

## **Towanda Borough Reorganization & Regular Council Meeting Minutes January 6, 2020**

A **Reorganizational Meeting** of the Towanda Borough Council was held on Monday, January 6, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA.

**Present were Councilmembers:** Mr. Rex Klinger, Mr. William Kovalcin and Mr. Keith Long  
**and;**

**Councilmembers Elect:** Mr. Mark Christini, Mr. Jimmy Lacek, Mrs. Ellen Lacek, Mr. William (Chili) Roof, Mr. Paul Sweitzer and Mr. Ryan Eberlin.

**Call to Order:** Mayor Garrett Miller called the meeting to order at 7:00 PM, followed by a silent prayer and the Pledge of Allegiance.

**OATH OF OFFICE (COUNCIL):** Mayor Miller administered the Oath of Office to: Mr. William (Chili) Roof & Mr. Ryan Eberlin representing 1st Ward, 4-year terms; Mr. Paul Sweitzer representing 2nd Ward, 4-year term; Mr. Jimmy Lacek, representing 2nd Ward, 2-year term; and Mr. Mark Christini & Mrs. Lacek representing 3rd Ward, 4-year terms. Mayor Miller congratulated the newly elected Councilmembers and welcomed the returning Council members.

### **NOMINATIONS & ELECTION OF COUNCIL OFFICERS**

1. Mayor Miller opened the nominations for Council President. Mr. Sweitzer made motion to nominate Mr. Christini for President of Council, seconded by Mr. Kovalcin. There were no other nominations; nominations were closed. Mayor Miller called for a vote of Council; all were in favor unanimously. Motion carried.

2. Mayor Miller asked for nominations for Vice-President. Mr. Kovalcin made motion to nominate Mr. Long for Vice-President of Council, seconded by Mr. Sweitzer. There were no other nominations; nominations were closed. Mayor Miller called for a vote of Council; all were in favor unanimously. Motion carried.

3. Mayor Miller asked for nominations for President Pro Tempore of Council. Mr. Roof made a motion to nominate Mr. Klinger for President Pro Tempore of Council, seconded by Mr. Long. There were no other nominations; nominations were closed. Mayor Miller called for a vote of Council; all were in favor unanimously. Motion carried.

Mayor Miller congratulated the elected officers and turned the gavel to Council President Christini to officiate the remainder of the reorganization meeting.

**CITIZENS TO BE HEARD:** None.

President Christini on behalf of Council welcomed Mr. Ryan Eberlin as a new Council member (representing 1st Ward).

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

Motion to approve the December 2, 2019, Regular Council meeting minutes was made by Mrs. Lacek and seconded by Mr. Klinger. Motion carried.

Motion to approve the December 26, 2019, Special Council meeting minutes was made by Mr. Long and seconded by Mr. Klinger. Motion carried.

**FIRE CHIEF REPORT:**

Chief Roof reported the Tower Truck was still in Horseheads, New York being worked on. Chief Roof told the company officials that after the new hydraulic pump is installed to stop working on the truck, as he is currently working with brokers to sell the Tower Truck after the new hydraulic pump is installed. Also, he stated that Engine 4's primer pump had a problem, but has since been repaired.

Chief Roof also stated that Towanda Township was very receptive and has agreed to help the fire company fund the new tower truck. President Christini applauded the cooperation of Towanda Township and all the neighboring municipalities.

**FIRE BOARD REPORT:**

Mr. Klinger stated Chief Roof covered everything.

**MAYOR'S REPORT:**

Mayor Miller welcomed Mr. Eberlin to Council and they also held a Police Committee meeting tonight, and Mr. Lacek will cover the meeting contents. Mr. Lacek stated that the Bradford County (BC) Sheriff's Office announced they will no longer transport prisoners from the BC jail to the magistrate's office for their hearings. In other words, all police officers (beginning February 1st) will be responsible for transporting individuals they originally arrested, from the Bradford County Correctional facility to their preliminary hearings in the magisterial district court. The Police Committee feels that financially it may cost the Borough quite a bit of money over time, and he stated this will also be a requirement for all local police forces including the state police.

**POLICE CHIEF REPORT:**

Chief Epler reviewed his report to Council and discussed the BC Sheriff's announcement above.

**CHIEF EPLER REPORTED THE FOLLOWING:**

A DUI rove was conducted this month.

Officer Hennessy and Bellows did Blue Santa with success once again.

Officer Bellows drove a patrol car in the Christmas Parade

Officer Lake took a Patrol Car to the Valley to participate in the funeral procession for Erin Covey, she was an EMT / dispatcher who passed earlier this month.

Chief Epler attended the Police Chief's meeting held at the Guthrie Hospital. It was a dual meeting for problem solving between the local police departments and Robert Packer Hospital officials in addition to the monthly Chiefs of Police meeting. The BC Sheriff's department announced at this meeting that they will no longer be transporting prisoners from jail to the magistrate hearing and that duty will become the responsibility of the police department who arrested the defendant. This will put further burden on our already taxed manpower problem. The local Police Chiefs have since requested a meeting with Judge Beirne and the BC Commissioners about this problem.

**Mr. Sweitzer made a motion that we will not put forth any resources to this until we receive more information. The motion was seconded by Mrs. Lacek and motion carried unanimously. Solicitor Smith was asked to write a letter to Bradford County stating Council's position on this subject and request more information, plus set up a meeting with them.**

Chief Epler also stated that during the that meeting, the new District Attorney spoke of his new procedures in which the DA's Office will require more information immediately after the arrest of a defendant.

Also, the new patrol car is done and they are trying to arrange a day to go pick it up. The Tahoe will be going down at the same time to be fitted for a K-9 cage and hot pop. This work is being donated/financed by the same woman who donated the money for K9 Hades and she wishes to be anonymous.

In addition, the 2014 patrol car has been out of service for a water pump failure.

**DECEMBER 2019 – Monthly Report**

286	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
17	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
12	NON-TRAFFIC CITATIONS	13	THEFT REPORTS
1	DUI ARRESTS	3	ANIMAL COMPLAINTS
59	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	10	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
5	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

See the statements under Mayor and Police Chief's reports.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.

