

**Towanda Borough
Regular Council Meeting Minutes
January 3, 2017**

The JANUARY 2017 regular meeting of the Towanda Borough Council was held on Tuesday, January 3, 2017, 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. Richard McGuire of 500 Ann Street (3rd Ward) was present to voice his concerns about the in town "burning issue". Mr. McGuire does not want a total burn ban. He told council that he is over 100 yards from the nearest residence and no offensive burning is done by him. He feels council should consider other alternatives, not a total ban. He feels that quick action by police should be practiced. This can be done by going to the scene of the complaint immediately to determine if the burning is offensive. Mr. McGuire also suggested permit burning with a fee of \$20 (or so) per year.

Mr. McGuire also was concerned about lack of fire hydrants in his neighborhood. Fire Chief Roof stated that there are three (3) hydrants around the neighborhood, and they can sufficiently hook up to any of them and reach the houses on Foster Road, Wilmot Drive, 6th Street and Ann Street. The hydrants have to be so many feet apart according to Chief Roof. They carry 2,000 feet of 5-inch hose that will go anywhere in town. Manager Lane stated that the size of the water line is only 2 inches and is not sufficient to feed a fire hydrant. We would probably have to replace that water line back to North Fourth Street to change. Chief Roof also stated that they can only use the fire hydrant so long and have to switch to the tanker trucks.

In conclusion, Mr. McGuire stated Ann Street looks a lot better since the borough crew did some paving in the fall. He appreciates it.

Mrs. Rhea Johnston of 500 Second Street (1st Ward) stated that she wants to be able to continue burning her papers. She does not want to lose her privilege to burn. She feels if people would report the improper burning when it is happening instead of waiting, the police could address it immediately.

President Sweitzer agreed that it is on the public to call and report problems to the police when they feel there is an issue with another resident's burning.

Vice-President Christini thanked Mr. McGuire and Mrs. Johnston for speaking of their concerns, and the ordinance reads "if the smoke leaves the property", it's illegal.

APPROVAL OF PREVIOUS MONTH'S AND YEAR-END MINUTES:

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

Another motion was made to approve the December 27, 2016, Year-End-Meeting minutes was made by Mr. Long and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reported a busy month with 15 calls and he stated that there were around 180 calls for the year (30% above normal). There were a number of calls for “mutual aid”. He stated that the tower requires inspection this year to certify it is in good working order, and certification is tough. As stated before, the tanker has to be filled from a hydrant, as the pump will not pull water from the river. Chief Roof has someone coming to town to look it over and estimate fixing costs. This person will also look at the tower truck.

Chief Roof also stated that they have stopped the breakfast fundraiser due to low attendance. He said they are planning on doing dinners every third Thursday of the month.

Chief Roof praised Officer Josh Lake for his efforts in saving 5 family members’ lives at a fire in their home on North Main Street on Christmas Eve. The fire resulted in total of loss of the home and contents. Officer Lake was on the scene of the fire, and kicked in the door to warn the family, and help aid them in escaping the burning home. The fire company is planning on honoring Officer Lake at a later date.

FIRE BOARD REPORT:

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

MAYOR’S REPORT:

Mayor Miller stated that Chief Epler is working on a state honor for Officer Lake in the future.

POLICE CHIEF REPORT:

Chief Epler was absent and Sergeant Lantz was present to cover his report. To help with budget constraints, Sergeant Lantz stated that the officers have decided to work 4 – 10 hour shifts to cover the borough 24/7, with 2 people on duty at night. The full-time officers will give up 3 holidays to use as floating holidays so the borough will always have this coverage.

Sergeant Lantz also stated that the department has received Federal forfeiture money to enable them to teach local school districts the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) active shooter program. He said the Sheriff’s office does the program and the certified officer(s) in our police department assist the sheriff’s office. He also stated that they are compensated by the Bradford County District Attorney’s Forfeiture Fund. He and Officer Hennessy are trained in instructing the program, along with several Sheriff’s Deputies.

December - 2016

245	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
7	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
7	NON-TRAFFIC CITATIONS	13	THEFT REPORTS
2	DUI ARRESTS	4	ANIMAL COMPLAINTS
39	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
0	OUT OF TOWN ASSISTS	0	K-9 SERVICES
3	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Miller stated there is nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight made it clear that one cannot burn garbage in the commercial districts of town. He also stated that newspaper ink does have a smell to it when burned. He also stated that much of the problem we have in the borough is the tenants unaware of the burning ordinance will burn everything (garbage), or hide the garbage in the dwelling when they move. Borough workers often find garbage bags with no stickers on them.

Included in his report: There were 10 permits issued in December 2016, with a work value of \$34,000. The value of the work for permits issued in the borough year-to-date is \$2,965,495. Permit fees paid in December 2016 is \$1,001. There were \$600 in Code Inspections charges in December, and the UCC reportable permits amount year-to-date is \$216.

PARKING REPORT: Due to construction about town there is no report for December 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. Downtown Revitalization Project-

Manager Lane attended a meeting at the Office of Budget in Harrisburg on Dec 19, 2016, to discuss TMA business and also visited the Office of the Budget program office of RACP (Re-development Assistance Capital Program administered by the Office of the Budget) concerning the progress of the parking garage, Flying Cow project, and the first-floor commercial development of the Towanda Terrace. He said we are very close to getting our first reimbursement from RACP.

2. 2017 Budgets -

The Borough budget was adopted on December 27, 2016. Real estate mills were not increased for the 2017 fiscal year.

Towanda Municipal Authority adopted their budget on December 16, 2016. It was decided there was a need to increase the rates this year due to the severe reduction in bulk water sales, septic reviewing at the WWTP and reduction in general metered services. Manager Lane would like everyone to keep in mind TMA water rates are very low compared to systems of comparable size.

3. 2017 Paving

Manager Lane stated that he will be meeting with PennDOT Municipal Services this month to go over several streets he has in mind to pave this year. He plans to stick with the process of paving streets - that see the most traffic. Essentially, to continue around the school area and work our way out.

He also stated there will be plenty of paving complete in the Borough this year. PennDOT plans on paving Main Street, reconstructing Bridge Street, and micro surface their portion of Packer Ave. In addition, Manager Lane stated that as part of PennDOT’ S Bridge Street project, Fourth Street from Bridge to Poplar will be paved.

Manager also spoke about Washington Street (alongside the theatre), as the bricks are pushing up to the road surface quite a lot. He would like to replace a manhole, sewer main, and two or three water sources before paving. He stated that TMA (Towanda Municipal Authority) will do the water and sewer part of it this year, and then the borough will plan on paving it the following year (2018).

4. SCI Complex

Manager Lane met with a rep from DCNR when she was in town to discuss the SCI building and the possibility of some recreational grants for the building itself. DCNR has a “Small Communities” program (for communities with a population less than 3000), in which we can apply for funding for up to a \$60,000 project. The idea is the YMCA would fund raise \$20,000 of matching cash and could be awarded \$40,000 in grant funding. There is a need to construct a wall to separate the weight room from the gymnasium, and to replace the gym floor with either a wooden basketball floor or multi-use gym floor material. Manager Lane

noted there is nothing official right now; he just wanted to keep everyone in the loop. The program from DCNR opens in January and closes in April. It was recommended by the DCNR representative that we update the Master Plan for the SCI. The last year it was updated was 2003. Also, Manager Lane noted that in 1980, the borough took money from Land & Water Conservation Fund. A condition of this program money is that the SCI will always be used as a recreational facility.

5. Street Light LED Conversation –

Manager Lane shared that the initial planning and paper work has begun in order to convert the existing HP SV lights to LED. He said all HP SV 70w and 100w will be replaced with 50w LED, and 200w HPSV will be replaced with 90w LED. He also requested the residential areas be completed first, and the decorative lights on Main Street last. Manager Lane stated that he will submit to Penelec the sequence of how he wants the 378 lights done. He is thinking from the south end to the north end of town.

MISCELLANEOUS –

Manager Lane presented the contract for Solicitor Smith to be our solicitor for year 2017, and asked for Council's approval. Motion to approve was made by Mr. Kovalcin and seconded by Mr. Christini. Motion passed.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith presented [Resolution 2017-2](#), resolution to settle condemnation of property owned by Christopher D. Carr, II (Flying Cow property).

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

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

[Nay/No:](#) None.

[Absent:](#) Mrs. Lacek

[Resolution No. 2017-2 carried.](#)

BOROUGH SECRETARY REPORT:

Secretary Kulick presented [Resolution 2017-1](#) to Council. This resolution is to appoint voting delegates to the Bradford County TCC (Tax Collection Committee).

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

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

[Nay/No:](#) None.

[Absent:](#) Mrs. Lacek

[Resolution No. 2017-1 carried.](#)

ADMINISTRATIVE REPORT - In packet.

UNION SUB-COMMITTEE REPORT – Nothing to report this month. However, this year (December 31, 2017) the Police Union contract expires and the committee will be meeting with the union and the police department to discuss a new contract beginning around June this year.

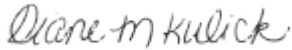
FINANCIAL REPORT – There were no bills to be paid this month.

PLANNING COMMISSION REPORT – It was noted that the subject of burning in the borough would probably be going to the Planning Commission for discussion.

RECREATION REPORT – Nothing to report.

TMA/WMA/CBPA REPORTS – Included in packets.

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



Diane M, Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
February 6, 2017**

The FEBRUARY 2017 regular meeting of the Towanda Borough Council was held on Monday, February 6, 2017, 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. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Sweitzer and Mr. Taylor

ABSENT: Mr. Christini, Mr. Roof

CITIZENS TO BE HEARD:

APPROVAL OF PREVIOUS MONTH'S AND YEAR-END MINUTES:

Motion to approve the January 3, 2017, regular meeting minutes was made by Mr. Long and seconded by Mr. Klinger. **Motion passed.** (Note: A small correction on pg. 2 "they" corrected to read "the" does not affect meaning.)

FIRE CHIEF REPORT:

Chief Roof was absent and Mr. Klinger reported that the fire company had their first dinner last month and it went well. He stated that they are planning on continuing with the dinners this month (third Thursday of the month).

There were 8 total incidences in January with one being in Towanda township.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

Mayor Miller stated that Joe DuPont, Towanda business owner contacted him concerning placing a historical sign outside 15 York Avenue honoring Pat Ballard. Mr. Ballard is said to have stayed at this address while taking care of his mother, and he wrote the 1954 popular song, "Mr. Sandman". Mayor Miller was told that this was confirmed by the historical society. **Council was asked to investigate whether this is authentic or not, and a motion was made by Mr. Klinger and seconded by Mr. Kovalcin to do so. Motion passed.**

Mr. DuPont also asked Mayor Miller about adding Towanda, Kansas, and the number of miles to there on a roadside sign that is near Wyalusing. The sign currently lists the number of miles to Towanda, Pennsylvania. No further action on this subject was taken, although it was noted that PennDot is the responsible party for the sign.

POLICE CHIEF REPORT:

Chief Epler stated that after meeting with the officers in the police department and getting the addendum to the police contract, they switched over to working 10 hour days beginning on Jan 14th. This change drops coverage hours by the least amount as possible. Prior coverage was 32 hours a day and the new coverage is 30 hours a day, and neither includes the SRO (School Resource Officer). So far, this is working well.

The janitor coverage was terminated on Jan. 25th to save \$4,500 dollars in the budget so the Department can use that money for part-time hours. As a result, the officers have picked up the cleaning duties.

Both speed timing devices were inoperable during the month, accounting for no speed citations. They have since been repaired.

Also, the Chief shared the area was attacked by a telephone scammer claiming to be the electric company. We heard of reports from New Albany to Sayre, and Towanda was not exempt. He stated that the department handled about 20 complaints in one day of mostly businesses being told that they had an overdue bill, and their power was going to be shutoff in 45 minutes if not paid. The police department warned citizens via Facebook to be aware, and had a very good response on that resource.

January – 2017

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

POLICE COMMITTEE REPORT:

Mrs. Miller stated there is nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for January 2017.

Included in his report: There were 17 permits issued in January 2017, with a work value of \$33,777. The value of the work for permits issued in the borough year-to-date is the same. Permit fees paid in January 2017 is \$1,344. There were \$602 for Towanda Borough in Code Inspections charges in January, and the UCC reportable permits amount year-to-date is \$16.

Mr. Haight also mentioned the zoning board hearing fees for “conditional use” / “special exception” be updated. The current deposit is \$500 special exception & additional costs. Mr. Haight feels we need to raise the deposit to cover the additional costs that might be incurred. If these costs do not exceed the amount of deposit, the balance of the deposit shall be refunded to the applicant. He stated that he will put something in writing for next month’s meeting.

PARKING REPORT: January 2017

- # Green Tickets Issued: 69
- # Yellow Tickets Issued: 10

- # Green Tickets Forgiven 1
- # Yellow Tickets Forgiven 0

- # Green Tickets Excused 5
- # Yellow Tickets Forgiven 1

# Paid W/N 48 Hrs @ ½ Cost	31
\$ Amount Paid w/n 48 Hrs	\$310
# Paid After 48 Hrs	5
\$ Amount Paid After 48 Hrs	\$100
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before Citations	100
	\$0
Revenue from Reserved Parking Spaces	\$2,600
Hours on Parking per Month	60
Police # of Tickets Written	0
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$0
TOTAL MONTHLY REVENUE	\$3,010

BOROUGH MANAGER’S REPORT -

Manager Lane reviewed his monthly report for Council.

1. Downtown Revitalization Project

Manager Lane stated the architect is finalizing the design of the garage, and should be finished by the end of this month. He is still planning on advertising for bids in March. Also, he stated the Flying Cow is very close to completion, and the next step with the Flying Cow is to complete an agreement with Chris Carr and finalize the land swap. Once the land swap is complete, the old Flying cow building will be torn down.

2. Fraud Policy

Manager Lane recently emailed council a draft Fraud Policy, which our auditor recommends Council adopt. This policy will be incorporated into the “Towanda Administrative Policy’s” (TAP). He stated, as long as there are no further comments, he would like council make a motion to have the Fraud Policy be included into the Towanda Administrative Policy as TAP # 38. Prior to this meeting, the Finance and Administration Committee reviewed the Policy.

Resolution 2017-3 - Towanda Borough & TMA Fraud Policy:

Motion to approve this resolution was made by Mrs. Lacek and seconded by Mr. Klinger.

The vote was as follows:

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

Nay/No: None.

Absent: Mr. Christini, Mr. Roof

Resolution No. 2017-3 carried.

3. 2017 Paving

If council agrees, Manager Lane would like to advertise for bids next month to pave State Street from Fourth Street to Convent Street and Pine Street from Western Ave. to Third. If bids come in close to the estimate, paving will continue on Pine Street to Main Street.

4. Abandoned Vehicles

Manager Lane updated Chapter 298 of the Towanda Borough code pertaining to abandoned vehicles. He noted, 1974 was the last time the chapter was updated. The updates he made were as follows: Identifying the towing garage (Jack Williams Garage), setting the storage fees per the garage owner Bobby Williams, and changing the bond requirement to carrying insurance. **He respectfully asked council to instruct the Borough Solicitor to begin the process of amending the Abandoned Vehicle ordinance. A motion was made by Mrs. Lacek and seconded by Mr. Klinger to have Solicitor Smith update Chapter 298 of the Borough Code. Motion passed.**

In continuing discussion about abandoned vehicles, Manager Lane stated that he was told the current ordinance is 2 years out of date. It needs to be amended and updated. It was suggested to have a committee work on this to redefine it so it can be enforced. This should be discussed by the code enforcement committee, the police, the solicitor, and the Planning Commission per Mr. Haight.

5. Street Light LED Conversation

Conversion of the first 42 lights have started. They are beginning mainly in the First Ward. Penelec also installed a decorative style LED light on South Main Street in front of the old State Farm building. This light was installed as a sample in order show what they look like before the rest of the Victorian lights are converted on Main Street.

MISCELLANEOUS – Concerning the lights on the flags at Veterans Memorial Park, the solar lights are not powerful enough to illuminate the flags, therefore, they took the American flag down for now, and are investigating a better way to illuminate the flags.

Also, Manager Lane stated that he has a call into the company that checks and fixes the red lights in the borough. The borough owns the red light but it is permitted by PennDot. Therefore, any changes to be made to the lights has to be permitted/applied for through PennDot (they make the decision on timing changes). The timing that is currently on the lights would need a traffic study to be performed at our expense in order to apply for the permit to change them.

Manager Lane also stated that the electric generation supplier contracts are up this year. He would like to give it to a broker and have the broker find a supplier for the borough. The broker only gets paid if they sell us the product.

