight compliance action issues on another particular address and owner. Citations have been issued.

**PARKING REPORT – MARCH 2016**

# Green Tickets Issued:	-	52
# Yellow Tickets Issued:	-	6
# Green Tickets Forgiven	-	6
# Yellow Tickets Forgiven	-	1
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	22
\$ Amount Paid w/n 48 Hrs	-	\$220
# Paid After 48 Hrs	-	4
\$ Amount Paid After 48 Hrs	-	\$80
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	Need figure
Delinquent Tickets before Citations	-	2
	-	\$40
Revenue from Reserved Parking Spaces	-	\$3,400
Hours on Parking per Month	-	75
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	
\$ Amount Paid After 48 Hours	-	\$0
<b>TOTAL MONTHLY REVENUE</b>	-	<b>\$3,740</b>

**BOROUGH MANAGER'S REPORT:**



1. **College Run** – Manager Lane stated that he spoke to a representative from Northern Reading Blue Mountain Railroad and presented our situation to him. He asked that Manager Lane write a letter including everything they talked about, and he would personally take it to their next board meeting to ask for an “exception” to their policy - to require us to bore a pipe. Manager Lane anticipates hearing from him next week.
2. **Downtown Revitalization Project** – Manager Lane stated that he is getting close to appealing the Office of the Budget. They are doing their due diligence with all the information that was sent them and we anticipate hearing from them very shortly. Once Manager Lane feels they are satisfied, he will begin the electric relocation and will bid out the Flying Cow.
3. **2015 Financial Audit** - The audit is complete and has been submitted to DCED for their review.
4. **Bicycle Trail Study** - Part of the grant application is for Council by **Resolution**, to commit support to the project and commit to provide matching funds. The matching funds will be divided between the four municipalities involved. Towanda Township, Towanda Borough, Monroe Borough, and Wysox Township (approximately \$2,100 each).
5. Manager Lane asked for the following resolutions:

**RESOLUTION 2016-4** – Resolution by Council to commit support to the Central Bradford Bike Trail Network Feasibility Study project, and commit to provide matching funds (from the Community Development Fund). The matching funds will be divided between the four municipalities involved: Towanda Borough, Wysox Township, Towanda Township, and Monroeton Borough (Approximately \$2,100 each).

Motion to accept this resolution was made by Mr. Kovalcin and seconded by Mr. Klinger.

Resolution vote is as follows:

Aye/Yes: Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No:

Abstain:

Absent: Mr. Christini, Mr. Sweitzer

**Resolution #2016-4 carried.**

**RESOLUTION 2016-5** – Resolution by Towanda Borough Council to undertake the project “Central Bradford Trail Network Feasibility Study,” and if awarded, to receive a grant to carry out this project, along with the terms and conditions of the grant agreement from the Department of Conservation and Natural Resources. This grant will be divided between the four (4) municipalities involved, which are Towanda Borough, Wysox Township, Towanda Township and Monroeton Borough.

Motion to accept this resolution was made by Mr. Klinger and seconded by Mrs. Miller.

Resolution vote is as follows:

Aye/Yes: Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No:

Abstain:

Absent: Mr. Christini, Mr. Sweitzer

**Resolution #2016-5 carried.**

Manager Lane stated that PennDot has plans to let the Bridge Street paving job in July, therefore, Bridge Street is going to be hectic. They will be removing trees, power lines etc., and will have flaggers. Next summer when they completely rebuild the road, they will have to close it.

Manager Lane also stated that PennDot would hold off doing milling work on Main Street until we have College Run project done on Main Street.

### **BOROUGH SOLICITOR’S REPORT**

Solicitor Smith presented two resolutions to council. At the July 3, 2015, Council Meeting, motion was made and approved to convey the State Street property (old tennis court) to Bradford County, and the County in return convey their parking lot on the west side of the museum to go to the Bradford County Historical Society (Museum).

**RESOLUTION 2016-6** – Resolved, that a deed be made and delivered by the Borough of Towanda as grantor to the County of Bradford as grantee conveying those certain lands acquired by the Borough of Towanda from Mary B. Jennings by deed dated May 11, 1923 and recorded the same date in Deed Book 351, Page 348 (tax parcel no. 48-086.004-283), and that Paul S. Sweitzer, President of the Towanda Borough Council, be authorized to execute and acknowledge the deed. This conveyance is made pursuant to a motion requested by Manager Lane at the July 3, 2015 Council Meeting approved by Council.

Motion to accept this resolution was made by Mr. Kovalcin and seconded by Mrs. Miller.

Resolution vote is as follows:

Aye/Yes: Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No:

Abstain:

Absent: Mr. Christini, Mr. Sweitzer

**Resolution #2016-6 carried.**

**RESOLUTION 2016-7** – Resolved, that a deed be made and delivered by the Borough of Towanda as grantor to itself as grantee for the purpose of consolidating all lands owned by the Borough of Towanda designated for development with a municipal parking garage, and that Paul S. Sweitzer, President of the Towanda Borough Council, be authorized to execute and acknowledge the deed.

Motion to accept this resolution was made by Mr. Kovalcin and seconded by Mr. Taylor.

Resolution vote is as follows:

Aye/Yes: Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No:

Abstain:

Absent: Mr. Christini, Mr. Sweitzer

**Resolution #2016-7 carried.**

Solicitor Smith also told Council that he has been looking at the sign ordinance and feels there is more work involved in this ordinance. He stated there seems to be no consistency and it is ambiguous in some of the terminology. Solicitor Smith feels that there needs to be a more comprehensive look at it, however, he is still working on it.

#### **BOROUGH SECRETARY REPORT**

Secretary Kulick had nothing to report.

#### **ADMINISTRATIVE REPORT**

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

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

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held.

**RECREATION REPORT** – Mr. Kovalcin stated they are continuing to meet and discuss projects for this summer.

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

##### **Other Business:**

A reminder that Spring Clean-Up will be taking place on May 6 and 7 this year.

**ADJOURNMENT** - Motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Klinger. Meeting adjourned at 8:00 PM.

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Diane M. Kulick  
Towanda Borough Secretary

Borough Council Meeting Minutes  
 May 2, 2016

Towanda Borough  
 Regular Council Meeting Minutes  
 May 2, 2016

The **MAY 2016** regular meeting of the Towanda Borough Council was held on Monday, May 2, 2016, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL

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

**ABSENT:** Mr. Roof

**CITIZENS TO BE HEARD: Mr. Richard McGuire – 500 Ann Street, Towanda, PA** – Mr. McGuire stated his concerns about the street he lives on (Ann Street), as being a “mess” with potholes. He asked council to look into paving that street in the near future. Manager Lane stated that he had an estimate done on this street and part of Fourth Street leading into Ann Street (2 blocks). The estimate was around \$40,000. Manager Lane stated that PennDOT recommended that he concentrate on high volume roads in the borough for now. Mr. Christini stated that there is a system in place for paving, and it has to be followed.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the April 4, 2016, regular meeting minutes was made by Mrs. Lacek and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent and Mr. Klinger reported that the fire company had a busy month. There were 15 total incident calls for March 30 thru April 30, 2016. He stated that all equipment is in good working order with no issues.

FIRE BOARD REPORT:

Mr. Klinger attended the last meeting, but stated there was nothing to report.

MAYOR'S REPORT:

Mayor Miller attended little league opening day parade. He also stated the firemen hosted a successful chicken barbeque that sold approximately 350 halves. He also attended the ribbon cutting for the Towanda Terrace on Main Street. The Mayor also signed a proclamation for Music Week from May 1st to 8th, 2016.

Also, Mayor Miller reminded everyone that the Bradford County Addiction Awareness Rally will be held this Thursday (May 5th) at the BC Courthouse.

Mayor Miller also told council that former Towanda mayor Elwood Spencer passed away in March. He was very well known as mayor and as a car salesman.

POLICE CHIEF REPORT: Chief Epler also presented his Year End Review for 2015.

Chief Epler stated that Officer Bellows and Officer Edsell attended a mandatory DUI Conference in Philadelphia, PA. This training keeps us current with new law changes and insures that we will continue to receive grant funding for the coming year.

Sergeant Lantz and Officers Lake, Lamanna and Campbell attended “active shooter” training at Athens School District. This training session was for faculty, staff, administrators, and emergency responders from all over Bradford County.

Chief Epler attended bi-annual mandatory recertification training for DRE (Drug Evaluation Classification) in Mechanicsburg, PA, and he attended training for victimization of the elderly at the American Legion in Towanda.

April 2016

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

Mr. Christini asked Chief Epler about the camper situation on Foster Road. Chief Epler stated that this situation is at more than one location in the borough. Solicitor Smith read from Section 3352 of the State Code “allowing removal of vehicle by or at direction of police.”

Chief Epler would like to see an ordinance in the borough code that is more specific on what is considered an abandoned vehicle with inspection context. Solicitor Smith stated that in Section 3352 - the state motor vehicle code definitions (102 - Abandoned vehicle) provides enough wording that defines the definition of a vehicle.

At this time, a motion was made to proceed with enforcing the code by preceding with the 5 to 7-day notice and to follow the procedure in the code. Motion was made by Mr. Kovalcin and seconded by Mrs. Lacek. Motion carried. Therefore, the police department send a letter out to the owner of the abandoned vehicle. Mr. Christini stated that we are obligated by our solicitor's advice to take action because if we don't then we are personally liable.

Borough Council Meeting Minutes  
 May 2, 2016

POLICE COMMITTEE REPORT:

Mrs. Miller stated there was nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the Code Enforcement report.  
 There were 19 building permits issued in April 2016  
 The value of the work for permits issued in the borough year-to-date is \$311,445  
 Permit fees paid in April 2016 is \$1,969.00  
 Code Inspections charges in April 2016 is \$755.00  
 Actual total Towanda Borough collected in April 2016 is \$1,214.00

Mr. Haight noted that there were 13 rental properties that have passed inspection this month, and 10 rental properties that failed the first rental inspection. Also, one apartment has been in failed status 2 times since April 2015, and 7 that failed the first time and now have passed the second inspection.

In addition, Mr. Haight stated that there are currently 65 compliance action issues, with 33 of the compliance action notices on just one particular address and owner, and 8 compliance action issues on another particular address and owner. Citations have been issued.