**DECEMBER 2019 SUMMARY**

<b>PERMITS &amp; CONTRACTORS</b>	<b>Month</b>	<b>YTD</b>
Permits Issued	3	193
Permit Fees Paid	\$10	\$18,580.14
Code Inspections Fees	\$0	\$4,682.14
Borough Total after Code Inspections Fees	\$10	\$13,898
Permit Work Value	\$8,100	\$855,521.18
Contractors Registered	3	114
Contractors Registrations Amount	\$250	\$8,800

**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	1	38	\$4.50	\$171.00
#3 Commercial – New				
#4 Commercial – Other	0	14		\$63.00
<b>TOTALS</b>	<b>1</b>	<b>52</b>	<b>\$4.50</b>	<b>\$234.00</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	4	146	2	143	2	52
1 & 2 Family Rentals	8	135	6	137	4	70
Commercial Rental Units	6	58	6	57	2	26
Commercial Non-Rental	3	25	3	42	2	13
<b>TOTALS</b>	<b>21</b>	<b>364</b>	<b>17</b>	<b>379</b>	<b>10</b>	<b>161</b>

President Christini stated that concerning violations of repeat offenders of the borough code, we need a better way to approach this problem. He asked that Council members think about this and offer suggestions.

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	8	80
2nd Inspection	2	23
3rd Inspection	0	9
<b>FEES PAID</b>	<b>\$0.00</b>	<b>\$112.00</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL		4		10		\$40
COMMERCIAL						
MANUFACTURING						
SIGN		4		1		\$160
OCCUPANCY						
OTHER						
<b>TOTAL</b>		<b>8</b>		<b>11</b>		<b>\$200</b>

Sign Permits Total:		2				\$160
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**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**PARKING** (Started in mid-August)

**Tickets by Status (Last 30 Days)**

Issued	32
Paid	43
Dismissed	14
Abandoned	10
Warning	17

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	88
Expired Meter	10
Over Night Parking	0
Non-Space	0
Parking Outside of Lines	0
Permit Required	7
Non-Space	0

**Tickets by Street Location (Last 30 Days)**

Main	41
Bridge	18
Park	14
Pine	8
Towanda	10
State	2
Court	8
Washington	5
Parking Garage	55
John B. Merrill Pkwy	0

**2019 PARKING STATISTICS**

	Number of	%
Paid	240	37
Warning	252	39
Citation	2	2
Open	140	22

**BOROUGH MANAGER'S REPORT:**

1. **Downtown Revitalization Project-**

Manager Lane submitted the final payment to the Parking Garage Contractor. The architect signed off on the punch list items and advised we final out the contract.

The final step with RACP will be an audit conducted by the Office of the Budget and they will release our final reimbursement.

Agreement with County will be forthcoming.

2. **PennDOT Turnback SR 3020 –**

We advertised seeking bids for the SR 3020 turnback project. A pre-bid conference will be held on January 7th at 10:00 am for potential bidders to ask questions or raise any concerns with the bid documents. The bid opening will be on January 29th at 1:00 pm. Council will accept or reject the bids at the February 3rd, 2020 meeting.

3. **Flooding August 2018 –**

Manager Lane will continue to work with FEMA regarding Cash Creek. Stiffler and McGraw provided a report to satisfy FEMA. The status of the project is sitting with FEMA's "Consolidated Resource Center" to verify costs.

4. **Police Pension Fund –**

During the 4th quarter we had a meeting with C&N Bank regarding the police pension fund. We discussed the possibility of changing the allocation on the account from 65% equities/35% fixed to 70% equities/30% fixed, should a market pullback occur.

We thought we would wait for a 15% drop. C&N calculated this drop on the S&P closing to be approximately 2,555.71.

**Manager Lane asked Council to approve this change and he will forward the letter of approval to C&N Bank. A motion to approve this change was made by Mr. Long and seconded by Mr. Kovalcin. Motion carried - 8 ayes and 1 nay.**

**Executive session was called at 8:05 PM to discuss a contract dispute.**

**Executive session ended and Council meeting was back in session at 8:35 PM.**

5. **NTSWA –**

Due to the language in the contract with NTSWA and a recent customer complaint, NTSWA has requested Council approve the enclosed "Non-Credit Application" for dumpster service customers within the Borough. This is specifically for customers that NTSWA will not service on credit. Manager Lane recommended Council approve the application. **A motion to approve the Non-Credit Rear Load Agreement of NTSWA was made by Mr. Sweitzer and seconded by Mr. Klinger. Motion carried unanimously.**

**BOROUGH SOLICITOR'S REPORT:**

Solicitor Smith discussed one item in the Executive Session.

Also, he stated that Mr. Sluyter had an ADA issue come up due to the Parking Attendant giving a parking ticket to someone with handicap status, and this moved on to the magistrate level. Solicitor Smith made it clear that at such a hearing, Mr. Sluyter, as an enforcement officer is allowed to ask questions, for example, of our Parking Attendant, who would have written the ticket.

**BOROUGH SECRETARY REPORT:**

Secretary Kulick presented the following resolution:

**RESOLUTION 2020-1**

Re-Appoint Paul Sweitzer to TMA (Towanda Municipal Authority) Board for another 5-year term.

Motion was made by Mr. Lacek and seconded by Mrs. Lacek

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Vice-President Mr. Long and Mr. Roof

NAY/NO:

ABSTAIN: Mr. Sweitzer

ABSENT:

**Resolution 2020-1 – Carried**

**ADMINISTRATIVE REPORT:**

Mr. Christini presented Mr. Sweitzer with an engraved gavel and block set for serving 5 years as President of Borough Council. He also had a list of major accomplishments of the Borough Council over the last 10 years (attached), and a couple future projects and goals for the next decade. Also, he thanked Council for their endeavors during this time period. He surprised Mr. Sweitzer with a cake in his honor that was shared at the end of the meeting.

**UNION SUB-COMMITTEE REPORT:**

The Police union contract will be ending on December 31, 2020.

**FINANCIAL REPORT:**

There were no bills to pay at this meeting, as they were paid at the 2019 year-end Special Meeting on December 26, 2019.

**PLANNING COMMISSION REPORT:**

The Planning Commission by motion, was instructed to discuss at their next meeting, potential code revisions to Towanda Borough Code Sections §221-2 and §325-81. Council feels that we need to encourage and promote families in order to preserve and enhance the quality of life in Towanda Borough.