President Sweitzer opened discussion about the Ben Franklin store that is rumored to be closing. He stated that the owner should be contacted as to the status of this store. In the past, the borough has tried to work with the store manager by changing Park Street to one-way which created more parking. However, that resulted in more parking for courthouse visitors. When the Ben Franklin store opens, there are no convenient places for customers to park. Also, there has not been a press release stating the store is closing. Manager Lane or President Sweitzer will contact the owner tomorrow to get some answers.

RE: BURNING IN BOROUGH ISSUE – President Sweitzer brought about discussion of the outdoor burning issue. After much discussion, it was decided to have the borough Solicitor along with Councilman Mr. Long draft changes to the current ordinance to ban burning in the borough. The only excep-

tions may be setting a fire approved by DEP for the purpose of: instructing personnel in firefighting; and (DEP approved) to prevent and control disease or pests. In addition, other exceptions may be: for cooking food (grilling, broiling and barbecuing) and fires set solely for recreational or ceremonial purposes within a certain diameter and height. As far as violations and penalties, council was in agreement to raise the first violation conviction to \$100, and the costs of prosecution; and for each subsequent violation, upon conviction, the fine can go up to \$1,000, and the costs of prosecution. **A motion was made by Mr. Taylor and seconded by Mrs. Lacek to have Solicitor Smith change and advertise Chapter 298 of the Borough Code. Motion passed.**

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he drafted the changes to the Abandoned Vehicle section of Code Chapter 298. He will bring that to council in March.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented **Resolution 2017- 4** to council. This resolution is to appoint the Borough Secretary as liaison between Towanda Borough and Berkheimer of Bangor, PA, for the purpose of sharing confidential tax information with the district for official purposes.

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

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

Nay/No: None.

Absent: Mr. Christini & Mr. Roof

Resolution No. 2017-4 carried.

ADMINISTRATIVE REPORT – Manager Lane stated the police pension fund is performing well.

UNION SUB-COMMITTEE REPORT – Nothing to report this month.

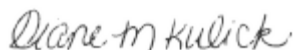
FINANCIAL REPORT – Motion was made by Mr. Klinger and seconded by Mr. Kovalcin to pay the bills. Motion passed.

PLANNING COMMISSION REPORT – Nothing to report.

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. Kovalcin. Meeting adjourned at 8:25 PM.



Borough Secretary
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
March 6, 2017**

The MARCH 2017 regular meeting of the Towanda Borough Council was held on Monday, March 6, 2017, 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 7:05 arrival, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor

ABSENT:

CITIZENS TO BE HEARD: Mr. Alex Piechocki, 15 Locust Avenue, introduced himself and stated he worked as an Environmental Engineer for a local company & wanted to talk about backyard burning. He had a hand out from EPA that was updated recently on 3/29/2016. This technical information viewed how this type of burning makes dioxin, and is hazardous to one's health. He stated to council that in order to make standard white paper, it has to be bleached with chlorine. Therefore, if you burn this and other chlorinated products in town, such as junk mail, in burn barrels with limited oxygen and fairly low temperatures, you will produce dioxins and smoke and other pollutants, and smolder away into the neighborhood.

Dioxin is formed as an unintentional by-product of many industrial processes involving chlorine such as waste incineration, chemical and pesticide manufacturing and pulp and paper bleaching. Dioxin in picograms (equal to one trillionth of a gram), affects health, can settle on crops, in waterways, and eventually end up in our food.

Mr. Edward Krause of Memory Lane introduced himself and stated he is in agreement to do away with burn barrels, as a number of people in his neighborhood practice open burning.

President Sweitzer thanked the guests for coming forward with a positive side to this ordinance change.

APPROVAL OF PREVIOUS MONTH'S AND YEAR-END MINUTES:

Motion to approve the February 6, 2017, regular meeting minutes was made by Mrs. Lacek and seconded by Mrs. Miller. **Motion passed.**

FIRE CHIEF REPORT:

Chief Roof reported 7 total calls in February 2017, most were out of town. He stated that he has a ladder class being held this month across the bridge (1st house on the right) at a house that is being torn down. Also, Chief Roof stated they will be having a firefighter survival class in this same house. This gives the younger guys in the fire department training hours. Everything is currently in good working order.

FIRE BOARD REPORT:

Mr. Klinger stated the Chief covered everything that was discussed at the last fire board meeting.

MAYOR'S REPORT:

Mayor Miller introduced Mr. Kevin Doupe, who just moved here from Vestal, NY. Mr. Doupe is involved in EMS and coaching with TAYSA (Towanda Area Youth Soccer Assoc.). He received a warm welcome from all present.

Also, Mayor Miller signed a MADD (Mothers Against Drunk Driving) Proclamation for Towanda Borough which runs from April 1 through April 21, 2017 (POWERTALK21).

POLICE CHIEF REPORT:

Chief Epler stated that he and Officer Lake attended a 1 day Glock armorer's school held at the Riverstone Inn.

He also stated Towanda Police department had 3 pursuits in 7 days in the month of February. 2 were foot pursuits and 1 was a vehicle pursuit which started on Ward Avenue and ended in Sheshequin Township off Water Road (after the suspect lost control and hit a tree). The 2014 Ford Explorer police vehicle sustained light damage to the front end which is being charged to the fleeing person's insurance. The damage estimate is \$2,256.92.

In another pursuit on Mix Avenue down to Merrill Parkway, the suspect hit a pole on Merrill and Mix that disabled the vehicle and the person was taken in custody for suspicion of DUI.

Chief Epler also stated that they have been giving notices of warning to people parking on Main Street between 2 and 6 AM (street sweeping, snow removal etc.) anytime.

February – 2017

287	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
36	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
1	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
2	DUI ARRESTS	3	ANIMAL COMPLAINTS
32	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	13	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
7	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Nothing new to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight talked about the building on 5 & 7 Bridge Street that partially collapsed in February. He stated that the facade of the building came apart, and the owners have an architect that is redesigning the structure. Wall 6 and 7 portion of the building are ok to be reopened. The building is secure now.

In talking about compliance action, Mr. Haight also said that some people who get citations continue to pay the fines rather than take care of the issues. Mr. Christini stated that this is why the quality of life ordinance should be looked at as this would be a way to increase fines for repeated offenders.

Mr. Haight reviewed the report for February 2017.

Included in his report: There were 9 permits issued in February 2017, with a work value of \$219,505.00. The value of the work for permits issued in the borough year-to-date is \$248,282.00. Permit fees paid in February 2017 is \$1,106.58. Paid was \$791.58, for Towanda Borough in Code Inspections charges in February 2017, and the UCC reportable permits amount year-to-date is \$24.00.

PARKING REPORT: February 2017

Green Tickets Issued: 116
 # Yellow Tickets Issued: 4
 # Green Tickets Forgiven 5

Borough Council Meeting Minutes
March 6, 2017

# Yellow Tickets Forgiven	0
# Green Tickets Excused	2
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	25
\$ Amount Paid w/n 48 Hrs	\$250
# 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	3
	\$60
Revenue from Reserved Parking Spaces	\$2,600
Hours on Parking per Month	68
Police # of Tickets Written	0
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$0
TOTAL MONTHLY REVENUE	\$3,010

BOROUGH MANAGER'S REPORT -

Manager Lane reviewed his monthly report for Council.

1. Downtown Revitalization Project

Manager Lane stated that we received the first RACP reimbursement for \$411,847. In turn, we then made the first payment on the "Bradford County Infrastructure Loan".

The architect is continuing to work on the design of the parking garage. He plans to have it ready for bid shortly.

2. 2017 Paving

The first advertisement is in today's Daily Review. The second advertisement will be in the paper on March 13th. The bid opening is scheduled for March 24th at 12:00 Noon. Manager Lane is presenting the bid tabulation and request for approval to accept the low bid at the April 3rd council meeting.

3. Abandoned Vehicles

The Public Works and Police Committee met on February 27th to discuss updating the abandoned vehicle ordinance. Manager Lane stated the discussion included definitions of "vehicles" and "trailers". He said they plan to continue the discussion at this month's Public Works and Police meeting, after they gather more information.

4. YMCA / SCI Lease

The Borough Manager previously discussed the (LWCF) "Land & Water Conservation Fund" relating to the Borough's lease with the YMCA. He received notification from their representative, and she provided a few action items we need to address in order to be compliant with the "LWCF". The "LWCF" is requesting we provide a corrective deed to include wording that states the building will only be used for recreation. They would also like an addendum to the Lease agreement with the YMCA, which spells out, the agreement, is for "Operations and Maintenance" only, and a few other minor wording requirements. Manager Lane will author the addendum and present it at next month's council meeting.

5. Electric Generation

After much research, Manager Lane has narrowed down the choice to two brokers. "Incite" and "APPI". He stated both brokers seem to be qualified and experienced in the business. "APPI" is recommended by the Pennsylvania State Association of Boroughs. "Incite" seems to have better technical tools to monitor usage and help identify power savings via a web interface. **Manager Lane asked council for their approval for him to sign the agreement with a broker that he chooses in order to negotiate our electric supplier. A motion was made by Mr. Christini and seconded by Mr. Kovalcin. Motion passed.**

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith provided a copy of the draft of an ordinance to regulate the conduct of open burning and emission of smoke within the Borough of Towanda. Solicitor Smith reviewed the entire draft ordinance with council. He will make changes agreed to in the new ordinance before he advertises in the Daily Review. He again asked permission to advertise in ample time before the next meeting so council will be able to vote on it at the regular council meeting on April 3, 2017.

Motion to go forward and advertise this ordinance and make available for public view was made by Mrs. Lacek and seconded by Mr. Taylor. Motion approved. Solicitor Smith will prepare with the changes council agreed upon.

Solicitor Smith also presented **Resolution 2017- 6** to council. This resolution is to execute agreement to be entered into between Towanda Borough and Chris Carr (Flying Cow) & deed.

Motion to approve the resolution was made by Mr. Klinger and seconded by Mr. Kovalcin. The vote was 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: None.

Absent: None.

Resolution No. 2017- 6 carried.

BOROUGH SECRETARY REPORT:

Secretary Kulick told council that the annual Racing Heart 5K Run is to be held on March 6, 2017. They will again be using Route #2. Secretary Kulick also reminded the 5K organizer that traffic control be provided.

Secretary Kulick presented **Resolution 2017- 5** to council. This resolution is to give permission for the Borough to use dotGrants on-line reporting system to file Liquid Fuels forms annually.

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, Mr. Sweitzer and Mr. Taylor

Nay/No: None.

Absent: None.

Resolution No. 2017-5 carried.

ADMINISTRATIVE REPORT – Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – Nothing to report this month. We will be starting soon to negotiate the Police contract. This includes President Sweitzer, Mrs. Miller, and Rick Lewis on the committee. President Sweitzer stated that any council member may join the committee.

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

PLANNING COMMISSION REPORT – Nothing to report.

RECREATION REPORT – Nothing to report.

TMA/WMA/CBPA REPORTS – Included in packets.

MISCELLANEOUS – Mayor Miller asked if we had heard anything about the grant for the bike trail study. Manager Lane stated that he received the “grant agreement” / contract last Friday. He will have more information next month.

Also, Mr. Klinger informed council that he is again running for council in the 3rd Ward, and has all the signatures he needs. He also stated that a constituent talked to him about the fantastic job our borough employees do. He didn’t feel the borough employees got a lot of recognition they deserve. He told Mr. Klinger that recently he saw them working on a broken water line in the pouring rain in a muddy ditch in January. Another thing his constituent stated is that he has called the borough with concerns, and talked to Manager Lane, who has addressed his concerns almost immediately. President Sweitzer commented and praised the small borough crew that takes care of the water and sewer lines. Their coverage is phenomenal.

Several comments were made about updating the borough web site and including the borough budget. Manager Lane stated that this can be done and most recently we did have some website issues due to our provider making changes of which we were not aware. The carrier gave us a way to get around it, and we can work on it now. He will make sure it gets updated.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Klinger. Meeting adjourned at 8:35 PM.

Diane M. Kulick
Borough Secretary
Towanda Borough Secretary



Wastes - Non-Hazardous Waste - Municipal Solid Waste

You are here: [EPA Home](#) [Wastes](#) [Municipal Solid Waste](#) Backyard Burning

- [Backyard Burning](#)
- [Where You Live](#)
- [Human Health](#)
- [Environmental Effects](#)
- [Publications](#)
- [Related Links](#)

Backyard Burning

Backyard burning refers to the burning of household trash by residents on their own property. Trash typically burned can include paper, cardboard, food scraps, plastics, and yard trimmings—essentially any materials that would otherwise be recycled or sent to a landfill. Burning usually occurs in a burn barrel, homemade burn box, wood stove, outdoor boiler, or open pit. Air emissions from backyard burning are released directly to the atmosphere without being treated or filtered.

Why People Burn their Trash

Backyard burning is common in many areas of the country. People burn trash for various reasons—either because it is easier than hauling it to the local disposal site or to avoid paying for regular waste collection service. In the past, backyard burning may have been the only way that many rural Americans could get rid of their waste. Today, however, almost everyone can obtain reasonably priced waste collection or take their waste to a conveniently located drop-off center as alternatives to backyard burning. Many state, local and tribal governments prohibit or restrict some or all backyard burning of waste. Even where restrictions exist, however, many people continue to burn.

It's a Health Hazard

Most people who burn their waste do not realize how harmful this practice is to their health and to the environment. Current research indicates that backyard burning is far more harmful to our health than previously thought. It can increase the risk of heart disease, aggravate respiratory ailments such as asthma and emphysema, and cause rashes, nausea, or headaches. Backyard burning also produces harmful quantities of dioxins, a group of highly toxic chemicals that settle on crops and in our waterways where they eventually wind up in our food and affect our health. The [Human Health](#) page provides more information about the dangers of dioxin.

Burn Barrel Science

Typically, dioxins do not exist in materials before they are incinerated, but are produced when waste is burned. Significantly higher levels of dioxins are created by burning trash in burn barrels than in municipal incinerators. Household burn barrels receive limited oxygen, and thus burn at fairly low temperatures, producing not only dioxins, but a great deal of smoke and other pollutants. Unlike the



barrels and boxes used in backyard burning, large incinerators are required by EPA regulations to have stringent pollution control systems that reduce dioxin emissions primarily by preventing their formation. Backyard burning is also particularly dangerous because it releases pollutants at ground level where they are more readily inhaled or incorporated into the food chain. For more information on dioxin formation and sources, visit [EPA's Dioxin page](#).

**Towanda Borough
Regular Council Meeting Minutes
April 3, 2017**

The **APRIL 2017** regular meeting of the Towanda Borough Council was held on Monday, April 3, 2017, 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. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Sweitzer and Mr. Taylor

ABSENT: Mr. Christini, Mr. Roof

CITIZENS TO BE HEARD: Mr. Ray Fleming, Mr. David Guffey and Mr. Tom Neilson, Elders of the First Presbyterian Church, 5 Court Street, Towanda, were present to ask for consideration for an additional sign facing Merrill Parkway, and having an internally illuminated sign. This would reference Zoning Ordinance 325-47 Signs A (1) (c) [1] Institutional signs. Signs identifying schools, colleges, churches, hospitals or other institutions of a similar public or semipublic nature may be erected and maintained; however: [1] which allows for only one sign erected upon the premises unless the premises front is upon more than one street, in which case up to two signs may be erected along each frontage. The wording for the Residential District 325-47 Signs A (1) [1] [b] Nameplate & identification signs. [b] Only one sign may be erected per dwelling unit, except in the case of a corner lot or through lot, in which case two signs may be erected, one sign facing each street.”

Mr. Neilson stated the church faces the Bradford County Courthouse, with a sign in front of the building that faces the Courthouse where the church displays announcements to the public. He said this sign cannot be seen very well. Mr. Neilson also asked why the internally illuminated signs were prohibited, and stated it is easier to update the signs by computer than physically changing the lettering outside. Lastly, he stated that they would follow the terms and conditions of an amended ordinance, and asked what the next step is in the process that would enable the church to have another sign. President Sweitzer stated there will be a regular Planning Commission meeting held on the 18th of April, at which time this will be addressed. Mr. Neilson stated that he plans on being at this meeting. Solicitor Smith stated that if the verbiage is changed, the approved ordinance would need to be amended.

APPROVAL OF PREVIOUS MONTH’S AND YEAR-END MINUTES:

Motion to approve the March 6, 2017, regular meeting minutes was made by Mr. Taylor and seconded by Mrs. Lacek. **Motion passed.**

FIRE CHIEF REPORT:

Chief Roof was absent, and Mr. Klinger stated that he had nothing to report from the Chief. The incident report is included in the packet.

FIRE BOARD REPORT:

Mr. Klinger stated there was nothing to report.