PARKING REPORT – APRIL 2016

# Green Tickets Issued:	-	21
# Yellow Tickets Issued:	-	2
# Green Tickets Forgiven	-	1
# Yellow Tickets Forgiven	-	0
# Green Tickets Excused	-	0
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	7
\$ Amount Paid w/n 48 Hrs	-	\$70
# Paid After 48 Hrs	-	2
\$ Amount Paid After 48 Hrs	-	\$40
# Tickets to Magistrate as Citations-		0
Amount Received from Magistrate-		Need figure
Delinquent Tickets before	-	14
Citations	-	\$280
Revenue from Reserved Parking Spaces	-	\$3,460
Hours on Parking per Month	-	75
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)-		
\$ Amount Paid After 48 Hours	-	\$0
TOTAL MONTHLY REVENUE	-	\$3,850

BOROUGH MANAGER'S REPORT:

College Run –

Manager Lane stated that College Run project is moving forward. Northern & Reading Blue Mountain has issued us an "Exception" to their policy and will allow us to cross the tracks via open trench. They have provided detailed specifications to replace the track once the pipe is in place. The specifications will be added to the bid documentation and sent out to bid within the next 2 weeks. Manager Lane is very pleased with the response from the railroad and would like to mention how amicable the railroad has been during this process. All the regulatory permits are in place and he does not foresee any more hurdles for this project. Stiffler-McGraw expects to have the bid for the ~~delete-boring under the railroad-delete~~ project advertised by the end of this week. It was noted that this project is very important and crucial for preventing the town from washing away.

Downtown Revitalization Project-

Borough Council Meeting Minutes  
May 2, 2016

Manager Lane stated that the Towanda Terrace held their official "ribbon cutting" last Thursday. The event marked the completion of Phase I of the Towanda Downtown Revitalization Project. As for Phase II, he is still working with the office of the budget to ensure all proper paperwork and requirements are completed properly.

Manager Lane also received two proposals for a line of credit. He will review and discuss with F&A committee next month.

**Bicycle Trail Study -**

The grant application was submitted to DCNR on April 13th. All four municipalities were included and Manager Lane expects a response in 3-4 months. This project continues to draw excitement and we look forward to making the project a reality.

**Update Water & Sewer regulations in Towanda Borough Code –**

Manager Lane was recently made aware that Water & Sewer regulations in the Borough code need to be updated to match the update TMA approved in 2013. He plans on going through the regulations and clean them up and have it advertised before adopting.

**Low Volume Road Grant –**

On April 27th, Manager Lane submitted an application to the Bradford County Conservation district for their "Low Volume Road" program. The project he submitted was the same project submitted in 2015. He is proposing to install a 15" (inch) storm drain and catch basins on Fifth Street from Thomas Street to Memorial Park Drive. There is currently an old metal pipe that has no catch basins or inlets. (Manager Lane is not completely sure why it was installed without inlets to begin with) The area is however prone to high volumes of run-off during storm events in which the water is washing out driveways and not making it to the College Run storm system. We will do the work and the grant will buy the material.

**BOROUGH SOLICITOR'S REPORT**

Solicitor Smith stated that we already talked about abandoned vehicle parking code earlier.

Solicitor Smith also told council that he is still going over the sign section of the ordinances.

He also stated he is reviewing the parking garage information.

Also, Manager Lane stated that he has received 2 quotes for a line of credit, and these will be addressed at the next finance and administration meeting before June's council meeting.

**BOROUGH SECRETARY REPORT**

Secretary Kulick had nothing to report.

**ADMINISTRATIVE REPORT** - Manager Lane again communicated that we received two proposals for a line of credit. He will review and discuss with F&A committee next month.

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

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

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held.

**RECREATION REPORT** – Mr. Kovalcin stated they are continuing to meet and discuss projects for this summer.

**TMA/WMA/CBPA REPORTS**

**Other Business Topics:**

Reminder: Spring Clean-Up will be taking place this coming weekend.

Mr. Long asked for an explanation of what PA One Call System means.

It is a non-profit Pennsylvania corporation created to protect the underground facilities before anyone begins to disturb the earth. Any excavator, contractor, plumber, builder, designer, and the general public sends requests to find out where underground lines are located. In turn PA One Call System notifies member underground facility owners of the intent to excavate. The member underground facility owner then marks where their lines are located. It is required by law that all excavators must contact PA One Call at least 3 business days prior to excavation.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 7:50 PM.

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Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes June 6, 2016**

The **JUNE 2016** regular meeting of the Towanda Borough Council was held on Monday, June 6, 2016, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

### **ROLL CALL**

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

**ABSENT:**

**CITIZENS TO BE HEARD: Mr. Joseph Doherty** – The founder of the Bradford County Veterans Memorial Park (BCVMPA) (located on borough land) spoke about the project and how 7 years ago he came before Council with this idea for a veterans park to honor all veterans. On July 2nd it is expected to be complete. The granite angels and scrolls are left to do yet. Mr. Doherty stated that they would have liked to have a rotunda over the tall bronze statue of the soldier that was installed earlier this year, but they just did not have enough money to do it. The cost would have been around \$80,000. He said instead they are installing the angels with names of soldiers who suffered a cruel fate. There will also be a plaque that has information about the “Quintessential Soldier” statue. He also stated that another plaque will explain the statue of the “War Ravaged Tree.” Mr. Doherty thanked Council for all their support over the past 7 years. Council in turn told Mr. Doherty that he has done a fantastic job in seeing this project through. Everyone gave him a round of applause.

### **APPROVAL OF PREVIOUS MONTH’S MINUTES:**

Mr. Taylor pointed out that on page 3, 1st paragraph, instead of “expects to have the bid for the boring under the railroad advertised”, it should be changed to “expects to have the bid for the project advertised.” Motion to approve the May 2, 2016 regular meeting minutes with these changes was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.

### **FIRE CHIEF REPORT:**

Chief Roof reported that there were 14 incident alarms this past month. Equipment is in good working order. Chief Roof had an incident with the light tower engine. The tower was left up while he was backing into the garage. The building is ok, but the tower had approximately \$7,500 in damage. He is waiting for the pictures to come back for the insurance company to review. Chief Roof also stated that there is a lot of training taking place, particularly with younger volunteers joining the fire company. And finally, he shared that they have formed a committee to look into purchasing a smaller pumper to fit on a Ford F550 body chassis. This would enable them to fit into the new parking garage and attend to small fires around the borough. Chief Roof stated that this will take a while as he is going to look for grant money.

### **FIRE BOARD REPORT:**

Mr. Klinger attended the last meeting, but stated there was nothing to report.

### **MAYOR’S REPORT:**

Mayor Miller stated that he attended the Bradford County Addiction Awareness meeting outside the BC Courthouse this past month. He thanked the borough for the use of the outdoor projector and screen used to show a movie to children who attended. Mayor Miller also said Officer Edsell got the bikes out to patrol around the borough. This surprised a lot of people who commented positively about it. Mayor Miller also met a young man with Down's syndrome that Officer Lake brought to the station for a visit. He toured the station and rode in the police car to the Comp Center where pictures were taken.

### **POLICE CHIEF REPORT:**

Chief Epler reported on the new bike the officers purchased with their golf money. Officer Edsell has used it several times this month. Also, 2 police cars were damaged Saturday night while getting a suspect that was in a stolen car. Officer Bellows attended training at Forty Fort, Pa, for Uniform Code Reporting (UCR) system. He also stated the Officers organized a demonstration of Hornady ammunition for local police at the shooting range.

Chief Epler stated that they had two DUI roves this past month, one on the 21st and the 3 days of Memorial Day weekend.

The police also provided extra presence for the last day of school for Towanda. Officer Hennessy spoke to the seniors about being safe.

Mr. Christini also thanked Chief Epler for following up on the motorhome that was parked on the street for so long. It is now in the owner's driveway. The Chief said there is one more at this end of town that is now inspected and parked on the street again. Solicitor Smith is reviewing the code on this subject, and it's expected to be rewritten in the future.

**May 2016**

241	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
56	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
6	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
4	DUI ARRESTS	7	ANIMAL COMPLAINTS
36	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
6	VEHICLE ACCIDENTS	15	WARNINGS ISSUED
0	OUT OF TOWN ASSISTS	0	K-9 SERVICES
11	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there was nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight addressed a letter we received from Stephen & Jill Ayers of 604 2nd Street concerning their need for 2 (reserved) spots for handicapped signs to be placed in front of the house where they are living. The husband and the daughter have serious illnesses, and they do have handicapped signs in their vehicles. It seems the neighbors keep parking in front of their house and this makes it very difficult for them to get to their truck or car. A motion was made by Mr. Klinger and seconded by Mr. Taylor to allow them to have 2 signs placed in front of their home. Motion passed.

Mr. Haight also stated the borough has received escrow checks for the fire that occurred on Mechanic Street and the one that occurred at the Pringle house on Third Street.

Mr. Haight reviewed the Code Enforcement report.

There were 24 building permits issued in May 2016

The value of the work for permits issued in the borough year-to-date is \$ 2,367,395.00. Two Million of this is for the work to be done on the Courthouse roof.

Permit fees paid in May 2016 is \$1,487.00

Code Inspections charges in May 2016 is \$ 640.00

Actual total Towanda Borough collected in May 2016 is \$847.00

Mr. Haight asked council's permission to forgive the \$50 3rd inspection fee for the Cindy Wood apartment property at 7 Bridge Street, apartments 1 and 7. Mrs. Wood's requested this in light of her health issues, as she is in a wheelchair. A motion was made by Mr. Christini and seconded by Mr. Kovalcin to waive the \$50 fee for the 3rd inspection she has to have, but to charge a fee if it goes to a 4th inspection. Motion passed.

**PARKING REPORT – MAY 2016**

- # Green Tickets Issued: - 69
- # Yellow Tickets Issued: - 7
  
- # Green Tickets Forgiven - 5
- # Yellow Tickets Forgiven - 0
  
- # Green Tickets Excused - 2

Borough Council Meeting Minutes  
June 6, 2016

# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	15
\$ Amount Paid w/n 48 Hrs	-	\$150
# Paid After 48 Hrs	-	3
\$ Amount Paid After 48 Hrs	-	\$60
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citations	-	5
	-	\$100
Revenue from Reserved Parking Spaces	-	\$3,460
Hours on Parking per Month	-	75
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	\$0
\$ Amount Paid After 48 Hours	-	\$0
<b>TOTAL MONTHLY REVENUE</b>	-	<b>\$3,770</b>

**BOROUGH MANAGER’S REPORT:** June 2016

Manager Lane said the YMCA has asked him if the borough will allow them to do a Father’s Day, (July 19th) event on the Parkway (bike relay race type thing). Mr. Christini suggested that if they have this event to make sure that they have a sign at both ends.