**There are 3 specific items: 1) Definition of Family. 2) Possibly reduce Family Unit in R1 and R4 districts. 3) Possibly eliminate Special Exception.**

**A motion was made by Mr. Klinger and seconded by Mrs. Lacek to have the Planning Commission discuss those 3 items. Motion carried unanimously.**

**MISC:**

To Extend Manager Lane's Employment Motion:

**Mrs. Lacek made the motion to extend Manager Kyle Lane's employment with the Borough for another two years, seconded by Mr. Sweitzer. Motion carried unanimously.**

**President Christini, on behalf of Council, thanked Manager Lane for his "dedication and hard work".**

**RECREATION REPORT:**

Nothing new yet.

**TMA/WMA/CBPA REPORTS:**

Included in packet.

**ADJOURNMENT:**

Motion to adjourn was made by Mr. Klinger and seconded by Mr. Kovalcin. Meeting adjourned at 9:00 PM.

  
Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes February 3, 2020**

The Regular Meeting of the Towanda Borough Council was held on Monday, February 3, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. William Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Keith Long, Mr. Roof and Mr. Sweitzer

**Absent:** Mr. Klinger

### **CITIZENS TO BE HEARD:**

Kali's Mission – Gary & Charlotte Parks were present to report on the program's progress and financial state (Financial Report included). They have been working diligently doing fundraisers the last few months which have brought in \$869.00. They stated that will continue to do them. Kali's Mission organization has spayed/neutered 75 cats preventing a total of approximately 1,200 new kittens born without homes (feral) which Council members state was great. **In addition, Mrs. Parks asked for a letter of support from Council they could include when applying for funding (They are 501(c)(3) non-profit status now), and asked for Council's support again to keep the program going to reduce the feral cat problem in Towanda. A motion was made by Mr. Sweitzer and 2nd by Mr. Kovalcin to donate \$2,000 to Kali's Mission. Motion passed unanimously.**

Mrs. Chris Griffiths of 200 Thomas Street (First Ward), visited Council tonight, and at the September 4, 2018 meeting to discuss support for a neighborhood watch program. She has had 14 responses on Facebook offering help in the different wards in town. She stated that her church will provide the location for meeting with residents for organization and training. Mayor Miller stated that he will get together with Mrs. Griffith, Chief Epler and the Officers as well to move forward with this idea. Also, Manager Lane stated that the borough has many old parking signs that could be converted cheaply to "neighborhood crime watch" signage by a local company for around \$7.00.

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

Motion to approve the February 3, 2019, Regular Council meeting minutes was made by Mrs. Lacek and seconded by Mr. Sweitzer. Motion carried.

Also, President Christini included in the packets, the borough public officials list and Council committees & meeting dates for 2020. If there are any corrections, members are to let Secretary Kulick know.

### **FIRE CHIEF REPORT:**

Chief Roof reported there were 14 calls in January. The tower truck is back sitting at the station. It is not certified and it was brought back from Horseheads, NY, repair company "not fixed" (hydraulic pump). P&G came up and looked at the older engine truck, but he hasn't heard back from them. The closing on the new truck is slated for the week of the 10th. Solicitor Smith will review the paperwork.



**FIRE BOARD REPORT:**

Mr. Klinger was absent but Chief Roof stated there was nothing new to report.

**MAYOR'S REPORT:**

Mayor Miller stated a letter was drafted to be sent to Bradford County President Judge Maureen Beirne concerning Sheriff C. J. Walters' pursuance to have arresting police departments transfer inmates that they arrested from the Bradford County Correctional Facility to their preliminary hearings in the magisterial court and back to the BCCF. It was revealed that a court order from BC President Judge Jeffrey A. Smith in 1994 (which outlined dates & times for court hearings in the magisterial courts) stated that "it shall be the duty of the BC Sheriff's Office to transport any and all detainees housed at the BCCF.

Council reviewed the letter and Solicitor Smith advised that the letter also be sent to the Sheriff's Department of Bradford County, the local borough's and townships with police departments, and the local State Police.

Also, Mayor Miller stated that he will follow up on a neighborhood crime watch program.

In addition, Mayor Miller has plans to start a recognition program for individuals who focus support of the town in different ways.

**POLICE CHIEF REPORT:**

Chief Epler reviewed his report to Council and discussed the BC Sheriff's announcement above.

**CHIEF EPLER REPORTED THE FOLLOWING:**

Officer Bellows and Chief Epler had a meeting with State DUI Representative. The Rep went over our grant with them and all looked good on the program.

The new 2020 patrol car was brought home from 911 Rapid Response and the Tahoe was taken down for conversion to the new K-9 vehicle. It was discovered during the trip home that the heater motor did not work, and it was taken to Sherwood's for service. During that time, it was found by Sherwood's that the vehicle had mouse damage under the dash. The dealer that sold us the vehicle is going to stand by the repairs. At the time of this report the vehicle is still at Sherwood's.

Chief Epler did some further research in regards to on-board computers and found a lower price. He also checked with a highway traffic safety person who suggested using the "TraCS system" (The State Police currently use this system), where the cost is now down from \$10,000 to \$5,000 per car. There is also a free part of this program available in October of this year. Also, this system is a standalone system. Athens Borough police department is getting this system put in their police cars and have invited Chief Epler to observe it. Also, Sayre police department is running a different system for their police car. They will be able to compare systems with each other to give them an answer as to which system is the better one.

President Christini stated for Chief Epler to keep Council in the loop as this is not in the budget this year and he would need technical recommendation from the Police Committee. The Chief added that the current camera system used on the officer's shoulder has helped save money on officers going to court.

**JANUARY 2019 – Monthly Report**

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

**POLICE COMMITTEE REPORT:**

Items discussed were covered by the Mayor and in Chief Epler's report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, presented the report to Council. President Christini stated that he wants to see everything that is active as far as code violations, even if it is months old.