MAYOR’S REPORT:

Mayor Miller stated the Little League Opening Day Parade will take place on Saturday, April 29th.

POLICE CHIEF REPORT:

Chief Epler was absent, and Mayor Miller reviewed the report included in the packet.

Chief Epler’s report included the following:

Conducted a DUI roving patrol on Friday and Saturday of Saint Patrick’s day weekend.

They weathered the unwelcomed late winter storm along with the rest of the Borough Crew and residents.

They had a very busy month with incidents being up well over 100 above normal and 5 DUI's.

March – 2017

415	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
47	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
7	NON-TRAFFIC CITATIONS	7	THEFT REPORTS
5	DUI ARRESTS	7	ANIMAL COMPLAINTS
28	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	16	WARNINGS ISSUED
0	OUT OF TOWN ASSISTS	0	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Nothing new to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for April 2017.

Included in his report: There were 5 permits issued in March 2017, with a work value of \$29,620.00. The value of the work for permits issued in the borough year-to-date is \$283,402.00. Permit fees paid in March 2017 is \$322.00, and year-to-date is \$2,772.58. Code Inspections fees in March 2017 - \$322.00, and the UCC reportable permits amount year-to-date is \$32.00.

PARKING REPORT: March 2017

# Green Tickets Issued:	37
# Yellow Tickets Issued:	0
# Green Tickets Forgiven	5
# Yellow Tickets Forgiven	0
# Green Tickets Excused	0
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	13
\$ Amount Paid w/n 48 Hrs	\$130
# Paid After 48 Hrs	3
\$ Amount Paid After 48 Hrs	\$20
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$23
Delinquent Tickets before Citations	23
	\$330

Revenue from Reserved Parking Spaces	\$2,600
Hours on Parking per Month	50
Police # of Tickets Written	2
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$20
TOTAL MONTHLY REVENUE	\$3,123

BOROUGH MANAGER’S REPORT -

Manager Lane reviewed his monthly report for Council.

1. Downtown Revitalization Project-

Manager Lane stated they are working on the punch list with Middendorf Contracting to finish the Flying Cow, and waiting for the bank to finish their due diligence to move the mortgage to the new building. Once complete the property transaction will take place.

The architect said he is committed to having the specs and plans for the garage finished this week.

2. 2017 Paving -

Bids for the 2017-paving project were publically opened on March 24 at noon in the Towanda Borough Council room. The results were as follows:

1. Glenn O. Hawbaker, Inc. - Base Bid - \$48,219
Alternate Bid - \$35,393
Total - \$83,612
2. M.R. Dirt, Inc. - Base Bid - \$49,080.55
Alternate Bid – \$32,685.65
Total - \$81,766.20
3. Bishop Brothers Co. Inc. - Base Bid - \$42,273.92
Alternate Bid - \$27,241.69
Total - \$69,515.61

Manager Lane has reviewed all the bid documents from all three contractors and requested council to accept the low bid of \$69,515.61, from Bishop Brothers Co. Inc. The motion was made to accept the low bid of \$69,515.61, was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

3. SCI Lease –

Solicitor Smith has prepared an addendum to the current YMCA lease. Manager Lane sent the document to DNCR for review and will present it to the YMCA once DCNR has approved the addendum.

4. Electric Generation –

Manager Lane chose to use “Incite” as our broker for electric generation. They have provided several options from four suppliers. There is a substantial decrease in per KWH compared to our current price. Enclosed is a price sheet with a couple of different options. He is waiting for more options for them.

5. Snow Storm Stella – FEMA

FEMA has offered monetary assistance for the snow removal during 48 hours of the snowstorm. In order to be eligible the county as a whole must meet a threshold of \$226,065. This includes all municipalities, school districts, county and state workers that removed snow.

Manager Lane has prepared and submitted \$13,006 of snow removal expense on behalf of Towanda Borough for March 14 & 15. FEMA is reimbursing 75% of the expense. This would make the reimbursement to the Borough \$9,755.

NOTE: As of this meeting our state did not come close to the cost that was estimated to be eligible to reimburse our town (and all PA towns).

6. College Run –

Manager Lane spoke with G. DeVincentis, and they plan to return on site Monday April 17, weather permitting.

7. Central Bradford Trail -

Manager Lane has received all the information relating to the DCNR grant that the “Borough” was awarded. He plans to work with the other municipalities involved to put together an RFP for the feasibility study.

8. BCVMPA –

Joe and the BCVMPA are planning to install more powerful lights directed at the flags. The current solar lights are not bright enough due to the “light pollution” from the surrounding area streetlights and traffic. They have the money on hand, which is a condition of our contract with the BCVMPA.

9. Main Street Paving –

The contractor is planning to start work on Main Street before the end of April. They will start with finishing the ADA ramps (there are four left) then complete all required base repair. The paving depending on weather, will be done in the June timeframe. Also, Manager Lane stated the paving will be done at night.

10. Bridge Street -

Work will start again on Bridge as soon as possible. The original plan was to begin again on March 13th, however over two feet of snow put a damper on those plans. They will finish connecting water services to the new main then start the installation of the new sewer main.

11. 2016 Borough Audit Report –

Manager Lane stated the 2016 audit is currently wrapping up. Lochen & Chase will be finished with the report this week. Once complete we will submit the report to DCED. Also, because we received over \$750,000 in Federal monies, Lochen & Chase will have to do a more thorough audit. That may happen beginning next month (May).

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith presented the following ordinance for adoption by Council. He stated with a minute punctuation correction, this is ready to be voted on.

Ordinance 2017-1 – To Regulate the Conduct of Open Burning and Emission of Smoke within the Borough of Towanda

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

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

Nay/No: None.

Absent: Mr. Christini, Mr. Roof

Ordinance No. 2017-1 carried.

BOROUGH SECRETARY REPORT:

Secretary Kulick stated the First Presbyterian Church is requesting permission to close off Court Street for a planned Easter Egg Hunt on Saturday, April 8, 2017, from 11:00 AM to approximately Noon. It will be held on the church's lawn and the BC Courthouse lawn. Motion was made by Mrs. Lacek and seconded by Mr. Kovalcin. Motion passed. Mrs. Kulick will contact the Church with word of the approval.

ADMINISTRATIVE REPORT – Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – Nothing to report this month.

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

PLANNING COMMISSION REPORT – Nothing to report.

RECREATION REPORT – Mr. Kovalcin reported that the committee is working on "Concerts in the Park" for the summer.

TMA/WMA/CBPA REPORTS – Included in packets.

Also, Manager Lane reported that he and Shane Walker attended the PA Rural Water Conference in State College, PA.

In addition, Manager Lane stated that the water well site in North Towanda is connected and the Pilot

Plant study has begun.

MISCELLANEOUS – Mr. Frank Innes, Shade Tree Committee member was present as a guest and stated that he talked to the guidance office secretary at Towanda High School about maybe having some science class students get outside to learn about the trees in the Borough. The Secretary said she would send an email to all of the science teachers. Mr. Innes also stated that he gave her Mr. Lacek's phone number if they (the teachers) are interested in this type of project.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Klinger. Meeting adjourned at 7:56 PM.

Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
May 1, 2017**

The **MAY 1, 2017** regular meeting of the Towanda Borough Council was held on Monday, May 1, 2017, 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. Sweitzer and Mr. Taylor

ABSENT: Mrs. Lacek, Mr. Roof

CITIZENS TO BE HEARD:

Mr. Tom Neilson, an Elder of the First Presbyterian Church, 5 Court Street, Towanda, was present to ask if there were any updates from last month's meeting. The FP Church requested consideration for an additional sign facing Merrill Parkway, and also having an internally illuminated sign.

Vice President Christini stated that nothing has happened since the Planning Commission meeting, and tonight Mr. Haight will report on the meeting and Council will choose to take action or not.

APPROVAL OF PREVIOUS MONTH'S AND YEAR-END MINUTES:

Minutes approved with the following change - Mr. Taylor stated on page 5, #10, Bridge Street, the last sentence reads: "Also, Manager Lane stated the paving will be done at night." This should be the last sentence on page 4, #9, as last sentence under Main Street Paving (Main Street will be paved at night).

Motion to approve the April 3, 2017, regular meeting minutes, with the change listed above was made by Mr. Taylor and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent. There was no report for fire incidents. Mr. Klinger stated that there is nothing new to report.

FIRE BOARD REPORT:

Mr. Klinger stated he attended the meeting and there was nothing new to report.

MAYOR'S REPORT:

Mayor Miller stated that on April 30th Towanda Little League held the opening day parade & home run derby. He said it was a great turnout and bad weather held off.

POLICE CHIEF REPORT:

Chief Epler submitted the 2016 year end review and the 2017 April monthly report.

In the monthly report he reported the following:

In an audit by the Commission on Crime and Delinquency for Juvenile reporting and recordkeeping, the department passed and was granted and upgrade in status from reporting monthly to reporting per event.

An officer attended mandatory DUI conference in State College. Some equipment was ordered for the DUI trailer, and the department will be reimbursed in full for this from a state grant.

Chief Epler also stated that there have been approximately 12 violations of the Open Burning Ban since last month. All received a verbal warning and were made to extinguish the fire. There have been no repeat offenders.

April 2017 – Monthly Report

428*	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
26	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
13	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
1	DUI ARRESTS	6	ANIMAL COMPLAINTS
66	DISTURBANCE CALLS	7	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	10	WARNINGS ISSUED
4	OUT OF TOWN ASSISTS	0	K-9 SERVICES
9	CRIMINAL ARRESTS		

*Updated amount for entire month the Chief stated in this meeting.

In the 2016 yearly report Chief Epler listed the following:

Yearly Report - 2016

3326	COMPLAINTS RECEIVED	9	JUVENILE PETITIONS
392	TRAFFIC CITATIONS	120	THEFT REPORTS
90	NON-TRAFFIC CITATIONS	68	ANIMAL COMPLAINTS
22	DUI ARRESTS	58	VEHICLE DOORS OPENED
456	DISTURBANCE CALLS	118	WARNINGS ISSUED
95	CRIMINAL ARRESTS	53	MOTOR VEHICLE CRASHES

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing new to report, but Mr. Long stated that he attended the Police Civil Service Commission meeting on April 17th, and it was discovered that Mr. Long was on both the Police Civil Service Commission and the Police Committee. This raises a “conflict of interest”. Therefore, Mr. Long resigned from the Police Committee. Mr. Taylor was assigned to the Police Committee by President Sweitzer in this meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for April 2017.

In addition, Mr. Haight discussed the results of the Planning Commission meeting that took place on April 17th, to discuss the sign request from First Presbyterian Church - asking permission to add an additional sign facing Merrill Parkway, and to have an internally illuminated sign as well.

There was not a quorum at the meeting to enable them to make a recommendation to council. The next Planning Commission meeting will take place on May 16th, to discuss this (with a quorum) once again, and make a recommendation to council. Also, it was said that the Planning Commission committee normally has 8 members, and they now have 1 vacancy. This vacancy/opening will be mentioned in the Daily Review by reporter Mr. Lowenstein, who attended this meeting.

Manager Lane added that if the Planning Commission has a quorum, and presents formal minutes to Council as a recommendation, Council will then decide to have the Borough Solicitor make a change, or they may decide to not make a change.

PARKING REPORT: April 2017

# Green Tickets Issued:	54
# Yellow Tickets Issued:	7
# Green Tickets Forgiven	0
# Yellow Tickets Forgiven	1
# Green Tickets Excused	1
# Yellow Tickets Forgiven	1
# Paid W/N 48 Hrs @ ½ Cost	13
\$ Amount Paid w/n 48 Hrs	\$130
# Paid After 48 Hrs	5
\$ Amount Paid After 48 Hrs	\$100
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before Citations	8
	\$150
Revenue from Reserved Parking Spaces	\$2,620
Hours on Parking per Month	60
Police # of Tickets Written	6
\$ Amount Paid W/N 48 Hours	\$50
\$ Amount Paid After 48 Hours	\$0
TOTAL MONTHLY REVENUE	\$3,050

BOROUGH MANAGER’S REPORT -

Manager Lane reviewed his monthly report for Council.

1. Downtown Revitalization Project-

Manager Lane stated that Phase I of Phase II (The Flying Cow) is wrapping up. The details are being worked out for the property transaction, which has many moving parts and not a typical transaction.

Manager Lane then stated the final design for the Parking Garage is complete, and he asked for approval by council to advertise for bids for the construction of the garage. **A motion to give him approval was made by Mr. Long and seconded by Mr. Klinger. Motion passed.**

2. 2017 Paving -

As discussed at last month’s council meeting, Manager Lane, has issued a change order to add two more blocks of Pine Street to the 2017-paving project. The change order will add \$18,384.30 to the

contract with Bishops. The new total with the change order for the project is \$88,899.91. This amount is still within what was budgeted, and the borough will use all liquid fuels money for the project. Manager Lane requested permission from council to add the change order to the contract with Bishops.

A motion was made by Mr. Klinger and seconded by Mr. Taylor to allow Manager Lane to sign the change order contract.

Manager Lane also stated that all required documentation will be executed this week with Bishops.

3. SCI Lease –

Manager Lane presented the “Lease addendum” to the Bradford County YMCA advisory board and they agreed to the amendment. Once returned, he will submit the amendment to the “Land and Water Conservation Fund”

4. Electric Generation –

Manager Lane recommends the Borough go with a 24 month “all in” fixed rate (a 25% reduction in our current “generation” cost). Manager Lane discussed the rates he has been offered and asked for permission from council to sign the best possible contract.

A motion was made by Mr. Taylor and seconded by Mrs. Miller to allow Manager Lane to sign a contract with an electric generation supplier.

5. Snow Storm Stella – FEMA

Manager Lane stated that most of us are aware by now that the 10 counties included in the snow emergency (including Bradford), did not meet the state threshold for FEMA funding.

6. College Run –

Manager Lane stated the project has once again began. G. DeVincentis decided to bring in three crews in an effort to complete the project by June. They have made great progress up College Ave. and plan to divert the creek this week.

Central Bradford Trail –

Manager Lane stated that he has started work on the RFP (Request for Proposal) for the trail study. DCNR has very specific requirements and he has reached out to them for assistance, and should be hearing back from them shortly.

7. Main Street Paving –

Manager Lane stated the base repair work for Main Street is complete. PennDOT’s contractor is planning to start milling and paving in June. Manager Lane stated that the borough will have the street sweeper run through this area this week.

8. Bridge Street -

Manager Lane stated the water line work is complete. All street interconnections and lateral connections are finished. Work will begin on the sewer main next.

9. CDBG – Resolution –

Manager Lane stated the proposed Federal Fiscal Year 2017-2018 Budget calls for the elimination of the Community Block Grant Program also known as CDBG. This program has played an integral role in our community. He said Towanda has used CDBG funds for many projects over the years. CDBG has replaced sidewalks and storm drains, ADA upgrades, demolition of 319 Poplar Street,

and most recently the handicap sidewalk ramp at the Parking garage site. Therefore, he asked Council to adopt a resolution opposing the elimination of these funds.

Resolution 2017-7 – Council opposes elimination of the Community Development Block Grant Program (CDBG).

Motion to approve the resolution was made by Mr. Long and seconded by Mr. Taylor. The vote was as follows:

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

Nay/No: None.

Absent: Mrs. Lacek, Mr. Roof

Resolution No. 2017- 7 carried.

10. Abandoned Vehicles –

The Public Works and Code Enforcement Committee has been meeting to discuss Borough Code Chapter 298 “Abandoned Vehicles”. Jim Haight and Manager Lane with Solicitor Smith and provided him with the information collected from the committee. The committee plans on meeting again soon.

11. Spring Clean Up

Spring Clean-up is scheduled for May 19th and May 20th. Please spread the word. This is a great opportunity for residents to discard their burn barrels at no cost to them.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith asked for the following resolution:

Resolution 2017-8 – Resolution to Extend the Agreement of Sale with Christopher D. Carr, II.

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

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

Nay/No: None.

Absent: Mrs. Lacek, Mr. Roof

Resolution No. 2017- 8 carried.

BOROUGH SECRETARY REPORT:

Secretary distributed a letter to Council from Jay Cory, a 26 year employee of Ben Franklin store, who desires to purchase the store. Mr. Cory’s talking points were that the construction of the parking garage would impact his business because the lot (where the public can park) will be consumed by construction. Mr. Cory asked for temporary consideration of parking spaces outside his door. It was decided there was enough support for a resolution.

Resolution 2017-9 – To convert (10) 3 hour limited free, parking spaces on the north side of Park Street, from Main Street to Bill Sick Lane, to reserved parking spaces for the Ben Franklin store, enacted until the parking garage project is complete. This resolution is contingent upon Mr. Jay Cory presenting the borough with a legal, contracted sales agreement to purchase the Ben Franklin store.