Also, Manager Lane did not put the following in this report, but he would like to update the ordinance between Towanda Borough and Towanda Municipal Authority (Authority). The ordinance is outdated to this point in time. Towanda Borough does not make the rules and regulations for the Authority. The Authority is given the power to operate the water system, to set rates and set minimum specifications, and regulate the water & sewer system. When Solicitor Smith returns, Manager Lane will ask him to start working on changing it.

1. College Run –

Manager Lane stated the project has been advertised twice in each the Daily Review and the Morning Times. We also placed the project on a statewide builder’s exchange. Currently, five contractors paid the fee and picked up a set of plans from Stiffler & McGraw. The pre-bid meeting to give potential bidders an opportunity to go over the details of the project with the engineer is scheduled for June 16th. The bid opening will be at a special meeting on June 28th at 5:30 PM. We will not need a quorum for this meeting.

2. Downtown Revitalization Project-

Manager Lane has received agreement from the Office of Budget that the matching funds for the project (Towanda Terrace) are eligible. He submitted newly drafted RDA forms and was advised they would be approved this week. He anticipates bidding the Flying Cow portion of the project in the very near future, and he is polishing up the bid docs with the Architect for the advertisement publication. He was hoping to get this done (advertised) this week.

NTRPD & CBPA are assisting Manager Lane with seeking additional funds for soft costs that are not eligible for RACP reimbursement. We are looking for an additional \$150,000 to ensure all costs are covered for Engineering, Architecture, Environmental requirements, and Consulting.



3. PennDOT – SR-3018 (Bridge Street Reconstruction –

Valley Energy has begun the replacement of gas lines that are located on Bridge Street and the peripheral side streets. The most recent estimated schedule is for Valley Energy to be complete in early July, at which time, the contractor awarded PennDOT's reconstruction project (HRI), is permitted to begin the replacement of the Water and Sewer lines. It is estimated the water and sewer replacement will run the remainder of the construction season of 2016. Manager Lane would like everyone to be aware that there will be instances where homes will be temporarily without water service during construction. The contractor and TMA will be diligent in keeping homeowners informed of such instances. In the spring of 2017, PennDOT will begin the reconstruction of the roadway, which includes storm drains, tree removal, and some curbing. PennDOT will also be paving the length of Fourth Street between Bridge Street and Pine Street as part of the project.

4. Main Street Resurface Project –

Manager Lane explained the Contractor for the SR 6 project is G.O. Hawbaker and they are permitted start work on July 5th. They will be doing curb ramp work this year with the exception of the intersection of Main St. and Elizabeth St. due to the College Run Project. Main Street paving will be done in 2017, which will be done at night, 9PM to 6AM.

Part of the SR 6 project includes local housing inspections of all the foundations along SR 6. Property owners will be contacted and home inspectors will need to investigate all properties, noting any existing damage prior to road construction; this will be happening in 2016. PennDOT limited the contractor to using vibratory rollers on the first pass of material only.

In Addition, we were recently notified of PennDOT's preliminary plan to resurface York Ave. in 2018. This project is to include paving from Mix Ave. to Campbell Road in North Towanda Township. The Towanda Municipal Authority will be replacing manhole frame and covers this summer and next.

**BOROUGH SOLICITOR'S REPORT**

Solicitor Smith was on vacation.

**BOROUGH SECRETARY REPORT**

Secretary Kulick had nothing to report.

**ADMINISTRATIVE REPORT**

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

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

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held.

**RECREATION REPORT** – Mr. Kovalcin stated

**TMA/WMA/CBPA REPORTS**

**Other Business Topics:**

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Christini. Meeting adjourned at 8:10 PM.

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Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes July 5, 2016**

The **JULY 2016** regular meeting of the Towanda Borough Council was held on Monday, JULY 5, 2016, at the Municipal Building. Council Vice-President Mark Christini called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

### **ROLL CALL**

**PRESENT:** Mr. Christini, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof  
Mr. Taylor

**ABSENT:** Mr. Klinger, President Mr. Sweitzer

**CITIZENS TO BE HEARD:** None present.

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

Motion to approve the June 6, 2016 regular meeting minutes was made by Mr. Taylor and seconded by Mr. Kovalcin. Motion passed.

### **FIRE CHIEF REPORT:**

Chief Roof reported that there were 13 calls for the month. The light tower is not on the engine yet. He is waiting to hear from the insurance company.

**Chief made a motion to council to approve Calvin Forrest as a fire engine driver. This is seconded by Mrs. Lacek. Motion passed.**

In addition, Chief Roof stated that a tree fell on the firemen's barbecue storage shed from a storm last week and destroyed it. The storm also damaged a pavilion and movable sign. All should be covered by insurance.

The Chief also stated the fire company purchased a larger 18-foot trailer to transport the barbecue grill equipment and deep fryer to different places.

Chief Roof received approval from Manager Lane to have our Mechanic, Dalton Maynard change vehicle fluids at the fire department garage building. This way we would save money doing this in-house instead of paying a private garage to change them.

### **FIRE BOARD REPORT:**

Mr. Klinger was absent, but Chief Roof stated that our Borough Mechanic, Dalton Maynard is now able to change fluids at the fire department garage building.

### **MAYOR'S REPORT:**

Mayor Miller stated that he attended the Bradford County Veterans Memorial Park dedication ceremony yesterday (July 4th). Mr. Doherty's speech was excellent, and the key to the city was given to Lt. Jim Crowell. The Mayor said that the parade had a nice turnout and he rode in it with Officer Lamanna. Also, he stated that the new borough police dog (Edo) was in the parade for the first time with Officer Hennessy. He still has Moro, but Moro is getting up in age, so Edo will replace Moro.

Mayor Miller also read a Facebook thank you to officer Hennessy from a gentleman from out of town whose wallet was found by officer Hennessy at a gas station. Officer Hennessy contacted the owner on FB and shipped out the wallet to him. The gentleman commended him and the Towanda Police Department.

**POLICE CHIEF REPORT:**

Chief Epler reported that officer Hennessy and Edsell attended the “Touch-a-Truck” event at the Towanda Airport.

Also, Chief Epler stated that the police department purchased and are using the new door check cards during the late night shifts. These cards are slipped in the door and tell the owner that we are checking their doors.

Chief also said there were several DUI roves held in the past month. They will continue to do this with 1 extra officer on duty.

Officer Hennessy attended K-9 school in Endicott, NY, and K9 Edo was successfully certified. This is common practice for our K-9’s.

Also, the bike patrols have been continuing as time and weather permit.

Chief Epler also stated that damage to the 2014 police vehicle was repaired and the suspect has been charged the repair bill as part of restitution.

The police had a tour of our police cars and K-9 (Moro) for the children of BLAST.

And finally Chief Epler said Sargent Lantz attended training in Harrisburg, Pa, and is a certified instructor for civilians including teachers on Active Shooter Incidents.

**June 2016**

271	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
46	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
5	NON-TRAFFIC CITATIONS	6	THEFT REPORTS
3	DUI ARRESTS	8	ANIMAL COMPLAINTS
32	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
6	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
0	OUT OF TOWN ASSISTS	0	K-9 SERVICES
7	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there was nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight was absent. Report was included in each packet.

**PARKING REPORT – JUNE 2016**

- # Green Tickets Issued: - 53
- # Yellow Tickets Issued: - 6
  
- # Green Tickets Forgiven - 2
- # Yellow Tickets Forgiven - 0
  
- # Green Tickets Excused - 0
- # Yellow Tickets Forgiven - 0
  
- # Paid W/N 48 Hrs @ ½ Cost - 20

Borough Council Meeting Minutes  
July 5, 2016

\$ Amount Paid w/n 48 Hrs	-	\$200
# Paid After 48 Hrs	-	3
\$ Amount Paid After 48 Hrs	-	\$60
# Tickets to Magistrate as Citations	-	23
Amount Received from Magistrate	-	0
Delinquent Tickets before Citations	-	14
	-	\$280
Revenue from Reserved Parking Spaces	-	\$3,460
Hours on Parking per Month	-	80
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	\$0
\$ Amount Paid After 48 Hours	-	\$0
<b><u>TOTAL MONTHLY REVENUE</u></b>	<b>-</b>	<b>\$4,000</b>

## **BOROUGH MANAGER'S REPORT**

### 1. **College Run –**

Manager Lane reported that the bid opening took place on June 28th in the council room at 5:30 PM, and we received six bids for the project.

The apparent low bid was **G. DeVincentis & Sons** based in Binghamton, NY. The base bid was \$1,860,000; the alternate bid was \$129,000, bringing the overall total to \$1,989,000. (The full bid tabulation is in the packets.)

Manager Lane state the project engineer on the project has reviewed the bids and gives this bid the recommendation. **Manager Lane then asked that Council accept by motion, the low total bid of \$1,989,000 for the College Run Improvement Project, and he will issue a notice to proceed upon approval. Motion to accept this bid from G. DeVincentis & Sons was made by Mr. Long and seconded by Mrs. Lacek. Motion passed.**

He stated that a notice will be sent to G. DeVincentis & Sons, and the company will then get their bonds in place and notice to proceed will be given.

Manager Lane also stated that October was the time line dictated by FEMA, but FEMA will issue an extension. Overall, they have 300 days in contract to finish the project. The company told Manager Lane that if they can work through winter, they will do so.

### 2. **Downtown Revitalization Project-**

Manager Lane shared that Phase One of Phase Two (the Flying Cow) portion of the Downtown Towanda Revitalization project has been advertised seeking bids to construct the Cow. Bids will be opened on July 11th. This is the first step in order to demolish the existing building to make way for the parking garage. It will take 2 to 3 months to get this building built.

He will continue to work closely with the Office of the Budget. They are currently working through the steps for the first re-imbursement. The Borough has drawn \$411,847.67, from the Bradford County Infrastructure loan so far and we do not see another draw until after re-imbursement's process has begun.

Manager Lane has also set in motion the relocation of the electrical lines on the property, which will happen before the new Flying Cow is finished.

3. **Impact Fee - Act 13 -**

Manager Lane said that the Borough will be receiving \$99,875.34. The amount is \$35,000 less than last year. He mentioned a few months ago about putting the generator for Borough Hall and the HVAC for the Municipal building on hold. He has decided to push these projects into next year. We have a majority of this money earmarked for the Police Pension Fund and do not want to be caught between a rock and hard place when it comes MMO time. He also stated that we need to consider future equipment purchases and paving borough streets.

Other Item: Manager Lane also stated that he is trying to get CDGB money to knock down the houses the borough bought on 2nd Street. Demolition for blight is acceptable use for this type of money.