**JANUARY 2020 SUMMARY**

<b>PERMITS &amp; CONTRACTORS</b>	<b>Month</b>	<b>YTD</b>
Permits Issued	9	9
Permit Fees Paid	\$450	\$450
Code Inspections Fees	\$ 255	\$255
Borough Total after Code Inspections Fees	\$195	\$195
Permit Work Value	\$16,150	\$16,150
Contractors Registered	2	2
Contractors Registrations Amount	\$200	\$200

**UCC Reportable Permits**

	<b>Month</b>	<b>YTD</b>	<b>Fees</b>	<b>Fees YTD</b>
#1 Residential – New				
#2 Residential – Other	2	2	\$9	\$9
#3 Commercial – New				
#4 Commercial – Other				
<b>TOTALS</b>	<b>2</b>	<b>2</b>	<b>\$9</b>	<b>\$9</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	8	8	8	8	4	4
1 & 2 Family Rentals	12	12	10	10	3	3
Commercial Rental Units	3	3	3	3	0	0
Commercial Non-Rental	1	1	1	1	0	0
<b>TOTALS</b>	<b>24</b>	<b>24</b>	<b>22</b>	<b>22</b>	<b>7</b>	<b>7</b>

**Rental Dwelling Unit Inspections**                      Month                      YTD

1st Inspection	2	2
2nd Inspection	2	2
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**PARKING**

**Tickets by Status (Last 30 Days)**

Issued	43
Paid	26
Dismissed	12
Abandoned	5
Warning	8

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	79
Expired Meter	7
Over Night Parking	
Non-Space	2
Parking Outside of Lines	
Permit Required	
Non-Space	

**Tickets by Street Location (Last 30 Days)**

Main Street	37
Bridge Street	17
Park Street	12
Court Street	8
Towanda	7
State Street	5
Washington Street	
Pine Street	
State Street	
Parking Garage	
John B. Merrill Pkwy	

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**BOROUGH MANAGER'S REPORT:**

1. **Downtown Revitalization Project-**

Manager Lane stated the final pay application has been submitted to RACP which will trigger an audit conducted by the Office of the Budget and then release our final reimbursement.

Agreement with County will be forthcoming.

2. **PennDOT Turn back SR 3020 –**

The Engineer and Manager Lane decided to extend (2 weeks) the bidding due date to February 12th. There were several questions from contractors we wanted to make sure there was ample time to answer.

3. **Flooding August 2018 –**

Still waiting on FEMA. TMA project has been obligated. Just waiting for Borough project to be obligated as well.

Manager Lane continues to work with FEMA regarding Cash Creek. Stiffler and McGraw provided a report to satisfy FEMA. The status of the project is sitting with FEMA's "Consolidated Resource Center" to verify costs.

4. **Municipal Building Parking Lot –**

The 2020 Budget included plans to pave our parking lot. It is much past due and Manager Lane plans to seek estimates in the next few weeks. He does not think the price of the project will exceed the public bidding threshold.

5. **YMCA Building Floor replacement – Resolution # 2020-2**

The YMCA has asked NTRPD to apply for DCNR grant funding to assist on replacing the gym floor of the SCI building. The YMCA has raised all the required matching funds for the grant. Because the building belongs to the Borough, the grant application will be run through the Borough. I would kindly request council to make a resolution to apply for DCNR grant funding. I have enclosed **Resolution # 2020-2**.

**RESOLUTION 2020-2**

Approval for YMCA to apply for DCED grant money for Renovations & Improvements to the facility plus agreement terms.

Motion was made by Mrs. Lacek and seconded by Mr. Sweitzer

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Vice-President Mr. Long and Mr. Roof and Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mr. Klinger

**Resolution 2020-2 Carried unanimously**

6. **Ladder Truck – Fire Department – Resolution # 2020-3**

I have secured financing for the new ladder truck. We will be financing \$574,294 over 15 annual payments of \$48,848. This is a municipal lease and at the end of the 15-year period the truck will be ours for \$1. The interest rate is 3.18%

A resolution is required for Council to name Kyle Lane – Borough Manager to be the signatory of all the related documents.

I have enclosed **Resolution # 2020-3**.

**RESOLUTION 2020-3**

Approve, Authorize & Execute Master Equipment Lease Purchase Agreement No. TOWPA2020-02E between Community First Nat'l Bank as Lessor & Towanda Borough as Lessee for New Spartan 75' Quint Aerial Ladder Truck

Motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Vice-President Mr. Long and Mr. Roof and Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mr. Klinger

**Resolution 2020-3 Carried unanimously.**

7. **2019 Financial Audit**

Our auditing firm Shannon & Hallock will be starting our 2019 financial audit this week with the deadline of March 31, 2020 for the report.

8. **Committee appointments –**

Manager Lane kindly requested Council to appoint Ryan Chamberlain as the Towanda Borough Emergency Management Coordinator.

**Motion to appoint Mr. Ryan Chamberlain as the Towanda Borough Emergency Management Coordinator was made by Mrs. Lacek and seconded by Mr. Kovalcin. Motion carried unanimously.**

**Manager Lane also requested Council appoint Frank Innes as a regular Zoning Hearing Board member (opening behind Ryan Eberlin who was elected to Council) along with the appointment of the following board members: Kevin Tama, Mary Krill, and 1st Alternate Matt Tavani. Motion was made by Mr. Long and seconded by Mrs. Lacek. Motion carried unanimously.**

**Manager Lane stated that we have room for 1 more Zoning Board Alternate if anyone knows of someone being interested.**

**BOROUGH SOLICITOR'S REPORT:**

Solicitor Smith will review the documents for leasing the Fire Department's new ladder truck. He will also review the parking ordinance.

**BOROUGH SECRETARY REPORT:**

Secretary Kulick stated that the Borough Clean-up will be held on Friday, May 15th & Saturday, May 16th. It will be sent to the paper in April.

**ADMINISTRATIVE REPORT:**

President Christini stated that Finance & Admin reviewed the bills received last month and stated they will review the current Borough Fees in the Finance & Admin meeting to make changes, and will bring to Council for approval.

**UNION SUB-COMMITTEE REPORT:**

The Police union contract discussion will start this summer as their contract will be ending on December 31, 2020.

**FINANCIAL REPORT:**

Motion to pay the bills was made by Mr. Long and seconded by Mr. Kovalcin. Motion passed.