Motion to approve the resolution was made by Mr. Taylor and seconded by Mr. Kovalcin. The vote was as follows:

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

Nay/No: None.

Absent: Mrs. Lacek, Mr. Roof

Resolution No. 2017- 9 carried.

ADMINISTRATIVE REPORT – Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – Nothing to report this month.

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

Also, Manager Lane stated that the Borough received the 1st “Payment in Lieu of Taxes” from the Towanda Terrace.

PLANNING COMMISSION REPORT – See notes under CODE ENFORCEMENT/PUBLIC WORKS REPORT part of this meeting.

RECREATION REPORT – Mr. Kovalcin reported that the committee has received some confirmations from performers for “Concerts in the Park” for the summer. The concerts will be held on Thursday’s at 7 PM, beginning in mid-June.

TMA – It was noted that Mr. Christian is moving out of town. Therefore, there will be an opening on the Towanda Municipal Authority Board. Visitor Mr. Kevin Dupree was present at this meeting and did express an interest in the board. He will get in touch with Manager Lane if he desires to be considered for this board.

WTMA – Included in packets.

CBPA REPORTS – Included in packets.

MISCELLANEOUS – Nothing further to add.

ADJOURNMENT - Motion to adjourn was made by Mr. Klinger and seconded by Mr. Kovalcin. Meeting adjourned at 8:47 PM.

Diane M. Kulick

Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
June 5, 2017**

The **JUNE 2017**, regular meeting of the Towanda Borough Council was held on Monday, June 5, 2017, 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, Mrs. Miller, Mr. Sweitzer and Mr. Taylor

ABSENT: Mr. Long and Mr. Roof

CITIZENS TO BE HEARD:

Mrs. Mary Brown, owner of New 2U Consignment/Craft Shop, 207 Main Street, Towanda, was present to talk about the parking issue in town and when the parking garage is being constructed in the near future.

President Sweitzer stated Ben Franklin is a key store, and council tried to help in the effort to keep it open by granting the 10 spaces to the manager, Jay Cory, who said he was buying the business. However, this was contingent upon Mr. Cory presenting a legal contracted sales agreement between him and Ben Franklin Store's current owner.

Mrs. Melanie Manchester, owner of Main Street Hair & Nails Salon introduced herself and asked why one store is getting spots for free. She stated that she contacted the Ben Franklin store owner, and he told her that the Towanda store has been losing money for the last year.

Mrs. Brown stated that that she would like to share the 10 spots with all the other stores rather than just 1 store having all 10 spots. If not, she would like to rent 3 spots for her store while the parking garage is being built. At this time, President Sweitzer stated that council will talk about this under advisement and come forward with some answers.

Mr. Rick Lewis of 222 Poplar Street stated that he has a problem with 2 letters he received for "weeds". He received one on May 20th, and one on May 23rd, but he had taken care of the weeds on May 20th. He was a little aggravated about this because last year he received a letter dated May 12, 2016, that stated he has unlicensed, uninspected cars on his property. He invited Chief Epler and another officer to his property to verify that they were all licensed, inspected and insured. Mr. Lewis feels that property maintenance needs to do a better job of checking on things before sending out notices to citizens. He stated they still have houses without numbers on them, and this needs to be followed up. He also stated that he felt a phone call would accomplish the communication needed to get him to comply instead of 2 letters that waste tax payer money.

Mr. Lewis also stated that he has been going back through records, and there is a property on Pine Street that has been listed on the non-compliance report for 4 to 5 years. He wondered why is it still not in compliance, as we have borough personnel assigned to take care of these issues. Also, he noticed on a report that an apartment at 607 Second Street did not pass inspection the first time due to non-compliance issues. He stated that he noticed something listed on the sheet that needed maintenance, and to date, it has not been fixed. He claimed he checked further into the records and could not find where it had been inspected again and passed, but he observed the apartment is currently rented.

As far as further compliance issues that were listed, Mr. Lewis stated the code report has 53 properties with weeds. He wanted to know who they are and are the weeds noxious or obnoxious. He stated his property has cultivated (weeds). He said there are weeds on borough properties as well. In ending, he said that he would like to see the property maintenance person out on the street. President Sweitzer thanked Mr. Lewis for his comments.

Mr. Tom Neilson, an Elder of the First Presbyterian Church, 5 Court Street, Towanda, was present concerning the church's request to add 1 sign, plus an additional internally illuminated sign (LED) facing Merrill Parkway. President Sweitzer stated that for the second month there was not a quorum at the Planning Commission meeting held on May 16th. They must meet to discuss and make a recommendation to council. The next Planning Commission meeting will take place on June 20th (with a quorum) to discuss and consider the church's request.

Manager Lane stated that we do have 3 people (NOTE: There are 4 at the time of preparing these minutes.) that are interested in being on the planning commission board, and we do currently have 1 opening. The plan is to talk to these 3 people and fill the open spot, plus ask if there is anyone that is on the commission now who would like to step down, we should be able to fill their spot(s).

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the May 1, 2017, regular meeting minutes was made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that everything was in good working order, however, the tower truck needs some repair work that could cost \$10,000 to \$15,000, with some of the work done in house. He stated that we may not want to keep putting \$10,000 plus into the truck every year. We paid \$40,000 for the tower truck in 2009 or 2010 and have put \$140,000 to \$150,000 into it. We may want to think about looking at replacement fire truck coming off a lease program. Chief Roof has been looking at some trucks that are from year 2002 & 2007 that cost from \$135,000 to \$200,000. These trucks are reconditioned and certified (ready to go).

Mr. Kevin Doupe (citizen) asked about certifying the firemen to work on the trucks. However; Chief Roof stated that this may be an expensive insurance liability cost. Also, Manager Lane stated that the fire trucks cannot fit in our borough garage. Our mechanic could go to the fire station to work on the trucks, however, the equipment to do work on these trucks is very expensive to purchase. Chief Roof said his volunteers spend a lot of time on training (for certification).

The fire incident report included in packet was for April 1st through June 1st.

FIRE BOARD REPORT:

Mr. Klinger stated he attended the meeting and there was nothing new to report.

MAYOR'S REPORT:

Mayor Miller stated that the street sweeper was on Route 6 in Wysox and was blowing dust one day as he was traveling behind it and wondered if this is hard on the sweeper. Manager Lane stated that we do sweeping for North Towanda and Wysox for a charge. The street sweeper was rebuilt 3 years ago and the rent does pay for new brushes for the machine. The sweeper does run on water (Correction: changed to "sweeper uses water"), and he may have run out that day. PennDOT has zero responsibility for Route 6 and Wysox, and only sweep Wysox 1 time per year which is not enough, so the township pays to have the borough sweep it.

Mayor Miller also stated that the loader trucks (Correction: changed to "load") coming down Elizabeth Street are traveling very fast and there's a potential for someone getting hurt. Manager Lane stated that there was one driver who is not on this job now, and Chief Roof stated that one driver was told about it and has since slowed down. He stated that we are doing what we can to address this issue and if you see this happening, contact the police department.

Mayor Miller also asked about the square of paving on Elizabeth and further up that has sunk down. Manager Lane said that this is a base and it will be paved after they are finished with the College Run project. He said that the zig-zag pattern that the construction company cut on College Avenue has been addressed. He added the streets are paved only where they had to dig to complete this project, as these were the terms of the FEMA Grant.

Mayor Miller also said that he attended the ribbon cutting for the new Army recruiting center located at Towanda Terrace.

POLICE CHIEF REPORT:

Chief Epler was out of town, therefore Mayor Miller reviewed his report to council. Mandatory first aid and CPR training was conducted on the 24th at the Station. This is a required training by the State to maintain Police certification and needs to be updated every 2 yrs.

A 4 hour SFST (Standardized Field Sobriety Training) refresher training was also held at the station. This is required by the state to be part of a DUI checkpoint, and needs to be updated every 2 yrs as well.

DUI roves were held throughout the Borough during the Memorial weekend.

The 2016 SUV has been used very sparingly do to a lighting problem which causes the rear emergency lights to come on when the brake pedal is pushed. The problem can only be fixed by the installer, 911 Rapid Response, in Hersey Pa. and we have not had time to take it to them.

May 2017 – Monthly Report

338	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
40	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
15	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
2	DUI ARRESTS	7	ANIMAL COMPLAINTS
60	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	2	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing new to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for May 2017.

He discussed the constant violations and citations for 307 Pine Street on roof issues. They started working on the job and did not finish it. This has been on-going since 2012. Also, the same person owns 309 and 327 Pine Street, and these properties have rubbish issues. A lot of these violations end up going to the magistrate and the person either pays the fine or the magistrate gives them a certain amount of time to get things taken care of, and that day comes and goes with nothing more done about it. It was stated that Manager Lane has a meeting scheduled with Magistrate Clark to talk about these repeat offenders. Council discussed maybe raising fines as a possible way to get action from violaters. This is an on going issue that will continue to be discussed.

PARKING REPORT: May 2017

# Green Tickets Issued:	77
# Yellow Tickets Issued:	11
# Green Tickets Forgiven	3
# Yellow Tickets Forgiven	0
# Green Tickets Excused	1
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	36
\$ Amount Paid w/n 48 Hrs	\$360
# Paid After 48 Hrs	4
\$ Amount Paid After 48 Hrs	\$80
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before Citations	11
	\$150
Revenue from Reserved Parking Spaces	\$2,680
Hours on Parking per Month	70
Police # of Tickets Written	2
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$0
TOTAL MONTHLY REVENUE	\$3,270

BOROUGH MANAGER’S REPORT:

Manager Lane reviewed his monthly report for Council.

1. Downtown Revitalization Project-

Manager Lane stated the Parking Garage construction bids will be opened on Wednesday, June 7th at 3:00 PM. He would like to plan for a special meeting to accept or decline the bids on Monday the 12th. Council agreed to hold a special meeting to accept or decline the bid(s) on Monday, June 12th at 12 Noon. (Although as of this writing it did not happen due to Manager Lane further reviewing the bids).

2. 2017 Paving -

Manager Lane stated the contract and change order have been executed with Bishop Brothers Construction. All work will be complete by August 18th.

3.

College Run –

Manager Lane stated College Run project is now in the “Clean up” phase. The contractor is finished installing the new pipe. There are a handful of catch basins and manholes to wrap up. Base pavement is currently being placed. The upstream portion of the creek between Fourth Street and Fifth Street is restored and plantings will be installed shortly.

He notified FEMA that the project is very close to being complete. Manager Lane and Susan Miller will be closing out the project with PEMA over the next several months.

4. Central Bradford Trail –

Manager Lane stated the RFP (Request for Proposals) is complete and was sent out to (6) professionals for proposals. There will be a pre-bid meeting on June 21st to discuss the project with potential bidders. The due date for the proposals is June 28th.

5. Main Street Paving –

Manager Lane stated that the contractor for PennDOT will be starting on Sunday night June 11th weather permitting.

The schedule for nights:

Sunday 6/11: Base Repairs

Monday 6/12: Base Repairs

Tuesday 6/13: 9.5MM Scratch Course Mainline

Wednesday 6/14: 9.5MM Scratch Course Shoulders

Thursday 6/15: 9.5MM Wearing Course on Mainline

Sunday 6/18: 9.5MM Wearing Course on Shoulders

Monday 6/19: 9.5MM Side Road/Drive Tie-ins

Tuesday 6/20: 9.5MM Side Road/Drive Tie-ins

Manager Lane stated that the the Borough is responsible for painting the parking stalls. He has received a quote from the same contractor that will be painting the double yellow, stop bars, and crosswalks. The cost to the borough will be \$2,457. This will be paid out of the Liquid Fuels account.

6. Bridge Street -

The project continues to progress. The PennDOT contractor is now working on the curbing and storm water system, however the sewer is just about complete.

Note: Manager Lane also added that he has executed the electric generation contract for the borough. He was able to get the rate of .0539 kwh fixed for 24 months beginning December of this year (2017).

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith was on vacation.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented council with the following resolution:

Resolution 2017-10 – Towanda Borough Impaired Driving Grant for Year 2018.

Motion to approve the resolution was made by Mr. Taylor and seconded by Mr. Kovalcin. The vote was as follows:

Aye/Yes: , Mr. Klinger, Mr. Kovalcin, Mrs. Lacey, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor

Nay/No: None.

Absent: Mr. Christini, Mr. Long

Resolution No. 2017- 10 carried.

ADMINISTRATIVE REPORT – Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – Nothing to report this month, but the committee will be meeting on the police contract soon.

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

PLANNING COMMISSION REPORT – There is a meeting scheduled as stated earlier in the meeting for June 20th. Hopefully they will have a quorum. Manager Lane stated that he has 3 (NOTE: There are 4 at the time of preparing these minutes.) residents interested in being on the Planning Commission.

Also, Manager Lane stated that with council's approval Ryan Eberlin, 610 Third Street, who is currently an alternate on the Zoning Board, would like to become a regular board member behind Joel Christian, who is moving out of town. A motion was made by Mrs. Lacek and seconded by Mr. Klinger to approve Mr. Eberlin's appointment. Motion passed.

Manager Lane also stated that we need 2 alternates for the Zoning Hearing Board, and Mr. Lowenstein (of the Daily Review) agreed to post a note in the paper concerning this need.

RECREATION REPORT – Mr. Kovalcin reported that the committee has received some confirmations from performers for "Concerts in the Park" for the summer. The concerts will be held on Thursday's at 7 PM, beginning in mid-June.

TMA – It was noted that Mr. Christian is moving out of town. Therefore, there will be an opening on the Towanda Municipal Authority Board. Visitor Mr. Kevin Dupree was present at this meeting and did express an interest in joining this board also. He will get in touch with Manager Lane if he desires to be considered for this board.

WTMA – Included in packets.

CBPA REPORTS – Included in packets.

MISCELLANEOUS – Nothing further to add.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 8:42 PM.

Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
June 5, 2017**

The **JUNE 2017**, regular meeting of the Towanda Borough Council was held on Monday, June 5, 2017, 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. Klinger, Mr. Kovalcin, Mrs. Lacek, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor

ABSENT: Mr. Christini, Mr. Long

CITIZENS TO BE HEARD:

Mrs. Mary Brown, owner of New 2U Consignment/Craft Shop, 207 Main Street, Towanda, was present to talk about the parking issue in town and when the parking garage is being constructed in the near future.

President Sweitzer stated Ben Franklin is a key store, and council tried to help in the effort to keep it open by granting the 10 spaces to the manager, Jay Cory, who said he was buying the business. However, this was contingent upon Mr. Cory presenting a legal contracted sales agreement between him and Ben Franklin Store's current owner.

Mrs. Melanie Manchester, owner of Main Street Hair & Nails Salon introduced herself and asked why one store is getting spots for free. She stated that she contacted the Ben Franklin store owner, and he told her that the Towanda store has been losing money for the last year.

Mrs. Brown stated that that she would like to share the 10 spots with all the other stores rather than just 1 store having all 10 spots. If not, she would like to rent 3 spots for her store while the parking garage is being built. At this time, President Sweitzer stated that council will talk about this under advisement and come forward with some answers.

Mr. Rick Lewis of 222 Poplar Street stated that he has a problem with 2 letters he received for "weeds". He received one on May 20th, and one on May 23rd, but he had taken care of the weeds on May 20th. He was a little aggravated about this because last year he received a letter dated May 12, 2016, that stated he has unlicensed, uninspected cars on his property. He invited Chief Epler and another officer to his property to verify that they were all licensed, inspected and insured. Mr. Lewis feels that property maintenance needs to do a better job of checking on things before sending out notices to citizens. He stated they still have houses without numbers on them, and this needs to be followed up. He also stated that he felt a phone call would accomplish the communication needed to get him to comply instead of 2 letters that waste tax payer money.

Mr. Lewis also stated that he has been going back through records, and there is a property on Pine Street that has been listed on the non-compliance report for 4 to 5 years. He wondered why is it still not in compliance, as we have borough personnel assigned to take care of these issues. Also, he noticed on a report that an apartment at 607 Second Street did not pass inspection the first time due to non-compliance issues. He stated that he noticed something listed on the sheet that needed maintenance, and to date, it has not been fixed. He claimed he checked further into the records and could not find where it had been inspected again and passed, but he observed the apartment is currently rented.

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Mr. Tom Neilson, an Elder of the First Presbyterian Church, 5 Court Street, Towanda, was present concerning the church's request to add 1 sign, plus an additional internally illuminated sign (LED) facing Merrill Parkway. President Sweitzer stated that for the second month there was not a quorum at the Planning Commission meeting held on May 16th. They must meet to discuss and make a recommendation to council. The next Planning Commission meeting will take place on June 20th (with a quorum) to discuss and consider the church's request.