**BOROUGH SOLICITOR'S REPORT**

Solicitor Smith had with him Resolution 2016-8 - Authorization for Manager Lane to sign the necessary documents for Downtown Revitalization Projects.

**Resolution No. 2016-8 -- Agreements and Authorizations RACP Project**

Manager Lane read and asked for a resolution for Towanda Borough to enter into an agreement with Bradford County assigning them the right to receive RACP grant proceeds for Downtown Revitalization project (as approved by the Commonwealth of PA on August 12, 2015), as payment of the Borough's obligation as borrower to the County as lender under the promissory note dated September 17, 2015, in the amount \$2,800,000. Also, to authorize the Commonwealth of PA, through the Office of the Budget, to pay Bradford County RACP grant proceeds to pay the Note in full. Further that Borough Manager Lane be authorized to execute and deliver all agreements, instruments and other documents necessary for implementation of this resolution.

Voting Results are: Motion to enter the agreements and authorizations in this Resolution No. 2016-8 was made by Mr. Long, and motion seconded by Mr. Kovalcin.

Aye/Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No:

Absent: President Sweitzer

**Resolution No. 2016-8 carried.**

Solicitor Smith also stated that we need to take the initial steps of condemnation of the existing Flying Cow property. He will work on this for our August 2016 meeting. Zoning and parking he will still need to do.

**BOROUGH SECRETARY REPORT**

Secretary Kulick had a thank you note she read from Happy Tails No Kill Animal Shelter Inc., thanking the Borough and TMA for making a donation in memory of Officer Hennessy's father, John M. Hennessy, who passed away in May of this year. Also, they sent a note to Officer Hennessy's family of this gift.

Also, the Borough Picnic will be held on August 12th and not the 5th. Mrs. Kulick was directed to put notices up at Memorial Park stating **No take outs of food from the Park**. The picnic is a get together to enjoy, eat and visit with each other.

July 5, 2016

In addition, Progress Authority and the Borough would like to get a card of thanks to Mrs. Kay (Daryl) Miller for planting and pruning the Roger Madigan Park again this year, plus pulling the weeds by the riverwalk. Her efforts are valued and appreciated by us both.

**ADMINISTRATIVE REPORT** – Vice President Christini stated that the Police Pension plan return is reasonable after comparing it to a couple other borough’s police pension plans.

There will be a meeting to discuss the Police disability plan this month.

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

**FINANCIAL REPORT** – Motion was made by Mrs. Lacek and seconded by Mrs. Miller to pay the bills. Motion passed.

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held.

**RECREATION REPORT** – Mr. Kovalcin stated they are getting ready to start a “paint the fire hydrant” program and will be looking for volunteers to paint them. We will supply the proper paint colors and brushes.

**TMA/WMA/CBPA REPORTS** – Included in packets.

**Other Business Topics:**

Manager Lane stated that the water company is selling a lot of bulk water.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mrs. Miller. Meeting adjourned at 7:47 PM.

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Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
August 1, 2016**

The AUGUST 2016 regular meeting of the Towanda Borough Council was held on Monday, AUGUST 1, 2016, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

**ROLL CALL**

**PRESENT:** Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Sweitzer, Mr. Taylor

**ABSENT:** Mrs. Lacek, Mr. Long, Mr. Roof

**CITIZENS TO BE HEARD:** Mr. Chris Brown of Central Bradford Progress Authority was in attendance to present a resolution asking council to authorize approval of the issuance of revenue bonds by CBPA in a principal amount not to exceed \$48,000,000 (the Bonds) for the purpose of making a loan to Guthrie Health (of Guthrie issued bonds).

**[Resolution No. 2016-9 – CBPA Revenue Bonds \(Guthrie Clinic Issue\) of 2016](#)**

Mr. Klinger made the motion and Mrs. Miller seconded it to authorize approval to issue the bonds. Voting Results are:

**Aye/Yes:** Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Miller, Mr. Sweitzer, and Mr. Taylor

**Nay/No:**

**Absent:** Mrs. Lacek, Mr. Long and Mr. Roof

Resolution No. 2016-9 Carried.

**SPECIAL HONOR:**

In addition, the Officer Lake was present, and with Mayor Miller and Chief Epler, he presented a plaque and an officer's cap to Shane Snyder of Rome, making him an honorary member of the Towanda Police Department. Shane was born with Down's syndrome, and he always wanted to be a police officer. Officer Josh Lake is a friend of Shane's, and recently gave him a tour of the police station. Council also presented officer Lake with a citation for his commitment to community and his part in making this possible for Shane.

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

Motion to approve the July 5, 2016, regular meeting minutes was made by Mr. Taylor and seconded by Mr. Kovalcin. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof was absent, but it was reported that the light tower is to be fixed next Tuesday (8/9/2016). There were 14 incidents this past month.

**FIRE BOARD REPORT:**

Mr. Klinger had nothing new to report.

**MAYOR'S REPORT:**

Mayor Miller reported that a largely attended law enforcement rally was held at the courthouse last month, which he also attended. He stated that our local law enforcement fosters a good relationship with the public and this is very important and much appreciated.

**POLICE CHIEF REPORT:**

Chief Epler reported that officers Bellows, Hennessy, Edsell, Lake, Lamanna, Sgt. Lantz and the Chief attended DUI checkpoint training held at the Towanda High School.

Also, the Towanda Borough Officers including the Chief were present for the Law Enforcement Recognition Ceremony held in front of the Courthouse (The one Mayor Miller mentioned). The Chief also stated that there were several DUI roves conducted this month. Overall, it was a quiet month.

July 2016

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

POLICE COMMITTEE REPORT:

Mrs. Miller stated they are working on some things but nothing to report yet.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight was absent; therefore, Mr. Sluyter reviewed the packet report. He stated that there were many maintenance permits for the past month and he reviewed the parking report.

Mr. Christini thanked Mr. Sluyter for his efforts in taking care of issues in the borough such as the grass mowing, garbage and junk under control.

PARKING REPORT – JULY 2016

# Green Tickets Issued:	-	64
# Yellow Tickets Issued:	-	7
# Green Tickets Forgiven	-	2
# Yellow Tickets Forgiven	-	1
# Green Tickets Excused	-	1
# Yellow Tickets Forgiven	-	1
# Paid W/N 48 Hrs @ ½ Cost	-	26
\$ Amount Paid w/n 48 Hrs	-	\$260
# Paid After 48 Hrs	-	7
\$ Amount Paid After 48 Hrs	-	\$140
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citations	-	13
	-	\$260



Revenue from Reserved Parking Spaces	-	\$3,460
Hours on Parking per Month	-	80
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	\$0
\$ Amount Paid After 48 Hours	-	\$0
<b><u>TOTAL MONTHLY REVENUE</u></b>	-	<b><u>\$4,120</u></b>

## **BOROUGH MANAGER'S REPORT**

### 1. **College Run**

Manager Lane is waiting for G. Devinentis (contractor) to execute the contract and return it with the all associated bonds and safeguards. Once the contract and bonds are complete, the Borough can issue the "Notice to Proceed". Manager Lane is optimistically anticipating construction to begin in September, which may work out better logistically, due to Riverfest and other projects happening on Main Street in August.

### 2. **Downtown Revitalization Project**

The bid opening for the first phase of phase II of the Towanda Downtown Re-vitalization project were opened on July 11th. This was for the construction of the Flying Cow and Bakery. Manager Lane stated that we received only one bid for the general construction portion and two bids for the electrical contract. We did not receive any bids for the Plumbing contract or the HVAC contract. He e-mailed council the bid tabulation sheet on July 13th. He recommended to council to reject all bids for this project by **motion**, and we will re-advertise and re-bid the project as one contract.

A motion to reject all July 11th bids that were submitted for the Flying Cow and Bakery project was made by Mr. Christini and seconded by Mr. Kovalcin. The motion passed.

### 3. **Feasibility Study**

Manager Lane talked about the submitted grant application that was sent in April in conjunction with three surrounding municipalities. DCNR, the agency administering the grant, has contacted Northern Tier Regional Planning and Development to ask if the municipalities would be willing to increase the commitment amount by \$425 bringing the commitment to \$2,525 per Borough. DCNR feels to complete the study and fulfil the requirements of the feasibility study; it will require a cost of at least \$20,000. Manager Lane asked council for a **motion** to approve this additional commitment of money.

A motion to approve additional commitment of money (\$425) to this feasibility study was made by Mr. Kovalcin and seconded by Mrs. Miller. The motion passed.

4. **PennDOT**

Manager Lane stated that a few PennDOT projects would all be coming to a head this month. Work on Bridge Street continues through the utility stage, and it looks like Valley Energy is just about ready to wrap up their work. Next, is the replacement of both the water & sewer lines from Main Street to Mechanic Street. The work will include the replacement of 2,400 feet of 8-inch water main, manholes, and fire hydrants. The work also includes the replacement of 2,400 feet of 8-inch sewer main and manholes. He was advised that in August PennDOT would begin work on the ADA ramps on Main Street. This will include all intersections from Mix Avenue to Washington Street. The Elizabeth Street ramp will be complete during the Borough's College Run Project.

5. **800 Block**

Manager Lane submitted an application for a federally funded Community Development Block Grant (CDBG) to the Bradford County Commissioners, with the intention of using the funds to demolish the two blighted properties we bought last year. Once these properties are cleaned, we can start kicking around ideas for redevelopment. He stated that this request would be presented to the Bradford County Commissioners on August 24th.

**BOROUGH SOLICITOR'S REPORT**

Solicitor Smith had nothing new to report.

**BOROUGH SECRETARY REPORT**

Secretary Kulick reminded council that the borough picnic is being held on August 12th at Memorial Park beginning at 4:00 PM.

**ADMINISTRATIVE REPORT - In packet.**

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

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

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held.

**RECREATION REPORT** – Mr. Kovalcin stated that 22 fire hydrants have been painted to date and there are more slated to be done. It has been a very successful endeavor for the community and makes the town look nice.

**TMA/WMA/CBPA REPORTS** – Included in packets.

**Other Business Topics:**

**ADJOURNMENT** - Motion to adjourn was made by Mr. Taylor and seconded by Mr. Klinger. Meeting adjourned at 7:41 PM.

Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
September 6, 2016**

The SEPTEMBER 2016 regular meeting of the Towanda Borough Council was held on Tuesday, SEPTEMBER 6, 2016, at the Municipal Building. Council Vice-President Mark Christini called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

**ROLL CALL**

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

ABSENT: Mr. Kovalcin, Mr. Sweitzer

**CITIZENS TO BE HEARD:**

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

Motion to approve the August 1, 2016 regular meeting minutes was made by Mr. Taylor and seconded by Mr. Klinger. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof reported that August was a busy month. The shed that was destroyed in the storm on July 25, 2016 has been replaced. He also stated the tree that fell has been cleaned up. There were 14 incidents this past month.