**PLANNING COMMISSION REPORT:**

**The Planning Commission discussed and recommended the following:**

**Amend code §221-2 Definition of Family as: An individual or two (2) or more persons related by blood or marriage, or a group of not more than three (3) persons, who are not related by blood or marriage, living together as a single housekeeping unit in a dwelling unit. and adhere to zoning rules for single family districts and suggested to Council that we change it from 5 to 3 persons.**

**Motion to do this was made by Mr. Sweitzer and 2nd by Mrs. Lacek. Motion passed.**

**In addition, a motion was also made by Mr. Kovalcin and seconded by Mr. Long to eliminate the word "servants" in the amendment.**

**MISC:**

Solicitor Smith stated that he will be working on Code § 325 – Oil and Gas Operations, to eliminate it, as it was voted by Council in a prior meeting to do so.

**RECREATION REPORT:**

Mr. Kovalcin stated they will be having a meeting next week.

**TMA/WMA/CBPA REPORTS:**

Included in packet.

**ADJOURNMENT:**

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 9:00 PM.



Diane M. Kulick  
Towanda Borough Secretary

## Towanda Borough Regular Council Meeting Minutes March 2, 2020

The Regular Meeting of the Towanda Borough Council was held on Monday, March 2, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. Klinger, Mr. William Kovalcin, Mr. Lacek, Mr. Long  
**Absent:** Mrs. Lacek, Mr. Roof & Mr. Sweitzer

### **CITIZENS TO BE HEARD:**

None present.

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

Motion to approve the February 3, 2020, Regular Council meeting minutes was made by Mr. Long and seconded by Mr. Kovalcin. Motion carried.

### **FIRE CHIEF REPORT:**

Chief Roof was absent and the incident report was included in the Council packets

### **FIRE BOARD REPORT:**

Mr. Klinger stated there was nothing new to report, however; Mr. Klinger stated that they received pictures of the new Ladder truck, and the paperwork finalization was put off to another week. Also, he stated that the older engine truck that is for sale did not have any offers to buy yet.

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

Mayor Miller stated that he is working with Mrs. Chris Griffiths (200 Thomas Street-First Ward) on starting a neighborhood watch program.

### **POLICE CHIEF REPORT:**

Chief Epler reviewed his report to Council.

Sgt. Lantz spoke to a Widowed Women's group at the Catholic Church about personal safety. About 30 Women were in attendance and they covered a wide range of topics.

The new 2020 patrol car is now back in service for the Dept.

Officer Hennessy did a program with Hades for the K4 students.

Also, the K9 vehicle is still being modified.

Towanda PD has tagged for tow many vehicles this month, most have been moved by owners, a couple have been towed.

### **FEBRUARY 2020 – Monthly Report**

300	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
16	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
4	NON-TRAFFIC CITATIONS	8	THEFT REPORTS



0	DUI ARRESTS	6	ANIMAL COMPLAINTS
42	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
11	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

There was no meeting held this month.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, presented the report to Council.

**FEBRUARY 2020 SUMMARY**

<b>PERMITS &amp; CONTRACTORS</b>	Month	YTD
Permits Issued	1	10
Permit Fees Paid	\$37	\$487
Code Inspections Fees	\$0	\$255
Borough Total after Code Inspections Fees	\$37	\$232
Permit Work Value	\$2,000	\$11,950
Contractors Registered	10	12
Contractors Registrations Amount	\$700	\$900

**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	1	3	\$4.50	\$13.50
#3 Commercial – New				
#4 Commercial – Other				
<b>TOTALS</b>	<b>1</b>	<b>3</b>	<b>\$4.50</b>	<b>\$13.50</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental		8		8		4
1 & 2 Family Rentals		12		10		3
Commercial Rental Units		3		3		0
Commercial Non-Rental		1		1		0
<b>TOTALS</b>		<b>24</b>		<b>22</b>		<b>7</b>

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	5	7
2nd Inspection	0	2
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**PARKING**

**Tickets by Status (Last 30 Days)**

Issued	46
Paid	21
Dismissed	13
Abandoned	6
Warning	13

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	<b>84</b>
Expired Meter	3
Parking Outside of Lines	2
Permit Required	2
Non-Space	2

**Tickets by Street Location (Last 30 Days)**

Main Street	35
Bridge Street	27
Park Street	8
Court Street	8
Towanda	3
State Street	
Washington Street	
Pine Street	10
State Street	
Parking Garage	
John B. Merrill Pkwy	

**BOROUGH MANAGER'S REPORT:**

Manager Lane stated that he and Mr. Sluyter inspected the Tennis Court that is funded/maintained by Towanda Borough and Towanda Area School District, and found that it needs to be repaired and full color system applied to it. The TASD Business Manager and Superintendent inspected it also and both agreed. A proposal was done by CoStars authorized vendor Miller Construction from West Chester, PA in the amount \$29,520.00.

Manager Lane asked for Council's approval to move forward with this shared cost project. Mr. Klinger made the motion to accept the proposal of Miller Sports Construction and Mr. Kovalcin seconded that motion. Motion passed.

1. **PennDOT Turnback SR 3020 –**

A public bid opening was held on February 12th here in the council room for the SR 3020 reconstruction project. The apparent **low bidder was Sikora Brothers Paving** with a base bid of \$1,270,862.93. alternate #1 - \$176,608.40, alternate #2 - \$21,071.50 and alternate #3 - \$13,390.08. For a total combined bid of \$1,481,932.91  
The full bid tabulations were sent to Council.

**Manager Lane recommended that council accept the apparent low bidder and alternates 1, 2 and 3.**

**Mr. Kovalcin made the motion to accept the proposal of Sikora Brothers Paving and Mr. Klinger seconded that motion. Motion passed unanimously.**

2. **Flooding August 2018 –**

Manager Lane stated we are still waiting on FEMA. The TMA project has been obligated, and we are just waiting for the Borough project to be obligated as well.

He will continue to work with FEMA regarding Cash Creek. Stiffler/McGraw provided a report to satisfy FEMA. The status of the project is sitting at FEMA's "Consolidated Resource Center" to verify costs.

3. **Municipal Building Parking Lot –**

During the last council meeting it was recommended to Manager Lane to address the garage door to the mechanic garage before we proceed with the paving. He concurred, and he is waiting for estimate from a contractor to see what kind of cost(s) we are looking at. We should have something by April's meeting date.

4. **Ladder Truck – Fire Department –**

The new Truck is scheduled to be delivered to the Fire Department on March 14th; at which time we will write the check for the down payment. The first annual payment will be April of 2021.