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APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the May 1, 2017, regular meeting minutes was made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that everything was in good working order, however, the tower truck needs some repair work that could cost \$10,000 to \$15,000, with some of the work done in house. He stated that we may not want to keep putting \$10,000 plus into the truck every year. We paid \$40,000 for the tower truck in 2009 or 2010 and have put \$140,000 to \$150,000 into it. We may want to think about looking at replacement fire truck coming off a lease program. Chief Roof has been looking at some trucks that are from year 2002 & 2007 that cost from \$135,000 to \$200,000. These trucks are reconditioned and certified (ready to go).

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The fire incident report included in packet was for April 1st through June 1st.

FIRE BOARD REPORT:

Mr. Klinger stated he attended the meeting and there was nothing new to report.

MAYOR'S REPORT:

Mayor Miller stated that the street sweeper was on Route 6 in Wysox and was blowing dust one day as he was traveling behind it and wondered if this is hard on the sweeper. Manager Lane stated that we do sweeping for North Towanda and Wysox for a charge. The street sweeper was rebuilt 3 years ago and the rent does pay for new brushes for the machine. The sweeper does run on water (Correction: changed to "sweeper uses water"), and he may have run out that day. PennDOT has zero responsibility for Route 6 and Wysox, and only sweep Wysox 1 time per year which is not enough, so the township pays to have the borough sweep it.

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May 2017 – Monthly Report

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15	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
2	DUI ARRESTS	7	ANIMAL COMPLAINTS
60	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	2	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing new to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for May 2017.

He discussed the constant violations and citations for 307 Pine Street on roof issues. They started working on the job and did not finish it. This has been on-going since 2012. Also, the same person owns 309 and 327 Pine Street, and these properties have rubbish issues. A lot of these violations end up going to the magistrate and the person either pays the fine or the magistrate gives them a certain amount of time to get things taken care of, and that day comes and goes with nothing more done about it. It was stated that Manager Lane has a meeting scheduled with Magistrate Clark to talk about these repeat offenders. Council discussed maybe raising fines as a possible way to get action from violaters. This is an on going issue that will continue to be discussed.

PARKING REPORT: May 2017

# Green Tickets Issued:	77
# Yellow Tickets Issued:	11
# Green Tickets Forgiven	3
# Yellow Tickets Forgiven	0
# Green Tickets Excused	1
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	36
\$ Amount Paid w/n 48 Hrs	\$360
# Paid After 48 Hrs	4
\$ Amount Paid After 48 Hrs	\$80
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before Citations	11
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Revenue from Reserved Parking Spaces	\$2,680
Hours on Parking per Month	70
Police # of Tickets Written	2
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$0
TOTAL MONTHLY REVENUE	\$3,270

BOROUGH MANAGER’S REPORT:

Manager Lane reviewed his monthly report for Council.

1. Downtown Revitalization Project-

Manager Lane stated the Parking Garage construction bids will be opened on Wednesday, June 7th at 3:00 PM. He would like to plan for a special meeting to accept or decline the bids on Monday the 12th. Council agreed to hold a special meeting to accept or decline the bid(s) on Monday, June 12th at 12 Noon. (Although as of this writing it did not happen due to Manager Lane further reviewing the bids).

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He notified FEMA that the project is very close to being complete. Manager Lane and Susan Miller will be closing out the project with PEMA over the next several months.

4. Central Bradford Trail –

Manager Lane stated the RFP (Request for Proposals) is complete and was sent out to (6) professionals for proposals. There will be a pre-bid meeting on June 21st to discuss the project with potential bidders. The due date for the proposals is June 28th.

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6. Bridge Street -

The project continues to progress. The PennDOT contractor is now working on the curbing and storm water system, however the sewer is just about complete.

Note: Manager Lane also added that he has executed the electric generation contract for the borough. He was able to get the rate of .0539 kwh fixed for 24 months beginning December of this year (2017).

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith was on vacation.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented council with the following resolution:

Resolution 2017-10 – Towanda Borough Impaired Driving Grant for Year 2018.

Motion to approve the resolution was made by Mr. Taylor and seconded by Mr. Kovalcin. The vote was as follows:

Aye/Yes: , Mr. Klinger, Mr. Kovalcin, Mrs. Lacey, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor

Nay/No: None.

Absent: Mr. Christini, Mr. Long

Resolution No. 2017- 10 carried.

ADMINISTRATIVE REPORT – Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – Nothing to report this month, but the committee will be meeting on the police contract soon.

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

PLANNING COMMISSION REPORT – There is a meeting scheduled as stated earlier in the meeting for June 20th. Hopefully they will have a quorum. Manager Lane stated that he has 3 (NOTE: There are 4 at the time of preparing these minutes.) residents interested in being on the Planning Commission.

Also, Manager Lane stated that with council's approval Ryan Eberlin, 610 Third Street, who is currently an alternate on the Zoning Board, would like to become a regular board member behind Joel Christian, who is moving out of town. A motion was made by Mrs. Lacek and seconded by Mr. Klinger to approve Mr. Eberlin's appointment. Motion passed.

Manager Lane also stated that we need 2 alternates for the Zoning Hearing Board, and Mr. Lowenstein (of the Daily Review) agreed to post a note in the paper concerning this need.

RECREATION REPORT – Mr. Kovalcin reported that the committee has received some confirmations from performers for "Concerts in the Park" for the summer. The concerts will be held on Thursday's at 7 PM, beginning in mid-June.

TMA – It was noted that Mr. Christian is moving out of town. Therefore, there will be an opening on the Towanda Municipal Authority Board. Visitor Mr. Kevin Dupree was present at this meeting and did express an interest in joining this board also. He will get in touch with Manager Lane if he desires to be considered for this board.

WTMA – Included in packets.

CBPA REPORTS – Included in packets.

MISCELLANEOUS – Nothing further to add.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 8:42 PM.

Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
July 3, 2017**

The **JULY 2017**, regular meeting of the Towanda Borough Council was held on Monday, July 3, 2017, 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: Mrs. Lacek, Mrs. Miller, Mr. Roof, Mr. Sweitzer and Mr. Taylor

ABSENT: Mr. Christini, Mr. Klinger, Mr. Kovalcin, Mr. Long

CITIZENS TO BE HEARD:

Mr. Joe Doherty, founder of Bradford County Veterans Memorial Park Association (BCVMP) was present. He stated they are in the final phase of the project but there is still some work to finish. They still need to purchase and install a rotunda and 4 more panels (close to \$100,000). However, that was not why he was there. He was there to present to Mark Christini (absent) and Garrett Miller (absent) each a miniature statue of the Quintessential Soldier for their efforts in supporting the BCVMP.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

The minutes of the June 5, 2017, regular meeting were approved as corrected. Motion was made by Mr. Taylor and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof discussed the number of calls the fire department has been making in the last month. There has been a number of motor vehicle accidents with fatalities.

Everything is in good working order.

Mrs. Kulick will have the June and July report in next month's packet.

FIRE BOARD REPORT:

Mr. Klinger was absent.

MAYOR'S REPORT:

Mayor Miller was absent.

POLICE CHIEF REPORT:

Chief Epler stated that they had 4 vehicle pursuits during the month. Two of the four are in jail, the third has been charged, but due to being in the hospital, was not taken to jail. The fourth pursuit was terminated quickly, due to it being a sport motorcycle and the public's safety.

Officer Bellows and the Chief met with the new State DUI Coordinator for our DUI Grant renewal. All was in order.

Officer Hennessy and K-9 Edo were recertified as a K-9 Unit in Vestal, NY.

DUI roves were held throughout the Borough during the month.

The 2016 SUV's lighting problem has been repaired by 911 Rapid Response, in Hershey, PA. The company came to the police station and fixed the problem.

Chief Epler also stated that they will not sign fireworks permits, as the average person cannot light them off in the borough. Note: There is a fireworks ordinance and at "Riverfest" the fireworks are shot off by licensed professionals.

JUNE 2017 – Monthly Report

316	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
50	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
18	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
2	DUI ARRESTS	5	ANIMAL COMPLAINTS
49	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	14	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	2	K-9 SERVICES
10	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing new to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight was absent but report was included.

PARKING REPORT: - July 2017

# Green Tickets Issued:	34
# Yellow Tickets Issued:	2
# Green Tickets Forgiven	2
# Yellow Tickets Forgiven	0
# Green Tickets Excused	0
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	4
\$ Amount Paid w/n 48 Hrs	\$40
# 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	8
	\$160
Revenue from Reserved Parking Spaces	\$2680
Hours on Parking per Month	60
Police # of Tickets Written	4

\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$40
TOTAL MONTHLY REVENUE	\$2960

BOROUGH MANAGER’S REPORT:

Manager Lane reviewed his monthly report for Council.

1. Downtown Revitalization Project-

Bids for the construction of the parking garage were open on June 7th.

- 1) L. R. Costanzo - \$5,459,000 - Alt - \$12,900
- 2) CPS Construction Group - \$4,988,000 – Alt - \$18,800
- 3) E.R. Stuebner - \$4,394,000 – Alt- \$10,000
- 4) Turn Key Construction, Inc. - \$5,673,420 – Alt - \$12,866
- 5) Welliver - \$4,937,000 – Alt -\$8,000

Manager Lane stated we have \$4,099,862, remaining in grant money to spend on construction of the garage. With the low bid of \$4,404,000, including the alternate, it leaves a gap of \$304,138. After working with the contractor and architect, we have eliminated \$186,500, to bring the garage cost down to \$4,217,500, and shrinking the gap to \$117,138. Outside of the grant allocation, we currently have spent \$58,000, for the electric relocation and \$10,000, for demolition of the old cow.

Before Council made the decision, Manager Lane stated that the parking garage has been part of the Towanda Borough’s Commercial Business District Master plan since 1987. In 1994, the Borough committed 50% of the cost in cash, and a general obligation note, in hopes to upgrade the parking facilities across the commercial district. Fast-forward 23 years; we are still working to build the garage. The parking issues are still the same, and still bare the same negative perceptions of ease to visit downtown Towanda.

A motion to accept E. R. Stuebner’s bid of \$4,217,500 with the change order in place, was made by Mrs. Lacek and seconded by Mr. Roof. Motion passed unanimously by a quorum of council members present.

Manager Lane also stated that revenue will come from the monthly rental of parking spaces on the upper two stories. In addition, he said that council has to decide in time if they want to have free 3-hour public parking on the parking garage’s ground floor or charge the public to park there on short-term basis.

2. College Run –

Manager Lane said the project is substantially complete. The engineer and contractor are creating a punch list of items for the contractor to address before final payment. Overall, he is satisfied with the operation of the system. It greatly reduces the rainwater running down the streets and eliminates known potential hazards of the old system. Manager Lane also stated it was too bad that we could not use the FEMA allocated money to pave all the streets this project affected.

3. Central Bradford Trail –

RFP's have been received and opened on the feasibility study for the proposed 8-mile network. There were three proposals to open, and all three were within the budgeted amount. Manager Lane contacted the other municipalities involved with this project, and they said "take the low bid." Hunt Engineering is the low bidder at \$16,500 for the study. Manager Lane asked for a motion to accept this bid.

A motion to accept Hunt Engineering's bid was made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed unanimously by a quorum of council members present.

4. Main Street Paving –

Paving went fairly well. There are a few water valves that will need to be addressed. The Municipal Authority has discussed the issue with PennDOT and the contractor.

5. Main Street Trees-

Several of the trees on Main Street have died. Borough Crews have been removing them as time permits. Manager Lane has requested, the Shade Tree committee choose eight new trees to be planted.

6. Merrill Parkway -

Manager Lane stated we are looking to repair the damaged sections of fence near the Riverside Cemetery and Growmark. The cost of repairs is approximately \$3,000.

Borough crews pulled all the weeds behind the courthouse. The area has become very overgrown and maintenance intense. He would like to remove the flowerbeds and plant grass there with council's approval.

President Sweitzer addressed the overgrowth on the bank along the parkway. Manager Lane stated that he is working on getting estimates to cutting the over growth down. This work is too dangerous for our borough crews to do.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith is working on the deed to consolidate the properties (Flying Cow & borough properties).

BOROUGH SECRETARY REPORT:

Secretary Kulick stated that August 11th as a good date for the picnic. All agreed.

Also, the Auditor General's office will be doing an audit for pension plan years 2015 & 2016.

ADMINISTRATIVE REPORT – Police Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – Nothing to report this month, but the committee will be meeting on the police contract soon. Manager Lane will contact the police union, as he has not heard from them yet.

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

PLANNING COMMISSION REPORT – On behalf of the planning commission's recommendation, Manager Lane asked for council's approval to have Solicitor Smith amend the sign ordinance Chapter 325, Sections A.(1)(c)[1} and B.(1)(c) of the Code to restate regulations pertaining to signs permitted in residential, commercial and manufacturing zoning districts on lots fronting on more than one street.
A motion to have Solicitor Smith amend the ordinance was made by Mr. Taylor and seconded by Mrs. Miller. Motion passed unanimously by a quorum of council members present.

As far as applicants interested in joining the Planning Commission, Council stated that they would like the Planning Commission to make a recommendation to them, and then they can vote on this recommended person.

RECREATION REPORT – Mr. Kovalcin and Mayor Miller were absent.

TMA – No meeting in June.

WTMA – Included in packets.

CBPA REPORTS – Included in packets (if available).

MISCELLANEOUS – Manager Lane stated that he received a letter from Verizon Wireless proposing to put a small cell tower (details in the packet) on top of the Summertime Tanning Salon building at 419 Main Street. Because of the requirements of the National Historic Preservation Act, council's comments are sought out, but basically, we really do not have a say in stopping them from doing it. President Sweitzer stated that his concern is that it blends in with the aesthetics of the town.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Taylor. Meeting adjourned at 8:13 PM.

Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
August 7, 2017**

The **AUGUST 2017**, regular meeting of the Towanda Borough Council was held on Monday, August 7, 2017, 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: None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

A motion was made by Mr. Taylor and seconded by Mr. Kovalcin to approve the July 3, 2017, regular meeting minutes. Motion passed.

FIRE CHIEF REPORT:

Chief Roof discussed the number of calls the fire department has been making in the last month. He stated that it was a busy month - 24 calls.

FIRE BOARD REPORT:

Mr. Klinger stated that there was no meeting held in July, but he talked about a fire safety initiative program from Community Safety Net, a company out of North Dakota. This children's program is being planned by Chief Roof and the fire company's Safety Director. The program includes an interactive DVD inside a 112 page family book that teaches children how to prevent fires, get out alive, and it shows 40 ways for parents to fire proof their home. Mr. Klinger stated that the fire company is seeking support, and asked if Council would be willing to make a small donation toward this program. The cost is \$300, and the fire department would pay \$150, and he asked the borough to pay (match) the other \$150. **A motion to do this (matching funding) was made by Mr. Klinger and seconded by Mrs. Miller. Motion passed.**

MAYOR'S REPORT:

Mayor Miller informed council that K9 Moro passed away in his sleep at the age 12 & 1/2 on July 31st. The Mayor stated that Faithful Companions Pet Cemetery and Crematory, East Smithfield, PA, has provided a casket; grave marker and burial ceremony for Moro will take place at Noon on Wednesday, August 9th.

Mayor Miller also stated that they would like to place a small memorial stone outside of the police station in memory of Moro. Mr. Kovalcin proposed that we do this, with Mr. Klinger seconding it. Motion was passed, with 7 in favor and 1 against (out of 8 members present).

Mayor Miller asked to be excused at 7:25 PM – granted by President Sweitzer.

Mayor Miller also mentioned the Ford Explorer exhaust problem that has recently been in the news. Chief Epler stated that we don't use our vehicles in a situation that would cause this problem. However, he will have both the Explorers checked at a local auto service center.

Mayor Miller also stated that the "Concerts in the Park" has been successful this summer with good turnouts. He also reminded everyone about the Picnic on Friday, August 11th.

POLICE CHIEF REPORT:

Chief Epler stated that Officer Hennessy reported to him on Monday, July 31, 2017, K-9 Moro passed away in his sleep during the night. K-9 Moro will be missed and did serve the community of the greater Towanda area with distinction during his career. K-9 Moro was 12&1/2 years old.

The Chief reported that DUI roves were held throughout the Borough during the past month.

The Chief also stated that several warrants were executed this month as part of a Drug Task Force operation, with more coming in the near future. Towanda Borough was assisted by Chief Hurley of Athens Township and members of the Bradford County Sheriff's Office.

He reported that the Bradford County Probation Department's Chief, Justin Popovich found a "grant" that only a Probation Department could get. Mr. Popovich shared a portion of that grant with Towanda Borough Police. He purchased for the police department, 5 rapid response vests, one for each car the Towanda officers drive. Chief Epler was very grateful to receive the vests from him and said a big thank you goes out to him for sharing it with us.