**Chief Roof also asked for Council to approve Tim Miller (Towanda Fire Dept member) as a tower truck driver, as he has the necessary certification to operate the fire apparatus. Motion was made by Chief Roof and seconded by Mr. Klinger. Motion passed.**

**FIRE BOARD REPORT:**

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

**MAYOR'S REPORT:**

Mayor Miller reported he attended Riverfest opening and presented flowers to Mary Ann Harris for her years of service planning and working at the annual Riverfest. He also commended Jim Haight, and the whole crew for their hard work at this year's Riverfest.

Secretary Kulick presented and asked for Council's approval of the DUI grant - **Resolution 2016-10 – 2017 DUI Grant for the Police Department.**

Motion to approve the grant was made by Mr. Klinger and seconded by Mrs. Miller. The vote was as follows:

Aye/Yes: Mr. Christini, Mr. Klinger, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No: None.

Absent: Mr. Kovalcin, President Sweitzer

**Resolution No. 2016-10 carried.**

**POLICE CHIEF REPORT:**

Chief Epler was absent, therefore Mayor Miller reviewed the Police Chief's Report.

He stated there were extra Police Officers added for Riverfest, one extra on Thursday, 2 extra on Friday, and 3 extra on Saturday night.

Members of the department led by Sgt. Lantz gave training and demonstrations at the High School for all Towanda Area School Staff on emergency actions in a crisis situation.

Several DUI roves were conducted this month.

Chief Epler also reported that he watched debates on Police Body Camera's at the House Judiciary Committee in Harrisburg. After watching this, he believes that it is in Towanda's best interest to wait on cameras until the House has their legislation in place.

**August 2016**

263	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
49	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
4	NON-TRAFFIC CITATIONS	7	THEFT REPORTS
3	DUI ARRESTS	8	ANIMAL COMPLAINTS
39	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
11	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there were no meetings in August.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight reviewed the report. There were 20 permits issued in August 2016. The value of the work for permits issued in the borough year-to-date is \$2,652,436.64. Permit fees paid in August 2016 is \$621. Code Inspections charges in July 2016 is \$5,265.

The total contractor's registrations for August is \$550, and a year-to-date total is \$9,100.

The UCC reportable permits amount is \$156 year-to-date.

**PARKING REPORT – AUGUST 2016**

# Green Tickets Issued:	-	63
# Yellow Tickets Issued:	-	8
# Green Tickets Forgiven	-	1
# Yellow Tickets Forgiven	-	1
# Green Tickets Excused	-	3
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	4
\$ Amount Paid w/n 48 Hrs	-	\$140
# Paid After 48 Hrs	-	3
\$ Amount Paid After 48 Hrs	-	\$60
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citations	-	8
	-	\$130

Revenue from Reserved Parking Spaces	-	\$3,460
Hours on Parking per Month	-	80
Police # of Tickets Written	-	0
# of \$10 tickets (Police Dept.)	-	0
\$ Amount Paid W/N 48 Hours	-	\$0
# of \$20 Tickets (Police)	-	\$0
\$ Amount Paid After 48 Hours	-	\$0
<b><u>TOTAL MONTHLY REVENUE</u></b>	-	<b><u>\$3,790</u></b>

## **BOROUGH MANAGER'S REPORT**

### **1. College Run –**

Manager Lane stated that work on the College Run Project has begun. The plan is to start with the sanitary sewer on Elizabeth Street. The street will remain closed until both the sewer main is relocated and the 60" storm drain is finished. He also noted that we have 300 days to substantial completion.

### **2. Downtown Revitalization Project-**

Bids were opened on September 1st for Phase I of Phase II of the Towanda Downtown Revitalization project. This is the construction of the Flying Cow & Bakery. Manager Lane stated we received two bids for project. The low bid was from Middendorf Contracting, Inc. in the amount \$384,595; and the second bid was from Charles W. Grimm Construction, Inc. in the amount \$428,668. **At this time Manager Lane recommend council accept the low bid of \$384,595 from Middendorf Contracting. A motion to accept Middendorf's bid was made by Mrs. Lacek and seconded by Mr. Long. Motion passed.** He also stated that there will be a lot of paperwork to do to get this project started. Also, Manager Lane submitted the paperwork for Phase I of the Downtown Revitalization Trehab project. Manager Lane stated that tomorrow he will call the architect.

### **3. PennDOT Projects–**

The long anticipated PennDOT projects have finally begun.

Glen O'Hawbaker Inc. started replacing catch basins on Main Street last week. They anticipate the project to last about two months. The work does include the ADA sidewalk ramps as well as the catch basins and grates. This work is being completed prior to PennDOT paving in April 2017.

HRI Inc. has begun the relocation/replacement of the water and sewer mains on Bridge Street. Currently, they plan to begin work on the water line starting at Main Street working up hill to Second Street. They anticipate closing the street a block at a time during work hours and opening the street back up after the workday has ended. They are hoping to be finished with the project by Thanksgiving. The full reconstruction of Bridge Street will begin next spring.

**4. 2017 MMO Police Pension –**

Manager Lane presented the Minimum Municipal Obligation (MMO) valuation sheet prepared by the pension plan’s actuary. The Plan will require a contribution from the Borough in the amount \$166,740 in October 2017. \$29,185 is derived from member contributions and \$54,600 is derived from Act 205 (State Aid). The remaining \$82,955 of the obligation was money set aside from the proceeds of Act 13 Impact Fee payments over the past few years. He requested **Council accept the 2017 MMO by resolution**, along with setting the member contribution rate (7%) by this same **resolution per Act 600 and Act 205** requirements. The current contribution rate is also 7%.

**Resolution 2016-13 – Approval of the Police Pension Plan (MMO) financial requirement be \$166,740; and approval of officer contribution percentage be at 7% for 2017.**

Motion to approve the grant was made by Mr. Klinger and seconded by Mrs. Miller. The vote was as follows:

Aye/Yes: Mr. Christini, Mr. Klinger, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No: None.

Absent: Mr. Kovalcin, President Sweitzer

**Resolution No. 2016-10 carried.**

**5. Towing Ordinance Chapter 298 Borough Code –**

Chapter 298-4 and 298-6 in the Towanda Borough Code needs to be updated. The last time it was done was 1972. Bob Williams has agreed to allow the Borough to name his garage/lot as a towing location. Mr. Williams would like the towing cost to be a “flat” rate of \$100 per tow. The Borough Solicitor will need to update/amend the chapters per Pennsylvania State Borough Code requirements. Manager Lane asked for Council’s approval to have Solicitor Smith update these code chapters and approve a \$100 flat rate. Motion to approve was made by Mr. Long and seconded by Mr. Klinger. Motion passed. Solicitor will draft update and bring to Council for approval.

**6. Parking Ordinance Chapter 305-71 –**

Manager Lane stated that there is a revised draft of Chapter 305-71, which establishes time limits and reserved parking spaces in the commercial parking district. The amendment revision is to only update the inventory of spaces and to clean up the accuracy of the ordinance. This particular ordinance can be amended by resolution. Manager Lane said he would postpone asking Council to approve this amended chapter until a later date.

**7. Garbage**

**At 7:45 PM an Executive Session was called for to discuss a contract matter.**

**At 8:05 PM meeting was called to order after Executive Session ended, and Mrs. Lacek proposed that Council accept the waste hauling contract from Northern Tier Solid Waste Authority for 2017, that includes a per bag increase from \$2.70 to \$3.00 (\$.30 increase). The motion was seconded by Mr. Long. Motion passed.**

**BOROUGH SOLICITOR’S REPORT**

Solicitor Smith had nothing new to report.

**BOROUGH SECRETARY REPORT**

Secretary Kulick had 2 resolutions for vote.

**Resolution 2016-11 – Approval that Walt Foley (GTP) be appointed to CBPA board of directors behind James Morse who resigned from the Progress Board due to his retirement from GTP. Mr. Foley will finish Jim’s term which expires December 31, 2017.**

Motion to approve this change was made by Mr. Klinger and seconded by Mrs. Lacek. The vote was as follows:

Aye/Yes: Mr. Christini, Mr. Klinger, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, and Mr. Taylor

Nay/No: None.

Absent: Mr. Kovalcin, President Sweitzer

**Resolution No. 2016-11 carried.**

**Resolution 2016-12 – Young Lungs at Play Resolution to create tobacco-free areas at local parks and playgrounds was proposed.**

Motion to approve the grant was made by Mrs. Lacek and seconded by Mr. Klinger. The vote was as follows:

Aye/Yes: Mr. Christini, Mr. Klinger, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof

Nay/No: Mr. Taylor

Absent: Mr. Kovalcin, President Sweitzer

**Resolution No. 2016-12 carried.**

**ADMINISTRATIVE REPORT** - In packet.

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

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

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held.

**RECREATION REPORT** – Mr. Kovalcin was absent.

**TMA/WMA/CBPA REPORTS** – Included in packets.

**Other Business Topics:**

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Long. Meeting adjourned at 7:53 PM.

Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
October 3, 2016**

The OCTOBER 2016 regular meeting of the Towanda Borough Council was held on Tuesday, OCTOBER 3, 2016, at the Municipal Building. Council Vice-President Mark Christini called the meeting to order at 7:04 PM, with a moment of silence followed by the Pledge of Allegiance.

**ROLL CALL**

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

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

**CITIZENS TO BE HEARD:**

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

Motion to approve the September 6, 2016 regular meeting minutes was made by Mr. Taylor and seconded by Mr. Kovalcin. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof reported that September had 12 incidents.

**FIRE BOARD REPORT:**

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

**MAYOR'S REPORT:**

Mayor Miller reported that on Thursday, September 15, 2016, there was a house fire at 205 Elizabeth Street, which caused serious damage. He also talked about the accident on this end of the Veterans Memorial Bridge. He praised Chief Epler for his quick action in stopping the person that was driving the truck that caused so much damage. The driver was fleeing from being stopped on Main Street and rammed/damaged approximately 9 vehicles before being tased and pulled out of the vehicle by the Chief. It was quick action by the Chief that stopped this incident from being more severe.