5. **2020 COPS grant -**

Manager Lane began work on a "COPS" grant for 2021, and sent it on for review by Lauren Egleston, Economic Development Program Manager at Northern Tier Regional Planning & Development Commission. The grant, if awarded would pay for 75% of a new officer's salary and fringed benefits for three years. The Towanda Police Department has been successful in the past with this program, as Manager Lane believes Chief Epler was hired under this program as well.

Also, Manager Lane presented the following resolution concerning the police department:

**RESOLUTION 2020-4**

To Authorize Patrolman Bryan Bellows Electronic Access Agreement for PA Crash Information Tool Entered into with the Commonwealth of Pennsylvania, Dept of Transportation.

Motion was made by Mr. Klinger and seconded by Mr. Kovalcin

The roll was called and recorded as follows:

**AYE/YES:** President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek and Vice-President Mr. Long

**NAY/NO:**

**ABSTAIN:**

**ABSENT:** Mrs. Lacek, Mr. Roof & Mr. Sweitzer

**Resolution 2020-4 Carried unanimously.**

6. **Flood Insurance Rate Map Update –**

Manager Lane has been bringing this subject up for the past year and half and it seems it is finally coming to fruition. The new FIRM maps are tentatively scheduled to go into effect in August of 2020. He is working with Leslie Rhodes from the PA Municipal League regarding the status of our floodplain ordinance, and he does not anticipate changes, if any at all to our current ordinance, as we just updated it in 2014.

7. **Route 6 Alliance Façade Program-**

Manager Lane is sure you are all aware, the Route 6 Alliance was successful in securing a State Façade Grant for Bradford County. They held a meeting at the Keystone Theatre on Feb 4th to provide information to property owners. He attended the meeting which was overall very well attended. He is looking forward to see the improvements happen downtown.

8. **Redevelopment Authority-**

Manager Lane is still working behind the scenes with CBPA to get the Redevelopment Authority active again. He is looking to visit an already established Authority to gain some intel on the reality of funding and what hurdles there are to jump.

9. **Trail Project/Tommy Fairchild Riverfront Park -**

Manager Lane has met with representatives from PennDOT regarding moving forward with the Trail system along their ROW on the 220 by-pass. The representatives laid out some general options to consider regarding a plan of implementation, and what to expect if we decide to move forward. Also, this will probably be a phased project due to the nature of its size.

**BOROUGH SOLICITOR'S REPORT:**

After public notice on February 23, 2020 in the Daily Review newspaper, Solicitor Smith presented **Ordinance #2020-1** to Council:

This Ordinance amends Chapter 325, Article XI, Section 325-81 of Borough Code to delete the definition of "Family" and replace with a new definition of "Family". The definition of FAMILY shall be deleted and replaced with: FAMILY – An individual or two or more persons related by blood or marriage or a group of not more than three persons who are not relate by blood or marriage, living together as a single housekeeping unit in a dwelling unit.

**ORDINANCE #2020-1**

Motion was made by Mr. Long and seconded by Mr. Lacek

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek and Vice-President Mr. Long

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek, Mr. Roof & Mr. Sweitzer

**Ordinance #2020-1 carried unanimously.**

It will now be reviewed by Bradford County Planning Commission.

**NOTE MADE BY PRESIDENT CHRISTINI:** President Christini explained the reasoning behind this change. He stated that one of the things that as a councilman he thinks about are ways that we can promote families, whether they be traditional, families, blended families or foster families. He believes that we want to encourage a much more stable and less transient population in the borough. One of the problems President Christini has faced over the years is people in the R1 Districts would come to him and say there was a bunch of unrelated people living next door to them and that it's detrimentally affecting their property values. One way to stop this from happening is to enforce our existing zones R1 & R2, and in cases where there is more people,

they can live in "Multifamily", so he believes this preserves and promotes the kind of lifestyle and quality of life that we want to have in Towanda Borough. He feels that if someone looks at this 10 years from now and wants to know why we did it, this is his summary of "why". Manager Lane added that he and Mr. Sluyter would have to be informed that someone may be violating this ordinance in order for it to make a difference.

**BOROUGH SECRETARY REPORT:**

Secretary Kulick found a note on Facebook about the mess under the bridge that a person took it upon himself to clean the mess up. He also, did not receive help in doing it. Council plans to honor him with a certificate from Mayor Miller thanking him.

**ADMINISTRATIVE REPORT:**

Manager Lane stated that the Chair of the Riverfest Committee ask him if they would allow up to 5 wine vendors at Riverfest this year. It would not be to drink wine at the festival, but to hand out approximately 1/2 ounce sample of wine, beer or hard cider, and sell their bottled product as a take home. The customer would get a ticket for what they purchased and pick up the bottle from the vendor before they go home.

Each vendor would carry their own liability insurance coverage certificate with the borough as an additional insured added to their policy. It would not cost the borough anything. He stated that this is a way the Riverfest Committee could get some new vendors and freshen up the event. They currently, do not have vendors lined up for this, only one that might be interested. President Christini stated that if there is a motion to allow this it should be to try it for 1 year and decide at the end of the year if we want to allow this again or not. After discussion, it looked favorable with the idea of doing this for 1 year to see how things go.

A motion was made by Mr. Kovalcin and seconded by Mr. Klinger to allow up to 5 vendors for a 1-year trial period. Motion passed unanimously.

**UNION SUB-COMMITTEE REPORT:**

The Police union contract discussion will start this summer as their contract will be ending on December 31, 2020.

**FINANCIAL REPORT:**

Motion to pay the bills was made by Mr. Klinger and seconded by Mr. Lacek. Motion passed.

**PLANNING COMMISSION REPORT:**

The Planning Commission did not have a meeting in February and there is no meeting scheduled for March 2020.

**RECREATION REPORT:**

Mr. Kovalcin stated they did not meet, but have 3 bands scheduled so far for "Summer Concerts in the Park". Plus, Nick Hurley of Hurley's Fresh Mart said he will sponsor 1 band.

**TMA/WMA/CBPA REPORTS:**

Included in packet.

**ADJOURNMENT:**

Motion to adjourn was made by Mr. Klinger and seconded by Mr. Lacek. Meeting adjourned at 8:14 PM.



Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes April 6, 2020**

The Regular Meeting of the Towanda Borough Council was held on Monday, April 6, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

Due to the current COVID-19 public health and safety recommendations, a quorum of five (5) council persons attended in person, two (2) council persons attended via telephone conference call, and two (2) council persons did not participate via the telephone conference call.

**Present:** Mr. Christini, Mr. Eberlin (telecon), Mr. Klinger, Mr. William Kovalcin, Mrs. Lacek (telecon), Mr. Long & Mr. Sweitzer

**Absent via telecon:** Mr. Lacek and Mr. Roof

### **CITIZENS TO BE HEARD:**

President Christini asked if there were any residents or taxpayers who may have called in to the telecon, and want to be heard, to please state their name and street address. None were present.

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

Motion to approve the March 2, 2020, Regular Council meeting minutes was made by Mr. Kovalcin and seconded by Mr. Klinger. Motion carried.

### **FIRE CHIEF REPORT:**

Chief Roof was not available for the teleconference but the March 2020 incident report was included in the Council packets

### **FIRE BOARD REPORT:**

Mr. Klinger stated there was a meeting held and the new ladder truck has been delivered and is in operation now.

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

Mayor Miller was not available for the teleconference.

### **POLICE CHIEF REPORT:**

Chief Epler was not available for the teleconference but the written report for March 2020 was included in the packet and listed below.

- Towanda Police have adjusted policies and guidelines to conform with the Governors mandates and the Pennsylvania State Police. Which include reduced contact with motorist and non-emergency calls.
- We have had one Officer off duty for a week awaiting COVID-19 test results, that are now in and were negative, although we our still proceeding with caution.
- All Police Departments County wide are cooperating with coverage, if needed, and information sharing. The Bradford County Justice System has been closed to all but the most serious cases. With live streaming video being used to conduct arraignments.
- No word on an ETA for our Tahoe.

**MARCH 2020 – Monthly Report**

320	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
15	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
17	NON-TRAFFIC CITATIONS	13	THEFT REPORTS
0	DUI ARRESTS	3	ANIMAL COMPLAINTS
86	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
10	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

There was no meeting held this month.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was not available for the teleconference but the written report for March 2020 was included in the packet and listed below.

**MARCH 2020 SUMMARY**

<b>PERMITS &amp; CONTRACTORS</b>	<b>Month</b>	<b>YTD</b>
Permits Issued	7	17
Permit Fees Paid	\$631	\$1,118.00
Code Inspections Fees	\$450	\$705
Borough Total after Code Inspections Fees	\$181	\$413
Permit Work Value	\$56,600	\$68,550
Contractors Registered	9	21
Contractors Registrations Amount	\$750	\$1,650

**UCC Reportable Permits**

	<b>Month</b>	<b>YTD</b>	<b>Fees</b>	<b>Fees YTD</b>
#1 Residential – New				
#2 Residential – Other	2	5		
#3 Commercial – New				
#4 Commercial – Other				
<b>TOTALS</b>	<b>2</b>	<b>5</b>		



**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	3	11	3	11		4
1 & 2 Family Rentals	15	27	12	22		3
Commercial Rental Units	8	11	7	10		0
Commercial Non-Rental	4	5	4	5		0
<b>TOTALS</b>	<b>30</b>	<b>54</b>	<b>26</b>	<b>48</b>		<b>7</b>

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	4	11
2nd Inspection	0	2
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**PARKING**

**Tickets by Status (Last 30 Days)**

Issued	12
Paid	16
Dismissed	5
Abandoned	2
Warning	7

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	
Expired Meter	
Parking Outside of Lines	
Permit Required	
Non-Space	

**Tickets by Street Location (Last 30 Days)**

Main Street	20
Bridge Street	6
Park Street	3
Court Street	5
Towanda	1
State Street	1
Washington Street	
Pine Street	4
Parking Garage	
John B. Merrill Pkwy	

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**BOROUGH MANAGER'S REPORT**

Manager Lane reported on the following:

He received a call from the Building Code

1. **2020 Corona Virus Action Plan –**

Manager stated that in the “best interest and safety of our customers and employees” we decided to lock the doors to the public on March 18th. The lobby area still remains closed to the public.

Also, he stated that on March 19th we closed all Borough Parks that have playground equipment and pavilions.

The Tommy Fairchild Walking Trail, Bradford County Veterans Memorial Park and the Roger Madigan Gateway Park remain open.

We have ceased parking enforcement until further notice.

Manager Lane stated the Borough Tax Collector, Mary Ann Harris, has cancelled office hours due to illness and our office personnel is currently handling tax collection duties. Tax Collection so far, is performing on par with previous years. He anticipates a drop in Earned Income Tax as people are being laid off and will continue to monitor the situation.

We have also created two shifts for employees, A & B. "A" shift works for one week then "B" shift comes in and works the following week. Manager Lane plans to keep this schedule for at least 3 more weeks. Employees that are here, are maintaining separation and have been provided gloves and disinfectant. Currently all employees are being paid regular wages and benefits. He is working on marrying the Collective Bargaining Agreement and the new laws that have recently passed regarding COVID-19 employer requirements. If the current situation continues, some difficult decisions will need to be made regarding reducing services and cost savings.

Enclosed you find (3) Resolutions that need to be "Ratified". All three are related the Corona Virus and Emergency Management.

**RESOLUTION 2020-5 – (RATIFICATION OF)**

To Adopt Bradford County 2020 Hazard Mitigation Plan.

Motion was made by Mr. Sweitzer and seconded by Mr. Klinger

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mr. Lacek, Mr. Roof

**Resolution 2020-5 Carried unanimously.**

**RESOLUTION 2020-6 – (RATIFICATION OF)**

To Adopt 2019 Emergency Operations Plan Update.

Motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mr. Lacek, Mr. Roof

**Resolution 2020-6 Carried unanimously.**

**RESOLUTION 2020-7 – (RATIFICATION OF)**

Towanda Borough DECLARATION OF EMERGENCY Pandemic Corona Virus Event.

Motion was made by Mr. Sweitzer and seconded by Mr. Klinger

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mrs. Lacek, Mr. Long & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mr. Lacek, Mr. Roof

**Resolution 2020-7 Carried unanimously.**

2. **PennDOT Turnback SR 3020 –**

Due to the current pandemic, the project is on hold until further notice. In the meantime, the contractor is executing documents and submitting material cutsheets for approval. They stated once they are cleared to return to work it will be 5 weeks from that time before they are able to begin our project. They had a project lined up to start in March that they need to finish before ours.