JULY 2017 – Monthly Report

298	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
52	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
12	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
3	DUI ARRESTS	9	ANIMAL COMPLAINTS
52	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	15	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	2	K-9 SERVICES
8	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing new to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight was absent but report was included.

PARKING REPORT: - July 2017

# Green Tickets Issued:	34
# Yellow Tickets Issued:	2
# Green Tickets Forgiven	2
# Yellow Tickets Forgiven	0
# Green Tickets Excused	0
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	4
\$ Amount Paid w/n 48 Hrs	\$40
# 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	8
Citations	\$160
Revenue from Reserved Parking Spaces	\$2680
Hours on Parking per Month	60
Police # of Tickets Written	4
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$40
TOTAL MONTHLY REVENUE	\$2960

BOROUGH MANAGER’S REPORT:

Manager Lane was out of town this month, but Council reviewed his monthly report (See below).

1. Downtown Revitalization Project-

The contract with ER Stuebner has been executed. “ERS” is currently securing all the bonds and insurances required. They are producing submittals to the Architect for material and will have a construction schedule in the coming weeks. Once we have a schedule I will look at temporary parking options for the displaced parkers in the Police and old Acme lots.

We submitted pay app # 3 for phase II (Flying Cow) to the office of the budget.

2. College Run –

Final walkthrough is complete. A punch list was created to finish any items that were either missed or unsatisfactory. Once the work on the list is done, I will submit a reimbursement request for administrative time and request a final audit to close the project.

In the 2016 Borough audit, it was brought to my attention that if the Borough received more than \$750,000 of federal money, a “Single Audit” is needed. I have inquiries into the FEMA due to the nature of the funds, if the “single audit” is necessary, and if it is, will FEMA cover the expense? I will know more in the near future.

3. Central Bradford Trail –

The trail study contract is signed and work will begin this week. I have spoken to the municipalities involved and the engineer. There is continues to be a lot of interest in the project and I anticipate several community members getting involved.

4. Street Paving –

Bishop Brothers will start paving August 7th on State Street. They committed that it will be finished before school starts. Borough crews are doing prep work. They replaced two manhole frames and covers on Pine Street, as well as base repair on State Street.

5. Merrill Parkway -

The fence near the cemetery was repaired as well as the damaged section near Growmark. Jim Haight also hired MK Tree Trimmers to cut down the scrub trees along the parkway. The funds were used from the impact fee. We received slightly more than I budgeted. In the fall, I still plan to reduce the size of the flowerbed behind the courthouse.

6. Police Union Negotiations –

The first negotiation meeting is scheduled for September 6, 2017. I informed committee members Jean Miller, Richard Lewis and Paul Sweitzer.

7. Poplar Street Turnback –

PennDOT Municipal Services has made the offer to turn back SR 3020 to the Borough. SR 3020 starts on Third Street at Bridge Street north two blocks to Popular Street, then Popular Street west to Convent St, and Convent Street to State Street.

I advised PennDOT the Borough is only interested in taking ownership of the road if the road is fully reconstructed, storm drainage installed and new curbs. They are currently working on an estimate for this work. If we take ownership of the road, they will give the Borough the money and the Borough would design and manage the road project.

I am very excited for this to happen and hopefully we can work out a deal with PennDOT.

8. USDA-RUS Community Facilities Grant/Loan

An opportunity has popped up for a grant/loan from USDA. I called USDA and Towanda is eligible for a 55% up to \$50K grant to purchase equipment. The Sewer/Borough backhoe is reaching nearly 20 years old and in need of replacement. I would like to take this opportunity to procure a new backhoe for less than half price. The loan portion of the machine will be paid for by TMA. USDA asked we run the program through the Borough instead of TMA in order to escape bond council.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith presented:

ORDINANCE 2017-2

Enacting ordinance amending Chapter 325, Sections A.(1)(c)[1] and B.(1)(c) of the Towanda Borough Code to restate regulations pertaining to signs permitted in residential, commercial and manufacturing zoning districts on lots fronting on more than 1 street.

Motion to approve this resolution was made by Mr. Long and seconded by Mr. Klinger. The vote was as follows:

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

Nay/No: None.

Absent: Mrs. Lacek

Ordinance No. 2017-2 carried.

BOROUGH SECRETARY REPORT:

Secretary Kulick mentioned the picnic on Friday also. In addition, she will contact Mr. Neilson of the First Presbyterian Church, informing him of Ordinance 2017-2 amendment enactment that carried in this meeting pertaining to the Church's sign request that was made a couple months ago.

ADMINISTRATIVE REPORT – Police Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – This is starting in September.

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

PLANNING COMMISSION REPORT – Mr. Christini stated that the **vacant Planning Commission position** behind Mr. Ed Ulatowski (who moved out of the area) needs to be filled, and we had 4 residents that were interested. A straw vote by the Planning Commission members resulted as follows:

Mrs. Diane Sigmund of 507 Third Street – 2 votes

Mr. Kevin Doupe of 10 Elliott Street – 2 votes

No preference – 2 votes

No reply – 2

Comments before the vote: Mr. Long commented that he was not involved in the straw poll but felt that Mrs. Sigmund, a 20-year resident of the borough would be a good pick, and that would be his recommendation.

A motion was made by Mr. Long recommending appointment of Mrs. Sigmund for the Planning Commission's open position, and seconded by Mr. Christini. A vote from council members was taken, with 6 in favor, 2 against and 1 absent. Mrs. Sigmund was appointed to the Planning Commission.

RECREATION REPORT – Mr. Kovalcin stated that they were impressed with the crowds this year and hopes to make it even better next year.

TMA – The May minutes were included in packet.

Mr. Christini stated that the **vacant TMA (Towanda Municipal Authority)** position behind Mr. Joel Christian (who moved out of the area) needs to be filled. Mr. Abraham J. Brandt of 22 Huston Street, who works at Dupont (and had permission from DuPont to be on the board), was interested and had met with Manager Lane and TMA Secretary/Treasurer Paul Dewitt. Also, there are no conflicts of interest between Mr. Brandt being on the board and his employment at Dupont.

A motion was made by Mr. Taylor recommending appointment of Mr. Brandt to the TMA board open position, and this was seconded by Mr. Klinger.

Motion was passed unanimously by those present in favor of his appointment to the TMA board.

WTMA – The June minutes were included in packet.

CBPA REPORTS – The June minutes were included in packet.

MISCELLANEOUS – A comment was made by Mr. Taylor complimenting the police department for their efforts with the drug task force recently.

ADJOURNMENT - Motion to adjourn was made by Mr. Klinger and seconded by Mr. Taylor. Meeting adjourned at 7:45 PM.

Diane M. Kulick

Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
September 5, 2017**

The **SEPTEMBER 2017**, regular meeting of the Towanda Borough Council was held on Tuesday, September 5, 2017, at the Municipal Building. Council Vice-President Mark Christini (President Paul Sweitzer was absent) 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. Roof, and Mr. Taylor

ABSENT: Mr. Long, Mr. Sweitzer

CITIZENS TO BE HEARD: None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

The minutes of the August meeting were approved as corrected. Motion was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof reported equipment in working order. They had a water leak in the social hall, but it was caused by a faulty coffee maker. The water hose on the back of the coffee maker detached from the coffee maker. They cleaned it up with shop vacs, therefore no damage occurred.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting. Nothing to report.

MAYOR'S REPORT:

Mayor Miller thanked Jim Haight and the Riverfest Committee as well as the borough employees who helped with cleanup.

The Mayor mentioned the calls he has received over the NTSWA garbage stickers not peeling off properly. Secretary Kulick stated people who call the borough are advised to call NTSWA to complain. (As of this writing NTSWA is having new garbage tags printed to replace the inconvenient ones).

POLICE CHIEF REPORT:

Chief Epler was not present; therefore Mayor Miller reviewed the chief's report.

Riverfest was fairly quiet this year, with the notable exception that there were 3 DUI arrests on the Saturday night of event.

Officers Bellows and Hennessy had "Coffee with a Cop" at the Community Cup and a Tour the Station Day during Riverfest as part of Community Police and awareness. Mr. Christini stated this is a good thing for breaking barriers in the community.

DUI roves were held throughout the Borough during the month.

Officer Lake attended and passed Firearms Instructors School.

Officer Bellows attended training on dealing with special needs persons. This training was paid for by The Main Link.

AUGUST 2017 – Monthly Report

272	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
40	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
8	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
4	DUI ARRESTS	4	ANIMAL COMPLAINTS
46	DISTURBANCE CALLS	8	VEHICLE DOORS OPENED
6	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
4	OUT OF TOWN ASSISTS	2	K-9 SERVICES
7	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing new to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for August 2017.

There were 22 permits issued in August, 130 year-to-date.

Permit fees paid in August were \$107,541.

Code Inspections charges were \$300 for August.

The value of permit issued work in the borough year-to-date is \$1,192,216.

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

PARKING REPORT: - August 2017

# Green Tickets Issued:	39
# Yellow Tickets Issued:	4
# Green Tickets Forgiven	0
# Yellow Tickets Forgiven	0
# Green Tickets Excused	0
# Yellow Tickets Forgiven	1
# Paid W/N 48 Hrs @ ½ Cost	10
\$ Amount Paid w/n 48 Hrs	\$100
# Paid After 48 Hrs	0
\$ Amount Paid After 48 Hrs	\$0
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before Citations	8
	\$130
Revenue from Reserved Parking Spaces	\$3,000

Hours on Parking per Month	60
Police # of Tickets Written	5
\$ Amount Paid W/N 48 Hours	\$40
\$ Amount Paid After 48 Hours	\$20
TOTAL MONTHLY REVENUE	\$3,290

BOROUGH MANAGER’S REPORT:

Manager Lane presented a statue of the “Quintessential Soldier” to Mr. Christini and one to Mayor Miller for their support of the park project from the initial stages forward.

1. Downtown Revitalization Project-

Manager Lane stated that E.R. Stuebner plans to begin work as soon as possible. We are currently working out the final relocation plans for the current parking tenants at the Police and Acme lots.

Manager Lane also stated the plan is to install a temporary parking area between First Citizens Bank and the Towanda Methodist Church. Also, they will place millings from this year’s paving job at the site. The bank is currently going over the agreement we provided.

Manager Lane is planning a ground-breaking ceremony for the week of September 11th.

2. College Run –

Closeout work is now underway. Manager Lane will be submitting direct administrative expenses and audit expenses to FEMA in the coming weeks. Overall, the project is finished except for the paperwork.

3. Central Bradford Trail –

Manager Lane met with Hunt Engineering last week. He stated that we are going to start with putting together the steering committee and layout the meetings for public input. Hunt has identified property owners along the general path of the trail. The route is of course still fluid as the committee begins to meet and public meetings occur. Manager Lane has been contacted by many people interested in helping with the trail, which is a great start. We decided we would ask one member from each of the municipality’s boards/council to be on the committee, and one community member at large. He stated that 8 people are needed on the committee. Council appointed Mr. Kovalcin to represent Towanda Borough Council. Manager Lane stated he is currently seeking out an interested person from the community, some of which have been in contact with him about the trail.

4. Street Paving –

2017 paving is complete. Bishops did a wonderful job once again. The timing was less than desirable, however with such a wet summer everyone is behind schedule.

5. Merrill Parkway –

Manager Lane stated that we had approximately 3,000 feet of the riverbank trimmed from the old Weigh Station location to the cemetery. He hopes that everyone is pleased as the job looks superb.

In addition, the fence that was repaired last month was once again damaged by a fallen cemetery tree. This occurrence was substantially more damage than the previous incident. He turned the fence into the Borough's insurance to cover the cost. He stated that the debris on the ground and the fence has been cleaned up and the fence will be repaired in the very near future.

6. Police Union Negotiations –

The first negotiation meeting is tomorrow September 6, 2017, at 9:00 AM. Manager Lane informed committee members Jean Miller, Richard Lewis, and Paul Sweitzer of the meeting.

7. Poplar Street Turn back –

Turn back is still in motion. Manager Lane is waiting for estimates from PennDOT municipal services. They are currently looking at the cross pipe underneath Third Street that carries Cash Creek.

8. USDA-RUS Community Facilities Grant/Loan

“An opportunity has popped up for a grant/loan from USDA. Manager Lane called USDA, and Towanda is eligible for a 55% up to \$50K grant to purchase equipment. The Sewer/Borough backhoe is reaching nearly 20 years old and in need of replacement, and he would like to take this opportunity to procure a new backhoe for less than half price. The loan portion of the machine will be paid for by TMA. USDA asked we run the program through the Borough instead of TMA in order to escape bond council”

As Manager Lane mentioned above, last month we had the grant opportunity for a 55% grant and 45% loan for a new backhoe. Unfortunately, we did not get the grant. However, USDA would still like us to finish the application in the event other applicants back out or other states do not use all their allocated funding. Manager Lane proposed **Resolution 2017-12**, for the application.

RESOLUTION 2017-12 – USDA LOAN Resolution to pay for a portion of the cost of a Backhoe replacement.

Motion to approve this resolution was made by Mr. Taylor and seconded by Mr. Kovalcin. The vote was as follows:

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

Nay/No: None.

Absent: Mr. Long and Mr. Sweitzer

Status: Motion carried.

9. 2018 MMO – Police Pension-

Manager Lane presented the 2018 MMO to council and asked if there were any questions. He respectfully requested council to accept the 2018 MMO as **Resolution 2017-11**, for the Towanda Borough Police Pension Plan.

RESOLUTION 2017-11 – Accepting Minimum Municipal Obligation (MMO) for the Police Pension Plan for 2018.

Motion to approve this resolution was made by Mrs. Lacek and seconded by Mrs. Miller. The vote was as follows:

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

Nay/No: None.

Absent: Mr. Long and Mr. Sweitzer

Status: Motion carried.

10. River Town Designation –

Manager Lane stated that as we move forward with the trail study and look at future plans for the Borough Riverfront, he would like to go after the official “River Town” designation. There are some opportunities that come with the River Town designation. We are already meeting most of the requirements. Things like Riverfest, allowing 5K runs, the walking trail, etc... He proposed **Resolution 2017-13**, to become a Susquehanna Greenway River Town (SGRT)

RESOLUTION 2017-13 – Resolution to become Susquehanna Greenway River Town (SGRT).

Motion to approve this resolution was made by Mr. Klinger and seconded by Mr. Kovalcin. The vote was as follows:

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

Nay/No: None.

Absent: Mr. Long and Mr. Sweitzer

Status: Motion carried.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith presented **Resolution 2017-14**.

RESOLUTION 2017-14 – License Agreement for Use of Land for parking while the Towanda Parking Garage is being built. This Agreement is between First Citizens Community Bank and Towanda Borough.

Motion to approve this resolution was made by Mr. Christini and seconded by Mr. Kovalcin. The vote was as follows:

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

Nay/No: None.

Absent: Mr. Long and Mr. Sweitzer

Status: Motion carried.

BOROUGH SECRETARY REPORT:

Secretary Kulick asked council to solidify the date for Trick-or-Treat. Council agreed that it will be Tuesday, October 31, 2017 from 6 PM to 8 PM.

Fire Chief Roof when asked stated the Annual Firemen’s Halloween Parade will be held on Saturday, October 28, 2017 at 7 PM.

ADMINISTRATIVE REPORT – Police Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – Mr. Christini stated that this committee will meet tomorrow (Sept 6).

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

PLANNING COMMISSION REPORT – Mr. Christini stated that Mrs. Sherburne has resigned from the Planning Commission (Her letter of resignation included).

At this time Mr. Christini asked council to appoint a new Planning Commission member, and there were 3 persons who recently expressed interest in being on the commission.

1. – Kevin Doupe – 10 Elliott Street
2. – Marquerite Fox-Picou – 31 Walnut Street
3. – Joanne Vago – 321 York Avenue

At this time Mr. Kovalcin and Mr. Klinger nominated Mr. Kevin Doupe.

A motion was made by Mrs. Lacek and seconded by Mr. Kovalcin to appoint Mr. Kevin Doupe of 10 Elliott Street to a Planning Commission position. Motion passed.

ZONING – Mr. Christini and Manager Lane both stated that we need an alternate for the Zoning Hearing Board behind Mr. Eberlin, who was alternate, but was appointed to the board behind Mr. Joel Christian who moved out of town. Mr. Frank Innes, 305 York Avenue has notified Manager Lane that he would like to be considered to be the new alternate. **At this time a motion was made by Mr. Taylor and seconded by Mr. Klinger to appoint Mr. Innes to be an alternate on this board. Motion passed.**

It was also stated that we do need a 2nd alternate for the Zoning Hearing Board. Mr. Lowenstein (Daily Review reporter) stated he will put an item of interest in the newspaper.