**POLICE CHIEF REPORT:**

Chief Epler reported there were several DUI roves conducted this month. In addition, Officer Campbell attended Standardized Field Sobriety Training (SFST) in Wellsboro, PA. He also stated that all of the Towanda Police Officers participated in the annual Firearms Qualifications. In addition, Officer Hennessy attended training with Borough K-9 "Edo". Chief Epler also stated that the 2003 Ford Expedition's inspection has expired and our borough mechanic has told the chief that it will not pass inspection again. The Chief will bring the vehicle in and have it stripped out.

**September 2016**

320	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
33	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
11	NON-TRAFFIC CITATIONS	14	THEFT REPORTS
0	DUI ARRESTS	7	ANIMAL COMPLAINTS
42	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
8	VEHICLE ACCIDENTS	12	WARNINGS ISSUED



1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
8	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there were no meetings in September.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight reviewed the report. There were 11 permits issued in September 2016, with a work value of \$53,850. The value of the work for permits issued in the borough year-to-date is \$2,706,287. Permit fees paid in September 2016 is \$2,608. There were no Code Inspections charges in September, and the UCC reportable permits amount year-to-date is \$164.

In addition, Mr. Haight stated that the property at 205 Elizabeth Street (Pg 4) is going to be a rebuild instead of a house demolition. Also, the work has started on the “Flying Cow” (This project is overseen by Code Inspections, as this is a commercial project).

**PARKING REPORT – SEPTEMBER 2016**

# Green Tickets Issued:	-	41
# Yellow Tickets Issued:	-	8
# Green Tickets Forgiven	-	0
# Yellow Tickets Forgiven	-	2
# Green Tickets Excused	-	3
# Yellow Tickets Forgiven	-	0
# Paid W/N 48 Hrs @ ½ Cost	-	11
\$ Amount Paid w/n 48 Hrs	-	\$10
# Paid After 48 Hrs	-	2
\$ Amount Paid After 48 Hrs	-	\$40
# Tickets to Magistrate as Citations	-	0
Amount Received from Magistrate	-	0
Delinquent Tickets before Citations	-	4
	-	\$60
Revenue from Reserved Parking Spaces	-	\$3,200
Hours on Parking per Month	-	80
Police # of Tickets Written	-	6
\$ Amount Paid W/N 48 Hours	-	\$20
\$ Amount Paid After 48 Hours	-	\$20
TOTAL MONTHLY REVENUE	-	\$3,440

**BOROUGH MANAGER'S REPORT** - Manager Lane was out of town this month. His report is listed below.

1. College Run –  
College Run is finally under construction (Hurray!!). G. DeVincentis began work on the 60” Storm drain and sanitary sewer on Elizabeth St between Main St. and Second St on September 7. Once they are finished with the section they plan to drop back, begin work at the River, and work towards Main Street. DeVincentis notified PennDOT they plan to cross Main St. the weekend of October 7. PennDOT is allowing DeVincentis to begin work on Friday at 9:00 PM and must be finished by Monday 6:00 AM. Overall, the project has been proceeding nicely.
  
2. Downtown Revitalization Project-  
Middendorf Construction has tentatively scheduled work to begin site work this week for the new Flying Cow building. This is phase 1 of phase 2 of the Towanda Downtown Revitalization Project. I notified Penelec to move forward with the relocation of the electric facilities on the project site. The estimate provided from Penelec was \$59,037.55.  
I received approval from the Office of the Budget for a time extension on the grant. We now have until December 31 2017 to finish project. That will most likely need to be extended again, however I anticipate (barring any more unforeseen roadblocks) to be very close to completion at that time.
  
3. PennDOT Projects–
  - a. Main Street ADA Ramps – PennDOT’s contractor is roughly halfway through complete with the project. I am very pleased with the outcome of the ramps.  
  
According to PennDOT, Main St. base repairs, milling and paving work will begin on April 24, 2017. All work on the SR 6-roadway will be done at night from 9 PM to 6 AM. Work will be complete by June 30, 2017.
  
  - b. Bridge Street –  
After a rough first day of the water main relocation, there have been no other major issues and they are moving very quickly up the hill. They are almost to Fifth St. with the new water main. Once the water line is complete, they will drop back to Second Street to begin the sanitary sewer replacement.  
  
(14) Trees have been removed from the Bridge Street tree lawn area. After the roadway project is complete (2017), new trees will be planted. The Shade Tree Committee made the species selection earlier this year.
  
4. 2017 Budget -  
I have finished the personnel budget for both the Public Works and Police and started working on the revenue side. I plan to have a rough draft complete for the November meeting with the anticipation of scheduling a budget work session.

**BOROUGH SOLICITOR'S REPORT**

Solicitor Smith talked about the complaints on burning in the borough. He stated he looked at the ordinance and there are no restrictions on certain type of burning outdoors. The ordinance reads tight at the beginning of it and loosens up toward the end. He said there could be constraints put on this ordinance. Mr. Klinger told council that he mentioned to Manager Lane the possibility of putting the burning

in town question on a ballot for citizens to vote whether they want to allow it or not. In his opinion, he feels that many residents do not want anything burned.

Solicitor Smith stated that he would get with Manager Lane to discuss this issue. In addition, Mr. Christini stated that we need an ordinance that can be enforced by the police. Chief Epler said that 95% of complaints about burning are found to be smoking burn barrels with garbage burning in them.

**BOROUGH SECRETARY REPORT**

Secretary Kulick stated that Halloween trick-or treat will be held on October 27th from 6 to 8 PM. (Note: This date was changed to October 31st due to bad weather reports for the 27th.)

**ADMINISTRATIVE REPORT** - In packet.

**UNION SUB-COMMITTEE REPORT** – Nothing to report. No meeting.

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

**PLANNING COMMISSION REPORT** – Mr. Long reported no meeting held.

**RECREATION REPORT** – Mayor Miller stated the rec committee reported volunteers are continuing to paint fire hydrants. Also, they are planning to have a bonfire again this year with “Smores” over to Riverfront Park after the Halloween parade on the 29th.

**TMA/WMA/CBPA REPORTS** – Included in packets.

**Other Business Topics:** Mr. Taylor stated that he contacted Manager Lane concerning the small openings in the new inlets and grates. Manager Lane contacted PennDOT concerning the new storm grates, and was told they were appropriate for bicycles and wheel chairs (ADA compliance). This is why the grate slots are so small.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Miller and seconded by Mr. Long. Meeting adjourned at 7:37 PM.

Diane M. Kulick  
Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
November 7, 2016**

The NOVEMBER 2016 regular meeting of the Towanda Borough Council was held on Monday, NOVEMBER 7, 2016, at the Municipal Building. Council Vice-President Mark Christini called the meeting to order at 7:00 PM, with a moment of silence followed by the Pledge of Allegiance.

**ROLL CALL**

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

ABSENT: Mr. Long, Mr. Roof, Mr. Sweitzer

**CITIZENS TO BE HEARD:** Florence Joyce of 113 Ward Avenue was present to voice her concerns about a large dead tree on the property next to hers. She stated that a branch from this tree fell on her 2 cars during a recent storm, and caused damage. She also stated that she is afraid that the tree will fall down toward one side of her house, and it is a safety hazard for people walking on the sidewalk. It was noted that retired forester Jim Lacek inspected that tree and stated that it needed to come down, as it is a great hazard. After some discussion, Mr. Christini told Ms. Joyce that council will get it resolved and that she will hear from someone before the end of the week.

Ms. Joyce mentioned that there is a sinkhole on that property also, and about a year ago, the property owners told her it was fixed. However, the fill has dropped down and the sinkhole is once again in her opinion, a hazard. She stated that she put a snow fence around this sinkhole. Mr. Haight will inspect the hole and report his findings on it.

In addition, Martha Cole of 312 York Avenue was a Citizen to be Heard via a letter to council concerning burning in the borough. She feels that her right to burn should not be taken away because of a few of those that are burning trash. The town has "free" recycling (every other week) and a "free" spring clean-up program (each spring). Mr. Christini stated that her letter is a data point in ongoing discussions on open burning in the Borough.

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

There were 3 minor corrections to be made to October's minutes. Motion to approve the October 3rd, 2016 regular meeting minutes after the minor corrections, was made by Mr. Taylor and seconded by Mr. Klinger. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof was absent, but report is in packets.

**FIRE BOARD REPORT:**

Mr. Klinger was unable to attend the meeting, but there was nothing new to report.

**MAYOR'S REPORT:**

Mayor Miller stated that he signed a proclamation for "White Cane Days". He also talked about the plaque with a certificate he presented to Mike & Kelly Flynn, to honor their son Colin on behalf of the local YMCA for his passion and dedication to the "2015 Share Your Heart Project," which he volunteered his time. Mike & Kelly Flynn also had a wooden bench made for the front of the YMCA building in memory of their son Colin.

Mayor Miller also thanked the fire department for the nice job done on the Halloween parade, which he was a judge. He also thanked the police and firemen for being present on Trick-or-Treat night. He said the bonfire and smores treat at Riverfront Park after the parade was more well attended than last year (the first year), therefore a success.

**POLICE CHIEF REPORT:**

Chief Epler handed out

Officer Hennessy attended ALICE (means: Alert-Lockdown-Inform-Counter-Evacuate) - Active Shooter Response Training in Harrisburg, Towanda Area Schools covered the cost of the training and Hotel stay.

Sergeant Lantz talked with High School students for the SADD program.

Officer Hennessy attended training with Edo in Vestal, NY.

Officer Werner was off of work for 4 days due to a minor injury he sustained while on the job.

Chief Epler put on 2 extra Officers for Trick-or- treat night, no major problems were reported.

**October 2016**

267	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
71	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
10	NON-TRAFFIC CITATIONS	10	THEFT REPORTS
3	DUI ARRESTS	7	ANIMAL COMPLAINTS
38	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
6	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
15	CRIMINAL ARRESTS – Note: There were 5 in 1 night on Oct 29th.		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there were no meetings in October.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight stated that we are in need of an Alternate Zoning Hearing Board. The volunteer came forward – Ryan Eberlin of 610 Third Street, has expressed interest in this position. Mrs. Lacek made the motion to appoint Mr. Eberlin to the Zoning Hearing Board as an Alternate. This was seconded by Mr. Klinger, and motion passed. Manager Lane will get in touch with Mr. Eberlin to inform him of his acceptance to this board.

Mr. Haight also stated there will be a Planning Commission meeting on November 15, 2016, at 7 PM, to hear and consider (Special Exception) the request of Terrie Scarboro of 308 York Avenue, for special exception to allow an in-home occupation along with an Air Bed & Breakfast (airbnb). This has been advertised in the local paper to invite the public to attend (who may not want this and prove why it should not be allowed).