RECREATION REPORT – Mr. Kovalcin stated they are planning something for fall but nothing to report yet.

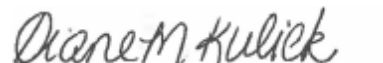
TMA – The minutes were included in packet.

WTMA – The minutes were included in packet.

CBPA REPORTS – The minutes were included in packet if available.

MISCELLANEOUS – Manager Lane stated that we are approaching the 10 year mark since the Comprehensive Plan (Central Bradford Region) was updated (June 2, 2008). He would like to work on this in 2019 (after the county does theirs). It includes North Towanda Township, Towanda Township and Towanda Borough.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Taylor. Meeting adjourned at 7:55 PM.


Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
October 2, 2017**

The **OCTOBER 2017**, regular meeting of the Towanda Borough Council was held on Monday, October 2, 2017, 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. Klinger, Mr. Kovalcin, Mr. Long, Mrs. Miller, Mr. Sweitzer, and
Mr. Taylor

ABSENT: Mr. Christini, Mrs. Lacek, Mr. Roof

CITIZENS TO BE HEARD: Diane Bahr was present with the 2017 Towanda Riverfest Little Miss Madeline Shrimp. Mrs. Bahr explained how this contest works and Little Miss Madeline thanked council and the Mayor for their support. Mrs. Bahr stated that they do a craft at the meet and greet held before the contest and this year the theme was "Rainbow over the River." Little Miss Madeline handed out her rainbow decorated tin cans to Council and the Mayor which could be used as a pencil holder. Council thanked Little Miss Madeline, and in turn gave a round of applause to Mrs. Bahr for all her efforts she puts in this event every year.

In addition, Mr. Larry Kacyon was present to introduce himself as the new President of the Planning Commission. He stated that if there was anything that Council needed worked on to let Diane Kulick or April Maynard know. The first meeting will be held on October 17th at 7:00 PM. President Sweitzer thanked Mr. Kacyon for taking the position.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

The minutes of the September meeting were approved with a motion made by Mr. Taylor and seconded by Mr. Klinger. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent but Mr. Klinger stated that there may be a few more calls than what is on the report, which will be caught up next month.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting. Nothing to report.

MAYOR'S REPORT:

Mayor Miller stated that Chief Epler assigned Officer Hennessy the privilege of being Grand Marshall of the Halloween Parade this year. Also, Officer Hennessy is planning a 5K Run in memory of K9 Morrow for October 14th.

Mayor Miller also asked everyone to keep the victims of the Las Vegas shooting, and the victims of the floods that have occurred recently in their memory.

POLICE CHIEF REPORT:

Chief Epler was not present; therefore Mayor Miller reviewed the Chief's report.

Chief Epler reported that Officer Hennessy is currently out of the department's daily rotation and back doing the School Resource Officer (SRO) duties due to school being back in session.

Also, there were many DUI roves held throughout the Borough during the month of September.

Also, the Chief stated that with the parking garage construction started, he has changed the police department's parking locations, but more changes may be needed in the future.

SEPTEMBER 2017 – Monthly Report

362	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
37	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
15	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
6	DUI ARRESTS	3	ANIMAL COMPLAINTS
51	DISTURBANCE CALLS	17	VEHICLE DOORS OPENED
8	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	2	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Miller had nothing new to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for September 2017.
 There were 14 permits issued in September -144 year-to-date.
 Permit fees paid in September were \$734.00
 Code Inspections charges were \$0 for September.
 The value of permit issued work in the borough year-to-date is \$1,253,793.

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

PARKING REPORT: September 2017

# Green Tickets Issued:	31
# Yellow Tickets Issued:	2
# Green Tickets Forgiven	0
# Yellow Tickets Forgiven	0
# Green Tickets Excused	1
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	5
\$ Amount Paid w/n 48 Hrs	\$50
# Paid After 48 Hrs	0
\$ Amount Paid After 48 Hrs	\$0
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before Citations - \$	1 \$20
Revenue from Reserved	

Parking Spaces	\$2,890
Hours on Parking per Month	70
Police # of Tickets Written	0
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$0
TOTAL MONTHLY REVENUE	\$2,960

BOROUGH MANAGER’S REPORT:

Manager Lane reported on the following:

1. Downtown Revitalization Project-

All rented spaces that were in the Police/Acme lots have been reassigned to new locations. We split the tenants between the Parkway south of the hump, and the temporary lot we created on the First Citizens Bank grass lot (16 of the 18 spaces are rented).

The contractor has cleared the sight and laid out the footprint of the garage. The footer work should begin any time.

The “exit conference” for the Phase II monitoring visit with the Office of the Budget was conducted on Friday, September 22nd. Manager Lane has until October 6th to provide the Office of the Budget some additional documentation. He currently has most of it ready for submission. Manager Lane also stated that he needed to extend the contract with the Office of the Budget that runs out the end of this year to run to the end of 2018. President Sweitzer signed the extension.

During of the “Exit Conference” the Office of the Budget asked that the borough open a separate bank account for the project. We opened the account with C&N Bank, and the following **resolution** is a requirement:

RESOLUTION 2017-15 – Resolution to establish a new checking account with C&N Bank for the “Towanda Parking Garage” project.

Motion to approve this resolution was made by Mr. Klinger and seconded by Mr. Kovalcin. The vote was as follows:

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

Nay/No: None.

Absent: Mr. Christini, Mrs. Lacek, Mr. Roof

Status: Motion carried.

The DCED Grant that we received 3 years ago has ended (Keystone Communities) – Manager Lane has approached an auditing firm to conduct an audit of the DCED grant that we used to pay for the Engineering and Architecture for the parking garage.

2. College Run –

G. DeVincentis and Sons finished the punch list and final payment will be submitted to PEMA. We will continue closeout of the project.

A single audit will need to be conducted because we had over \$750,000 pass through the Borough. Manager Lane has approached auditing firms. In addition he is looking at FEMA to pay for the added expense. We have administrative costs to add to this project also.

3. Police Union Negotiations –

We have a tentative agreement with the Police. Manager Lane is awaiting the final documents from the Teamsters. There was good savings this year on the health insurance and he will discuss with council in more detail once the final paperwork has arrived.

4. Poplar Street Turnback –

No new information at this time. They are still discussing what to do with the Third Street part of the project (Cash Creek) that has a pipe that is 26 foot deep running underneath the street.

5. Trail Study-

Nothing new. Hunt Engineering is working on getting the committee organized.

6. 2018 Budget –

Manager Lane has done preliminary work on the 2018 budget. He is done with the public works personnel budget

7. Street Name Sign Program-

The county is offering to replace any missing or damaged local street name signs, and Manager Lane plans to turn in two signs - Elizabeth Street and Bridge Street. It was mentioned that the Poplar & Third street sign is missing. Manager Lane will add that sign to the list.

8. CDBG

Manager Lane will be submitting two projects for funding this year. A grant for the demolition of the blighted properties the borough purchased in Mason Alley (a resubmission), and a grant for ADA curb cuts that are needed near Jim Pruyne and Chad Salsman's office. This is the entrance to Bill Sick Lane.

9. Tourism Room Tax Grant –

Manager Lane will be submitting an application on behalf of the Riverfest Committee. This money will be used to advertise/promote, and hire entertainment for the event.

Miscellaneous - In addition, Manager Lane stated the Central Bradford Chamber of Commerce would like to hold a footrace on the Merrill Parkway on December 2nd. The parkway would close down for 3 & 1/2 hours, from 10:00 AM to 1:30 PM, and the participants would sprint down and back on the parkway road. Following the footrace, they will sponsor a Christmas parade to be held on Main Street.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that Manager Lane asked him to make an amendment to the Borough's Zoning Ordinance which was adopted to ensure compliance with local ordinance the local ordinance uniformity standards and other requirements of the (Unconventional Gas Well Impact Fee Act) Act 13 of 2012. In December 2013, the State Supreme court nullified one section of the law found unconstitutional that called for statewide rules on oil and gas to preempt local

zoning rules. Another section found unconstitutional required municipalities to allow oil and gas development in all zoning areas.

BOROUGH SECRETARY REPORT:

Secretary Kulick stated that the senior class of 2018 would like to hold a “color run” fundraiser again this year on October 22nd, and will use Route #1.

Also, Secretary Kulick presented the document for this year’s leaf pickup dates beginning Monday, November 13, 2017.

ADMINISTRATIVE REPORT – Police Pension statement was in packet.

UNION SUB-COMMITTEE REPORT – Waiting on the Police Officer’s new contract.

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

PLANNING COMMISSION REPORT – Mr. Christini was absent but the planning commission meeting is scheduled for October 17th to discuss the “Zoning” issue that is described below.

ZONING – Manager Lane stated that he had a meeting with Bradford County Commissioner, Ed Bustin, and was told the county plans to have a step-down house at 104 York Avenue – 4 rooms available for rent for parolees that finish a rehab program and are deemed safe to let out of jail. The potential clients will be female. Commissioner Bustin stated that they will be closely monitored with curfews intact. President Sweitzer stated that there is nothing to stop this in our current zoning ordinance; however, the Planning Commission may want to discuss it at their next meeting.

RECREATION REPORT – Mr. Kovalcin stated the committee is having a bon fire at Riverfront Park with free smores offered after the Halloween Parade on the 28th.

TMA – The minutes were included in packet.

WTMA – The minutes were included in packet.

CBPA REPORTS – The minutes were included in packet if available.

MISCELLANEOUS – Mr. Taylor asked about the status of continuing to work on the parking regulations in the borough. Manager Lane stated that the Public Works Committee started working on this and they will get back to it again.

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


Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
November 6, 2017**

The **NOVEMBER 2017**, regular meeting of the Towanda Borough Council was held on Monday, November 6, 2017, 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. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long, Mrs. Miller, Mr. Roof, Mr. Sweitzer, and Mr. Taylor

ABSENT: Mr. Christini

CITIZENS TO BE HEARD: Mr. Robert Archer, 4 North Street joined in the meeting after the Fire Board report. He voiced his displeasure of "Trick or Treat" night, and stated that he suspects that he had kids at his door that were from other local towns around us. Several council members stated that most of the children that came to their doors were very polite, and a few of the members stated that they normally have upwards of 200 children who visit their homes for Trick or Treat night. Mr. Long moved that the Recreation Committee work on making this night more manageable in 2018. Councilman Kovalcin, who is also on the Recreation Committee stated they will look into this issue for next year and give a report.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

The minutes of the October meeting were approved with a motion made by Mr. Taylor and seconded by Mrs. Lacek. Motion passed. Note: On page 4, under Poplar Street Turnback" heading – changed the sentence to say "26 foot deep pipe running underneath the street."

FIRE CHIEF REPORT:

Chief Roof stated that the fire company had a dozen or so incident calls in October. Equipment is in working order and they had some inspections. Also, he stated that the department had some more training this past month, and the Halloween Parade this year went well.

FIRE BOARD REPORT:

Mr. Klinger attended the meeting and had nothing to bring forward to council. He thanked the fire company and fire police members for helping out at the parade and during Trick or Treat.

MAYOR'S REPORT:

Mayor Miller stated that he was a judge at the Halloween Parade and at the YMCA costume party. He also thanked borough council for allowing the (Towanda High School) THS Homecoming bonfire, and the THS student council, who's idea it was the bring back the bonfire celebration festivity during the week of Homecoming (there were no negative issues during the bonfire).

POLICE CHIEF REPORT:

Chief Epler stated on his report the following:

Sergeant Lantz lectured at the " Red Ribbon Rally" to students at the Towanda High School about the affects of certain drugs on the body.

Towanda Police participated in the Halloween Parade.

Trick or Treat night was patrolled with the duty Officer and 1 part time Officer. No major incidences were reported.

The parking garage construction has taken more of our parking than initially anticipated. We have changed our parking situation around the station several times, more changes may be needed. Two to three patrol vehicles are now parked out in front of the station, in that parking is so tight out back. With that, the 2006 Crown Victoria was hit while parked on the 25th.

There have been 30 to 40 reported thefts of items inside cars (all of them were left unlocked).

Chief Epler also addressed council about extending or rolling over the balance of the officer's (including himself) vacation time this year because they don't have the extra help to be able to use the required amount for the year.

At 7:20 PM, President Sweitzer called for an executive session to discuss vacation hours for rollover. At 7:35 PM, the executive session ended, and regular meeting continued.

A motion was made by Mr. Taylor to approve rollover of the police officer's hours (including Chief Epler's). This was seconded by Mr. Kovalcin. Motion passed.

OCTOBER 2017 – Monthly Report

363	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
25	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
19	NON-TRAFFIC CITATIONS	15	THEFT REPORTS
1	DUI ARRESTS	6	ANIMAL COMPLAINTS
66	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	9	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
10	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

This is covered in this meeting.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for October 2017.

There were 21 permits issued in October – 165 year-to-date.

Permit fees paid in October were \$1,589.

Code Inspections charges were \$450 for October -- \$3,033.58 year-to-date.

The value of permit issued work in the borough year-to-date is \$1,426,055.

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

Council discussed the need to address the payment schedule of fines for code violations in the borough. This will be discussed further at a later date with Solicitor Smith.

PARKING REPORT: October 2017

# Green Tickets Issued:	14
# Yellow Tickets Issued:	2
# Green Tickets Forgiven	3
# Yellow Tickets Forgiven	0

# Green Tickets Excused	0
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	6
\$ Amount Paid w/n 48 Hrs	\$60
# Paid After 48 Hrs	0
\$ Amount Paid After 48 Hrs	\$0
# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before	12
Citations - \$	\$160
Revenue from Reserved Parking Spaces	\$2,890
Hours on Parking per Month	65
Police # of Tickets Written	1
\$ Amount Paid W/N 48 Hours	\$0
\$ Amount Paid After 48 Hours	\$0
TOTAL MONTHLY REVENUE	\$3,110

BOROUGH MANAGER’S REPORT:

Manager Lane also reported on the following:

1. Downtown Revitalization Project-

Construction continues on the parking garage. The “GeoPiers” have been installed and excavation of the footers is commencing.

Navarro and Wright have been retained to conduct soil compaction and concrete testing as well as general site inspection.

Ben Denault conducted an audit of the DCED Keystone Communities Grant we used to help pay for “soft cost” of the Towanda Downtown Revitalization Project. There were no findings in the audit report and he submitted the report to DCED.

Kaye Goodman with HRG, (Herbert, Rowland & Grubic, Inc - Contractor for Office of the Budget) will be here on Tuesday November 7th to represent the Office of the Budget for a site visit.

2. College Run –

Manager Lane submitted all the required paperwork to PEMA for closeout. We will receive our last reimbursement once FEMA has audited the closeout documents.

Lochen and Chase are conducting a single audit for 2016, and will plan to do 2017 as well. FEMA has agreed to pay for both audits.

3. Police Union Negotiations –

Manager Lane stated he has reviewed the Collective Bargaining Agreement between the Towanda Police Department and Teamsters Local Union No. 529, and recommended council approve the contract along with the Health and Hospital Agreement which will begin January 1, 2018 through December 31, 2020. A motion was made by Mr. Klinger and seconded by Mrs. Miller to approve the new contract. Motion passed.

One change to the contract is any new officer hired after January 1 2018, will pay 20% of the Health Insurance premium.

The GWI is 2.25% each year

The Health insurance plan was converted to a “HRA” plan, which reduces the cost by 10%.

4. Poplar Street Turnback –

Municipal Services continues to work out the financial details within the PennDOT organization. They still don't know what they are going to do about the 26 foot deep pipe on Third Street. Manager Lane is still patiently waiting for more information.

5. Trail Study-

The first meeting for the committee was held on October 26th. Manager Lane was not able to attend. The committee discussed the goals of the trail and general layout. There were a wide variety of ideas passed around the table. Towanda borough resident representative, Mike Guerin was present at the meeting.

6. 2018 Budget –

Manager Lane has a rough draft of the budget complete. He scheduled a Budget Work session for the 16th of November at 7 PM. This will be advertised.

7. CDBG -

Jim Haight presented our applications to the County Commissioners in Manager Lane's stead. We are asking for funds to tear down the buildings on Mason Alley and install sidewalk ramps on Park Street & Bill Sick Lane. He stated we will wait to hear from the county.

8. Tourism Room Tax Grant –

Manager Lane submitted the application for “Riverfest” to the Bradford County Tourism Agency for \$5,000, to help with advertising and entertainment. He expects to hear of awards in December.

9. Police Pension Funding Strategy-

On October 25th the Police Pension committee met with John Vargo from Conrad Siegel to discuss a funding strategy for the police pension. The committee, with the actuary's recommendation, made the preliminary decision to make changes to the actuarial assumptions from 6% to 7% for the January 1, 2017, actuarial valuation report (done each odd-numbered year). The strategy is to contribute the MMO plus an additional \$45,000 annually to the plan for the years 2019 and 2020. The additional contribution will be reevaluated again upon completion of the 2019 actuarial report. Manager Lane asked for council's approval to the change. A motion was made by Mr. Kovalcin and seconded by Mr. Klinger to approve the change to the actuarial assumption from 6% to 7% in the Police Pension Plan. Motion passed.

10. Route 6 Towanda River Bridge –

PennDOT plans to do work on the river bridge starting approximately April 2018, and will conceivably last until October 2018. They will be working on the sub structure and piers (concrete jacketing) underneath the bridge. They will be replacing the light poles, installing LED lights, also repairing deck concrete, expansion joints and will finish with an epoxy overlay.

11. Street Lights –

Manager Lane stated there are 38 more street lights to be changed over to LED. After that, they will work on the decorative lights.

12. Traffic Lights –

Mr. Klinger inquired about the traffic light at Main Street (at the bridge crossing and intersecting Merrill Parkway). He has heard comments and questions about "who" is the owner of the traffic lights. Manager Lane stated that the borough is the owner of the light and the borough has a permit with PennDOT to operate it with timing that was set by PennDOT who did traffic study at the time the borough applied for the Arle Grant. In essence, PennDOT controls the light.

13. Yearly Insurance Policy –

Manager Lane stated that we are now seeking bids for the yearly insurance policies and/or renewals. When these numbers come in, the admin/finance committee will make a decision on the servicer and coverage.

BOROUGH SOLICITOR'S REPORT:

Solicitor Smith stated that he would be writing a letter that Manager Lane needs to apply for the backhoe grant application with the USDA. He also stated that the garage project may be backing up against some other properties that were impinging on them. Manager Lane stated that we are ok now, as they tightened up the measurements.

Solicitor Smith stated that last month he was asked to amend the zoning code provisions on Oil and Gas Operations (Chapter 325, Article XIII), and the Planning Commission is currently considering another amendment. He stated he would like to do the updating of these ordinances all at once to make it more cost efficient.

Solicitor Smith also asked for an executive session to discuss potential litigation.

Therefore, at 8:08 PM, President Sweitzer called for an executive session.

At 8:24 PM, the executive session ended, and regular meeting continued.

BOROUGH SECRETARY REPORT:

Secretary Kulick informed Council about the K9 run Officer Hennessy is planning to have on November 18th.

Also, the Central Bradford Chamber of Commerce is having a 5K Run/Walk from 11 AM to 1 PM (on the Merrill Parkway), and sponsoring the Towanda Christmas Parade (on Main Street) at 4 PM on December 2nd.

ADMINISTRATIVE REPORT – Police Pension statement in packet.

UNION SUB-COMMITTEE REPORT – Covered earlier in the meeting.

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

PLANNING COMMISSION REPORT –

Mr. Long stated the commission met but had **no quorum** again.

The information on what was discussed at the meeting is in the form of minutes included in this package, although not official.

ZONING – Nothing new.

RECREATION REPORT – Mr. Kovalcin stated the committee was very pleased with the turnout at Riverfront Park after the parade. The committee had a bonfire and served hot chocolate and made smores for the children who attended.

TMA – The minutes included in packet.

WTMA – The minutes included in packet.

CBPA REPORTS – The minutes included in packet.

MISCELLANEOUS – Nothing new.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mrs. Miller. Meeting adjourned at 8:32 PM.


Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
December 4, 2017**

The **DECEMBER 2017**, regular meeting of the Towanda Borough Council was held on Monday, December 4, 2017, at the Municipal Building. Council President Paul Sweitzer called the meeting to order at 7:01 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. Roof, Mr. Sweitzer,
And Mr. Taylor

ABSENT: Mr. Long

CITIZENS TO BE HEARD: Mr. Tom Neilson, an Elder of the First Presbyterian Church in Towanda Borough stated that he has come to council once again to request them to have the planning commission revisit the church's request to be allowed to have an illuminated (LED) sign facing Merrill Parkway. He stated that it is so much easier to update signs via computer than going outside and changing lettering. He also stated they have limited volunteers to change an outside sign with the frequent church happenings. Mr. Sweitzer stated that the planning commission is going to be meeting on December 19th at 7 PM. Mr. Kacyon will be made aware to revisit the church's request for this meeting.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

The minutes of the November meeting were approved with a motion made by Mrs. Lacek and seconded by Mr. Kovalcin. Motion passed. Also, regarding Mr. Archer's address (page 1), it was noted to correct it as 4 **North** Third Street.

FIRE CHIEF REPORT:

Chief Roof stated that the fire company received the books for an open house community safety program for kids that will take place in late January or early February 2018. The borough matched the fire company's payment for these materials.

Mr. Taylor asked about the number of auto alarms (malfunctioning) that occur at the BC Courthouse, and Chief Roof stated that these are false alarms, and he was told the county is planning a new alarm system for the courthouse.

FIRE BOARD REPORT:

Mr. Klinger stated there was no meeting this past month due to training.

MAYOR'S REPORT:

Mayor Miller thanked the local Chamber of Commerce and Mrs. Pat Hoover and Vicki Wells for the planning of the downtown Christmas Parade. The Recreation committee also did an excellent job on their float, plus the theater showed the movie "Polar Express", which was a free movie. It was a much larger crowd attending this year which is good for the community.

POLICE CHIEF REPORT:

Chief Epler stated on his report the following:

All Officers successfully passed the annual firearms qualification.

He also stated that they had a very busy month, besides the normal amount of incidents there were 2 break-ins of businesses. Kambo's restaurant and Papa V's pizza were broken into by the same single male one week apart from one another. (PSP) Pennsylvania State Police also had multiple break-ins around the area for the last month.

Due to a coordinated effort with PSP and the large number of video surveillance that was involved with our break-ins, the suspect was caught on Wednesday the 22nd of November and had Thanksgiving dinner at Bradford County Correction Facility.

They also responded to a suicide on the 20th of November in a vacant top floor unoccupied area of 616 Main Street.

Also, the VFW Post 1568 donated \$250 to the K9 Fund, which they are very thankful.

November 2017 – Monthly Report

272	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
32	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
12	NON-TRAFFIC CITATIONS	13	THEFT REPORTS
3	DUI ARRESTS	4	ANIMAL COMPLAINTS
66	DISTURBANCE CALLS	6	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	11	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
12	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Nothing to report.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Haight reviewed the report for November 2017.

There were 23 permits issued in November, 188 year-to-date.

Mr. Haight also stated the UCC fee increased from \$4.00 to \$4.50 (as of October 25, 2017).

Permit fees paid in November were \$1,881.

Code Inspections charges were \$675 for November, \$3,708.58 year-to-date.

The value of permit issued work in the borough year-to-date is \$1,426,055.

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

PARKING REPORT: November 2017

# Green Tickets Issued:	0
# Yellow Tickets Issued:	0
# Green Tickets Forgiven	0
# Yellow Tickets Forgiven	0
# Green Tickets Excused	0
# Yellow Tickets Forgiven	0
# Paid W/N 48 Hrs @ ½ Cost	0
\$ Amount Paid w/n 48 Hrs	\$0
# Paid After 48 Hrs	1
\$ Amount Paid After 48 Hrs	\$20

# Tickets to Magistrate as Citations	0
Amount Received from Magistrate	\$0
Delinquent Tickets before	3
Citations - \$	\$60
Revenue from Reserved Parking Spaces	\$3,010
Hours on Parking per Month	50
Police # of Tickets Written	2
\$ Amount Paid W/N 48 Hours	\$10
\$ Amount Paid After 48 Hours	\$0
TOTAL MONTHLY REVENUE	\$3,100

BOROUGH MANAGER’S REPORT:

Manager Lane reported on the following:

- Downtown Revitalization Project-** Manager Lane stated the construction continues on the Parking garage.

He is still waiting for the Office of the Budget to approve the “special conditions” package that was submitted in February. Once approved, he stated, we will start receiving reimbursements for phase II.

- College Run -**

Manager Lane is working with PEMA to close the project. The single audit is underway, and he expects the 2016 single audit report to be finished by the end of the month. Work will be begin on 2017 as soon as possible

- 2018 Budget –**

Manager Lane stated that a budget work session was held on November 16th. The matter of the shrinking general fund balance was discussed at length, and he was instructed to adjust the draft budget to include a 1-millage rate increase to the Borough’s General Fund tax rate. He did the adjustment at the requested increase, and asked for a **motion** to advertise the proposed 2018 budget to be adopted at the Borough Council year-end meeting on December 28th. At said meeting council would tack comments on the 2018 Budget and Real Estate Tax Ordinance, which will set millage rates as follows:

Tax Rate for General Purposes Fund	16.10 Mills
Tax Rate for Fire	1.00 Mills
Tax Rate for Street Lights	1.96 Mills
Tax Rate for Library	.50 Mills
Total Millage	19.56 Mills

At this time Mr. Christini made a comment about the reason for the tax increase for 2018. He stated that an article in the Daily Review last month implied that the 2018 budget would be increased due to costs going up. However, Mr. Christini stated, the main reason for the tax increase is due to the huge cut two (2) years ago (2014) to the Earned Income Tax (EIT) by over \$50,000. Council had hoped the EIT revenue would rise in 2017, but it did not, and they cannot keep depleting the fund balance.

Mr. Christini stated that council is being very responsible in lowering costs in some areas. One of the areas of savings is in the latest three (3) year approved police labor contract where a 10 percent reduction was made possible just by moving the full-time officers to a new health insurance plan for 2018. This new plan contains a health reimbursement account. In conclusion, Mr. Christini stated that we could talk about many reasons why the lower EIT happened, but many are aware of the how the economic downturn has affected local industry jobs.

Mrs. Lacek made the motion to advertise the borough's proposed 2018 budget with the 1 mill increase in the property tax and Mr. Klinger seconded. Motion passed.

4. CDBG

Manager Lane stated that the County Commissioners decided not to fund the demolition of the two properties on Mason Alley. They did however; approve the funding for the (handicapped) curb cuts on Park Street at the end of Bill Sick Lane. He stated this project should start in spring 2018.

5. Tourism Room Tax Grant –

Manager Lane stated that the application submitted to the Bradford County Tourism Promotion Agency on behalf of the Riverfest Committee was awarded \$2,000 for the annual event.

6. Police Pension -

Manager Lane stated the 2017 Actuarial valuation package is complete and was delivered to the Borough last week. A copy of the report is available upon request.

7. “Mini Casino”- PA General Assembly Legislative Act 42 of 2017 –

Manager Lane presented **RESOLUTION 2017-16 Prohibit Category 4 Casinos in the Borough of Towanda**. He stated that the Pennsylvania General Assembly recently passed a new gambling expansion law which provides local municipalities the authority to prohibit “mini casinos” from being located within the municipal boundaries.

The Pennsylvania Legislative Act 42 of 2017. 4 Pa.C.S. Section 1305.1 (a.1) entitled “Municipal Option” authorizing a municipality to prohibit, or opt-out of having a Category 4 casino located within its municipality. A Category 4 license will allow a mini-casino to operate between 300-750 slot machines and up to 50 table games; and it requires any municipality that wants to exercise the municipal opt-out enact a resolution if it is desired to prohibit a Category 4 casino within the boundaries of the Borough.

In order to prohibit a “Mini-Casino” to be located in the borough, council needs to pass a resolution stating such.

Manager Lane also stated that this decision is up to council but he does not think it is a good idea to allow a “mini-casino” to operate in the borough of Towanda. During discussion it was noted by Solicitor Smith that Council could rescind the resolution in the future if it so desires to allow a mini-casino to operate in the borough.

At this time Mr. Taylor made a motion to adopt RESOLUTION 2017-16 Prohibiting the Category 4 Casinos in the Borough of Towanda. This was seconded by Mr. Christini. The vote was as follows:

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

Nay/No: Mr. Kovalcin, Mrs. Lacek and Mr. Roof

Absent: Mr. Long

Status: Resolution 2017-16 carried with a 5-3 vote.

BOROUGH SOLICITOR’S REPORT:

Solicitor Smith asked if there was a fully functioning Planning Commission. Mr. Christini stated that we have 3 new members who are enthusiastic about being on the commission. It was also stated there will be a meeting held on December 19, 2018 at 7 PM to discuss the definition of “Single Housekeeping Unit”, and to address LED Light usage (internally illuminated) for the First Presbyterian Church.

BOROUGH SECRETARY REPORT:

Secretary Kulick presented the following resolutions:

RESOLUTION 2017-17 Approval that Walter Foley (GTP) be re-appointed to Central Bradford Progress Authority (CBPA) board of directors as the Towanda Borough representative.

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

The vote was as follows:

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

Nay/No: None.

Absent: Mr. Long

Status: Motion carried.

RESOLUTION 2017-18 Bradford County Tax Committee Delegate Appointment. This is a required resolution for any borough imposing an Earned Income Tax (EIT) to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. The borough manager is primary, borough secretary is first alternate, and Mrs. Doreen Secor, Towanda Area School District Business Manager, is second alternate. These appointments are done each year in December or January, or as soon as possible thereafter. Motion to approve this resolution was made by Mrs. Lacek and seconded by Mrs. Miller.

The vote was as follows:

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

Nay/No: None.

Absent: Mr. Long

Status: Motion carried.

ADMINISTRATIVE REPORT – Police Pension statement in packet.

UNION SUB-COMMITTEE REPORT –

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

PLANNING COMMISSION REPORT – As stated earlier in this meeting, there will be a planning commission meeting held on December 19th at 7 PM.

ZONING – Nothing new.

RECREATION COMMITTEE – Mr. Kovalcin reported the Committee had a float in the Christmas parade and it went extremely well. Also, Mr. Kovalcin stated that the board had two people who helped the committee out and would like to be part of the Recreation Committee. Their names are Alicia Rider and Kayla Saxon. Mr. Kovalcin made a motion to add them to the committee and it was seconded by Mrs. Lacek. Motion passed.

Secretary Kulick will send a note out to both of them welcoming them to the recreation committee.

TMA – The minutes included in packet.

WTMA – The minutes included in packet.

CBPA REPORTS – None in packet.

MISCELLANEOUS – President Sweitzer asked council to think about supplying laptops for the police cars so that they would be able to work on administrative tasks such as filing incident reports while out in the field. This would also make their jobs much easier and also allow the officers to have more public exposure. President Sweitzer asked for this to be talked about in the Police Committee meeting.

ADJOURNMENT - Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Klinger. Meeting adjourned at 8:05 PM.


Towanda Borough Secretary

**TOWANDA BOROUGH SPECIAL COUNCIL
MEETING MINUTES
DECEMBER 28, 2017**

A SPECIAL meeting of the Towanda Borough Council was held on Thursday, December 28, 2017, at the Municipal Building. The meeting was called to order at 6:08 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 2017 YEAR-END BILLS

Mr. Klinger made a motion seconded by Mr. Kovalcin 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 2017-19

ADOPTION OF THE 2018 GENERAL FUND BUDGET & SPECIAL FUNDS

President Sweitzer asked if there were any questions regarding the proposed 2018 Borough and Special Funds Budgets.

Mr. Taylor made a motion seconded by Mr. Kovalcin to adopt, by resolution, the 2018 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 2017-19 carried unanimously.

ORDINANCE 2017-3

ADOPTION OF 2018 REAL ESTATE TAX LEVY

Mrs. Lacek made a motion seconded by Mr. Klinger to adopt, by resolution, the 2018 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 2017-3 carried unanimously.

NOTE: THE 2018 TAX MILLAGE RATE HAS INCREASED AND IS ATTACHED.

OTHER BUSINESS

The next meeting of borough council is the 2018 reorganization meeting scheduled for Tuesday, January 2, 2018, at 7 PM. District Justice Tim Clark will be present to swear in elected Mayor Garrett Miller. Mayor Miller will then swear in elected council members Mr. Klinger, Mr. Kovalcin, Mr. Long, and Mr. Taylor. Mary Ann Harris who was elected as Tax Collector for another term.

Please be sure to bring the Certificate of Election, Affidavit of Residency and Official Oath of Office with you. You cannot be sworn in without these documents. The Borough Secretary has all the forms but the Certificate of Election. This document was sent to the home address of the newly elected officials. If you did not receive this document, contact Borough Secretary, Diane Kulick at 570-268-9202, and she will contact the county Elections office. They can produce a duplicate copy for you to pick up at the courthouse.

ADJOURNMENT

Mrs. Lacek made a motion, seconded by Mr. Kovalcin. Meeting adjourned at 6:15 PM.

Diane M Kulick

Borough Secretary