Mr. Haight reviewed the report. There were 19 permits issued in October 2016, with a work value of \$136,961. The value of the work for permits issued in the borough year-to-date is \$2,843,248. Permit fees paid in October 2016 is \$1,154. Towanda Borough Year to date permits total \$12,494. Year to date Code Inspections charges are \$5,850, and the UCC reportable permits amount year-to-date is \$176.

Mrs. Lacek commented about the the burning issue and what the next step would be on this issue. Solicitor Smith said that there is no referendum ballot allowed on this type of issue. He said to address the existing ordinance that has “ceremonial burning” included in it. He stated that it may not be constitutional to have a complete ban on burning because we may need to allow for ceremonial burning because of religious reasons. Solicitor Smith will review other local ordinances, including PSAB (PA State Association of Boroughs) on outdoor burning within Boroughs. This issue will be tabled for now and will be addressed in the future months.

**PARKING REPORT: Due to all the construction about town there is no report for October 2016.**

# Green Tickets Issued:	-
# Yellow Tickets Issued:	-
# Green Tickets Forgiven	-
# Yellow Tickets Forgiven	-
# Green Tickets Excused	-
# Yellow Tickets Forgiven	-
# Paid W/N 48 Hrs @ ½ Cost	-
\$ Amount Paid w/n 48 Hrs	-
# Paid After 48 Hrs	-
\$ Amount Paid After 48 Hrs	-
# Tickets to Magistrate as Citations	-
Amount Received from Magistrate	-
Delinquent Tickets before Citations	-
Revenue from Reserved Parking Spaces	-
Hours on Parking per Month	-
Police # of Tickets Written	-
\$ Amount Paid W/N 48 Hours	-
\$ Amount Paid After 48 Hours	-
TOTAL MONTHLY REVENUE	-

**BOROUGH MANAGER’S REPORT** -

Manager Lane addressed Council to hold a meeting on the 2017 Budget. This will take place on November 15th at 5:00 PM. This will be advertised.

Manager Lane reviewed his monthly report for Council.

**1. College Run –**

Manager Lane stated that College Run is progressing nicely. The 60” plastic pipe has been installed from the River to the existing College Run Culvert on Second Street. The sanitary sewer was relocated during the same time as installation of the 60” pipe. They have crossed the Parkway, CBPA’s parking lot and Main Street. As of now, the contractor plans to stop forward progress, clean up the area where they have dug, pave, and call it in for the winter. They will return in the spring to finish the rest of the project. Manager Lane also stated that the “railroad” part of the project went smoothly.

Manager Lane stated that these funds are 25% PEMA, and 75% FEMA. They withhold “X” amount of dollars until they audit the work to make sure it is done properly. The Borough may have to take an interim loan to pay the contractor until we get more funds released. This should not be a problem.

**2. Downtown Revitalization Project-**

The Flying cow construction has begun. The footers and utilities are currently being installed.

The final design for the parking garage is anticipated to be complete in February 2017 with the intentions of advertising for bids in March 2017.

The easement for the relocation of the electric wires on the property was recorded and mailed to Penelec. He is awaiting the invoice from Penelec, (which he did receive today - \$58,000) once received they will schedule the relocation.

Also, he stated that the “Special Conditions” to the grant agreement that was submitted 2 years ago, for “Phase I” came back with just 4 questions to be answered (not bad).

The advertisement to install one ADA compliant sidewalk ramp at the corner of State Street and the Parkway was advertised 11/3/16. Bids will be opened on November 18, 2016. This is paid for with CDBG funds. The Davis-Bacon Act (prevailing wage provisions) requires sealed bids for federally funded or assisted contracts in excess of \$2,000 for the construction of the ramp.

**3. PennDOT Projects–**

**a. Main Street ADA Ramps –**

Manager Lane was advised PennDOT’ s contractor was finished for the year on the ADA ramps. The area around the catch basins will be patched before winter. A hole was found in a pipe on the Parkway (100 feet, 48” pipe). This only lasted 10 years, but will have to be fixed before the project is complete.

**b. Bridge Street –**

Manager Lane commented that the contractor had some difficulty shutting some sections down. The new water main is installed, pressure tested and sanitized. They will begin connecting houses to the new water main today. They plan to start at Mechanic Street and work their way down to Main Street. They will be tapping the new main into the side streets as they go. Residents were notified they might experience water service interruptions from time to time during the hours of 7:00 AM to 5:00 PM. They plan on being done by Thanksgiving.

#### **4. 2017 Budget -**

The first cut of the 2017 budget is complete. As stated earlier, a budget work session will be held on November 15th at 5:00 PM. This will be advertised for the date of November 15th (and 22nd if needed).

#### **Manager Lane – Miscellaneous:**

Manager Lane also added that he would like to keep the auditor we used last year. He is very comfortable with them and their professionalism. He will keep them on for the next audit. This was agreed.

He also added that an historical marker will be placed and unveiled at the YMCA building in honor of Dr. Alice Evans, a pioneer scientist who established that humans contract the once common, painful disease brucellosis from raw cow and goat milk. She was one of the lobbyists for pasteurization of all milk and lived to see the disease disappear. She attended the institute for 3 years when the building housed Susquehanna Collegiate Institute (SCI) from the years 1854 to 1905. The below site in Encyclopedia.com is an excellent source for reading her biography.

<http://www.encyclopedia.com/people/history/historians-miscellaneous-biographies/alice-evans>

There was a question on the parking garage design, as a parking garage in Pottstown is getting tore down due to dilapidation. Manger Lane did not know the age of this parking garage, or the architect, or materials of its construction.

Manager Lane also discussed a question about paving streets that are not on the scheduled list for next year. There are few houses on some of these other streets versus other streets that have high volume traffic. He felt the need to focus and prioritize these high-volume streets first.

**At 8:17 PM, Mr. Christini called for and Executive Session to discuss contract and personnel issues.**

**Executive Session ended and the meeting was back in session at 8:58 PM. Potential contract and personnel issue.**

#### **BOROUGH SOLICITOR'S REPORT:**

Solicitor Smith commented on the tree issue and referred to Chapter 195 in the Code concerning Nuisances. This seems to fall under public nuisances affecting safety. Motion was made to have the Shade Tree Committee review / investigate the complaint by Ms. Joyce, the citizen to be heard of the dead tree next door. Motion was made by Mr. Klinger and seconded by Mr. Kovalcin. Once an investigation has taken place and the tree is determined a safety hazard, a note from the Committee will be written and given to the Borough Secretary, and a registered letter will be sent to the property owner by the Borough Secretary. This letter would state that they will have 5 days to have the tree taken down (Chapter 195-3 Enforcement).

Solicitor Smith presented **Resolution 2016-14** to Council. This resolution concerns the PA Commonwealth grant provisions, for the borough's Towanda Downtown Revitalization project, to acquire the Flying Cow Property. In order to carry out the borough project involving construction of a municipal parking garage, it is necessary for Towanda Borough to acquire title in fee simple the land and improvements of the Flying Cow Bakery.

[Motion to approve the resolution was made by Mrs. Lacek and seconded by Mr. Klinger. The vote was as follows:](#)

[Aye/Yes:](#) Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mrs. Miller and Mr. Taylor

[Nay/No:](#) None.

[Absent:](#) Mr. Long, Mr. Roof & President Sweitzer



**Resolution No. 2016-14 carried.**

Solicitor Smith had a Cooperation Agreement to be executed by the Borough between Towanda Terrace, The Flying Cow and Trehab, in their capacity as sub grantee of the Commonwealth grant to agree to subject and terms and conditions of this RACP grant. Motion was made by Mr. Klinger and seconded by Mrs. Lacek. Motion passed.

**BOROUGH SECRETARY REPORT:** Nothing to report.

**ADMINISTRATIVE REPORT** - In packet.

**UNION SUB-COMMITTEE REPORT** – Nothing to report. No meeting.

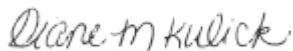
**FINANCIAL REPORT** – Motion was made by Mr. Taylor and seconded by Mr. Klinger to pay the bills. Motion passed.

**PLANNING COMMISSION REPORT** – Mr. Haight discussed Council in his report of a meeting on November 15, 2016, at 7 PM, to hear and consider (Special Exception) the request of Terrie Scarborough of 308 York Avenue, for special exception to allow an in-home occupation along with an Air Bed & Breakfast (Airbnb).

**RECREATION REPORT** – Bonfire went well with the smores snack, and they plan on having this again next year.

**TMA/WMA/CBPA REPORTS** – Included in packets.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mrs. Miller. Meeting adjourned at 9:15 PM.



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Towanda Borough Secretary

**Towanda Borough  
Regular Council Meeting Minutes  
December 5, 2016**

The DECEMBER 2016 regular meeting of the Towanda Borough Council was held on Monday, December 5, 2016, at the Municipal Building. Council Vice-President Mark Christini called the meeting to order at 7:02 PM, with a moment of silence followed by the Pledge of Allegiance.

**ROLL CALL**

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

ABSENT: Mr. Sweitzer

**CITIZENS TO BE HEARD:** Mr. Rick Lewis, of 222 Poplar Street (2nd Ward) was present to voice his concerns about the in town “burning issue”. Mr. Lewis stated that he is a firm believer in burning and is opposed to it being banned. He stated that he would like to see the current ordinance enforced. Mr. Christini stated that enforcement is tough and the police are busy. He also stated that they would need to find these fires also, and at night, it is a challenge. Mr. Christini thanked Mr. Lewis for his commentary.

**APPROVAL OF PREVIOUS MONTH’S MINUTES:**

Motion to approve the November 7, 2016, regular meeting minutes was made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof reported a busy month with 9 calls. He stated that a tanker has to be filled from a hydrant, as the pump will not pull water from the river. He is looking into getting this fixed.

**FIRE BOARD REPORT:**

Mr. Klinger attended the meeting but there is nothing to report this month.

**MAYOR’S REPORT:**

Mayor Miller did a proclamation for the Music Society declaring November as “American Music Month” locally. In addition, Mayor Miller also presented a special “Citation of Appreciation” certificate for the promotion of National Music Week every year in Towanda.

Mayor Miller also stated that the Halloween Parade was very nice and believed to be the largest number of participants this year.

**POLICE CHIEF REPORT:**

Chief Epler stated that vacation hours are whittled down this year, as he is working on the acceptable 80 hours or less (that can be carried over to the next year). Chief Epler asked that the few (minimal amount) that are over the 80 hours be approved to roll over to 2017. **Motion was made by Mrs. Lacek and seconded by Mr. Kovalcin that it is OK for the Chief to do this. Motion approved.**

**November - 2016**

260	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
37	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
20	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
3	DUI ARRESTS	4	ANIMAL COMPLAINTS

36	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	9	WARNINGS ISSUED
0	OUT OF TOWN ASSISTS	1	K-9 SERVICES
9	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mrs. Miller stated there is nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Haight was absent and Manager Lane reported that the tree on Lombard Street (McKernan property) has been taken down. It was removed in the time it should have been. Mr. Haight also went to the property to check out the "sinkhole". He stated that it does not classify as a (sink) hole.

Included in his report: There were 28 permits issued in November 2016, with a work value of \$88,247. The value of the work for permits issued in the borough year-to-date is \$2,931.494. Permit fees paid in November 2016 is \$1,751. There were no Code Inspections charges in November, and the UCC reportable permits amount year-to-date is \$196.

Mr. Haight also had in the packets the approval decision of the zoning hearing board concerning the Terrie Scarboro property at 308 York Avenue. They concluded that the the owner has complied to the prescribed procedures in accordance with PA Statutes, P.S. Title 65, Section 265 ("Sunshine Law"). The owner is also to comply with all other applicable zoning requirements and building codes.

**PARKING REPORT: Due to construction about town there is no report for November 2016.**

- # Green Tickets Issued: -
- # Yellow Tickets Issued: -
  
- # Green Tickets Forgiven -
- # Yellow Tickets Forgiven -
  
- # Green Tickets Excused -
- # Yellow Tickets Forgiven -
  
- # Paid W/N 48 Hrs @ ½ Cost -
- \$ Amount Paid w/n 48 Hrs -
  
- # Paid After 48 Hrs -
- \$ Amount Paid After 48 Hrs -
  
- # Tickets to Magistrate as Citations -
- Amount Received from Magistrate -
  
- Delinquent Tickets before Citations -
  
- Revenue from Reserved Parking Spaces -
  
- Hours on Parking per Month -

Police # of Tickets Written	-
\$ Amount Paid W/N 48 Hours	-
\$ Amount Paid After 48 Hours	-
TOTAL MONTHLY REVENUE	-

**BOROUGH MANAGER’S REPORT** -

Manager Lane reviewed his monthly report for Council.

**1. College Run –**

Manager Lane stated that the Project is nearing an end for the season. The plan (as of right now) is to stop with the 60” pipe at College Ave. and Second Street and finish with the 48” pipe going up College Ave. in the spring. Curbs, inlets, and paving have been complete on Elizabeth Street from Second Street to the Susquehanna River. Most of all the utility relocations are complete. There is a section of sanitary sewer to finish on Fourth St. and College Ave. however, that will not happen until the contractor starts back up in the spring. Some ancillary pipe and inlets will be installed on Third Street in the spring as well. Overall, the project is slightly more than 50% complete.

**2. Downtown Revitalization Project-**

Manager Lane stated the Flying Cow building is progressing very quickly. The contractor is anticipating being complete in early 2017 dependent on there are no unforeseen issues.

UpStreet Architects is working on the garage design. Still shooting to go out for bid at the end of February 2017.

The Office of the Budget has satisfied the “Special Conditions” requirement for Phase 1 of the Towanda Downtown Revitalization Project. The first payment application will now be reviewed and Manager Lane expects to start seeing reimbursements in the near future.

Now that Phase 1 “special conditions” are done, we will begin to put together a Phase 2 “Special Conditions” package and go through the process again.

The CDBG project bids were opened on Nov. 18th. The low bid was for \$7,500 submitted by Middendorf Contracting. (They were the only bidder)

**3. PennDOT Projects:**

**A. Main Street ADA Ramps –**

Manager Lane stated the contractor is finished for the season. They will complete any unfinished work while they pave in April of 2017.

**B. Bridge Street –**

Manager Lane also stated that work is finished for the season. HRI will finish the water connections from Fifth Street east in the spring and replace the sewer main during road construction next year.

**4. 2017 Budget -**

Manager Lane reviewed the proposed 2017 budget for all Borough accounts. There will not be a tax increase but Manager Lane is reducing the General Fund millage by .5 mills and increasing the Street Light millage by .5 mills. Overall, the property tax rate remains unchanged at 18.56 mills. He recommended Council make a motion to have the budget advertised and be adopted at the year-end meeting on December 27th at 6:00 PM. **Motion was made by Mr. Klinger and seconded by Mr. Kovalcin to advertise the 2017 budget as proposed in the Daily Review. Motion passed.**

**Street Lighting Agreement –** Manager Lane stated Penelec’s proposed rate increases that are waiting for approval (more than likely will happen), will cost the borough approximately 20% more to operate the streetlights (with the exception of the Merrill Parkway, which are lights owned by the borough). To help the borough offset these extra charges, Penelec is offering to convert the streetlights to energy efficient LED fixtures. We currently have 376 of the high-pressure sodium vapor street lights that will need converting. He presented a Street Lighting Agreement with a 10-year term for adding, replacing, removing and providing any additional or replaced units. Manager Lane asked for council’s permission to enter into this street lighting agreement. **Motion was made by Mr. Taylor and seconded by Mr. Kovalcin to enter into the agreement. Motion passed with Mr. Klinger abstaining from voting due to Penelec being his employer.** Note: Manager Lane stated that he would look into the Victorian Street Light fund to see if we can use some of this money to convert the Merrill Parkway lights to LED also.

**BOROUGH SOLICITOR’S REPORT:**

Solicitor Smith brought a few ordinances from other boroughs/townships concerning open burning for council members to review. One of the problems with enforcement is “not being sure what it is the residents are burning”. He suggested that a committee get together to give him direction in drafting a new ordinance.

Solicitor Smith also said the state statute reads that if you have a recycle program, you cannot burn what can be recycled. In addition, for boroughs over 5,000 people it is mandatory (may not apply to us).

Solicitor Smith also stated that he is waiting to hear from the county’s (Bradford) solicitor concerning the assignment of our state money. We would like to have the state send the money directly to the county to pay back our loan from them. He will give the county solicitor another phone call on this matter.

**BOROUGH SECRETARY REPORT:**

Secretary Kulick informed council about the request from North Rome Christian School to hold their annual 5K (or 10K) Eagle Run in the spring of 2017. Route # 2 will again be used. Secretary Kulick will be contacting the school to inform them of approval and that as usual, they will need to provide traffic control the day of the event.

Secretary Kulick presented **Resolution 2016-15** to Council. This resolution is to authorize CBPA (Central Bradford Progress Authority) issue Revenue Bonds as a loan to Guthrie Health, a PA non-profit corporation for \$48,000,000.

Motion to approve the resolution was made by Mrs. Lacek and seconded by Mr. Klinger. The vote was as follows:

Aye/Yes: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof and Mr. Taylor

Nay/No: None.

Absent: President Sweitzer

**Resolution No. 2016-15 carried.**

**ADMINISTRATIVE REPORT** - In packet.

**UNION SUB-COMMITTEE REPORT** – Nothing to report.

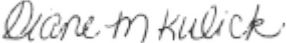
**FINANCIAL REPORT** – Motion was made by Mrs. Lacek and seconded by Mr. Klinger to pay the bills. Motion passed.

**PLANNING COMMISSION REPORT** – The special exception and Airbnb has been OK'd by both planning and zoning commission for Terrie Scarboro of 308 York Avenue.

**RECREATION REPORT** – Nothing to report.

**TMA/WMA/CBPA REPORTS** – Included in packets.

**ADJOURNMENT** - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Roof. Meeting adjourned at 7:46 PM.

  
Diane M. Kulick  
Towanda Borough Secretary

**TOWANDA BOROUGH SPECIAL COUNCIL  
MEETING MINUTES  
DECEMBER 27, 2016**

A SPECIAL meeting of the Towanda Borough Council was held on Tuesday, December 27, 2016 at the Municipal Building. The meeting was called to order at 6:01 PM, by Council President Paul Sweitzer, followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. Roll was called and recorded as follows:

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

ABSENT:

**CITIZENS TO BE HEARD**

None.

**PAYMENT OF 2016 YEAR-END BILLS**

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

**RESOLUTION 2016-16**

**ADOPTION OF THE 2017 GENERAL FUND BUDGET & SPECIAL FUNDS**

President Sweitzer asked if there were any questions regarding the proposed 2017 Borough and Special Funds Budgets.

Mrs. Lacek made a motion seconded by Mr. Long to adopt, by resolution, the 2017 Borough and Special Funds Budget as presented and advertised.

**The roll was called and recorded as follows:**

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

**NAY/NO:**

**ABSTAIN:**

**ABSENT:**

**Resolution 2016-16 carried unanimously.**

**ORDINANCE 2016-1**

**ADOPTION OF 2017 REAL ESTATE TAX LEVY**

Mr. Klinger made a motion seconded by Mrs. Miller to adopt, by resolution, the 2017 Real Estate Tax Levy Ordinance as presented.

**The roll was called and recorded as follows:**

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

**NAY/NO:**

**ABSTAIN:**

**ABSENT:**

**Ordinance 2016-1 carried unanimously.**

**NOTE: THE 2017 TAX MILLAGE RATE HAS NOT INCREASED. THE "GENERAL FUND" WAS LOWERED BY .50 MILLS AND THE "STREET LIGHT" FUND WAS RAISED BY .50 MILLS. THIS IS DUE TO THE EXPECTED RATE INCREASE FROM PENELEC THAT WILL HAPPEN THIS YEAR.**

**RESOLUTION 2016-17**

**APPROVAL FOR PAUL SWEITZER TO BE RE-APPOINTED TO CBPA BORAD AS MEMBER-AT-LARGE FOR 5 YEARS**

Mr. Sweitzer will hold this position with the Central Bradford Progress Authority as member at large for 5 years.

Mrs. Lacek made a motion seconded by Mr. Kovalcin to approve this appointment.

**The roll was called and recorded as follows:**

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

**NAY/NO:**

**ABSTAIN:**

**ABSENT:**

**Resolution 2016-17 carried unanimously.**

**OTHER BUSINESS**

The next meeting of council is scheduled for Tuesday, January 3, 2017, and this will be a regular meeting. This date is correct in the paper advertisement, but mistakenly typed as "Monday" in this meeting's agenda. Motion was made by Mr. Long and seconded by Mr. Klinger to move it to Tuesday, January 3, 2017.

**ADJOURNMENT**

Mrs. Lacek made a motion, seconded by Mr. Klinger to adjourn. Meeting adjourned at 6:08 PM.

*Diane M Kulick*

Borough Secretary