3. **Flooding August 2018 –**

FEMA has provided their cost of the repairs needed to the Cash Creek system. They are below what our Engineers estimate is, however; Manager Lane was advised by FEMA they will pay the actual cost of repairs, regardless of what they think it will cost at this time. He will go ahead and sign off on the project when they complete the information in the Grants Portal so we can move forward.

4. **Municipal Building Parking Lot –**

Manager Lane stated that he will need to contact another contractor. The original person he asked is not getting back to him.

5. **Ladder Truck – Fire Department –**

The new Ladder Truck arrived on March 21st. Chief Roof and his team are in the process of loading it with the necessary emergency tools.

6. **2020 COPS grant**

Manager Lane completed and submitted the 2020 COPS grant. It is his understanding we will hear something by September.

7. **Flood Insurance Rate Map Update –**

Manager Lane provided FEMA our current flood ordinance several weeks ago. He has not heard back from anyone yet.

8. **Route 6 Alliance Façade Program**

No information has been made available to me regarding the status of the application since the start of non- essential lockdown.

9. **Redevelopment Authority**

Manager Lane set up a meeting with Joe Chake, the Executive Director of the NEPA Land bank in Pittston, however; due to the pandemic we plan to reschedule when things get back to normal.

10. **Trail Project/Tommy Fairchild Riverfront Park**

The Trail Project is taking a back seat until the current pandemic situation and economic fallout has flatted out.

**MISC:**

*There was a letter of resignation from Towanda Borough Council in the packet from Vice-President Keith Long, who has been a council member for 24 years, but has just moved out of his jurisdiction as a 1st Ward Council member.*

Mr. Long stated, "It has been an honor and a pleasure to serve with you all on the Towanda Borough Council. Unfortunately, as required by law I need to resign due to relocating outside of the jurisdiction of Towanda Borough." Mr. Long will continue to be the part-time Parking Attendant for the Borough. He stated that he has enjoyed the experience and learned a lot about the phases of local government, and has been very happy to work with everyone throughout the years.

President Christini stated that we will miss Keith and that he personally valued his input. Mr. Sweitzer stated that Keith has been around a while and always kept a level head and it was good that we had someone like that on Council.

Mrs. Lacek stated that it was a pleasure to see him on the board and wished him good luck in the future.

*Mr. Christini asked for a motion to (regretfully) accept Keith Long's resignation. Mr. Kovalcin made the motion and Mr. Sweitzer seconded the motion. Motion passed (regretfully).*

President Christini stated that we will follow the procedure to appoint a new council person to fill behind Keith Long. He asked the newspaper reporter (Coy Gobble) who was on the telephone conference if he would put in his reporting article that Keith resigned and the borough needs a First (1st) Ward councilperson, and if anyone is interested to send a letter of interest to the Borough.

Mr. Christini stated that with Keith leaving we have a Vice-President vacancy. Mr. Kovalcin nominated Mr. Klinger seconded by Mr. Sweitzer to appoint Mr. Klinger as Vice-President. No other nominations were made; therefore, the floor was closed and motion passed.

Also, Mr. Klinger was Pro-Tempore prior to this, therefore; Mr. Sweitzer nominated Mr. Kovalcin and it was seconded by Mr. Klinger to appoint Mr. Kovalcin as Pro-Tempore. No other nominations were made; therefore, the floor was closed and motion passed.

#### **UNION SUB-COMMITTEE REPORT:**

Nothing new yet (and in light of the Coronavirus). The Police contract will be ending on December 31, 2020.

#### **FINANCIAL REPORT:**

Motion to pay the bills was made by Mr. Sweitzer and seconded by Mr. Klinger. Motion passed.

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

The Planning Commission did not have a meeting in March 2020, and there is no meeting scheduled for April 2020, as there is nothing to discuss.

#### **RECREATION REPORT:**

Mr. Kovalcin stated that the bands and a magician are planned but we do not know what will happen due to COVID-19.

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

Included in packet.

#### **ADJOURNMENT:**

Motion to adjourn was made by Mr. Sweitzer and seconded by Mr. Klinger. Meeting adjourned at 7:40 PM.

  
Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes May 4, 2020**

The Regular Meeting of the Towanda Borough Council was held on Monday, May 4, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

Due to the current COVID-19 public health and safety recommendations two (2) council persons attended via telephone conference call.

**Present:** Mr. Christini, Mr. Eberlin (telecon), Mr. Klinger, Mr. William Kovalcin, Mr. Lacek, Mrs. Lacek (telecon), Mr. Roof & Mr. Sweitzer

*Mr. Christini stated that the first item on the agenda is to do a resolution to appoint a new council member behind Keith Long for the 1st Ward, (which was noted in a reported article for the April 6, 2020, Council Meeting in the Daily Review newspaper). Kayla Saxon, 105 Bridge Street was the only resident to send letter of interest, and she is a registered elector in the 1st Ward. Kayla will be sworn in to Council at the next meeting held on June 1, 2020.*

### **RESOLUTION 2020-8**

To appoint Kayla Saxon as First Ward Council Member behind Keith Long who moved out of the jurisdiction.

A motion was made by Mr. Sweitzer and seconded by Mr. Klinger

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Roof & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT:

**Resolution 2020-8 Carried unanimously.**

### **CITIZENS TO BE HEARD:**

President Christini asked if there were any residents or taxpayers who may have called in to the telecon, and want to be heard, to please state their name, street address and concerns or comments. No one responded.

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

Motion to approve the April 6, 2020, Regular Council meeting minutes was made by Mrs. Lacek and seconded by Mr. Kovalcin. Motion passed.

### **FIRE CHIEF REPORT:**

Chief Roof stated that they haven't used the new fire/ladder truck for any fires to date, but the fire company volunteers/members have been taking it out to get used to it. In addition, they have been doing some "drive-by" birthday celebrations for kids and some elderly nursing home residents. The fire company members enjoy doing this and it brightens the children's and the elderly people's day. It's something positive. President Christini, Mrs. Lacek, Mr. Eberlin and the rest of council thanked Chief Roof and the fire department volunteers for doing these parades as they are a big part of the community and the response is awesome and wonderful for the kids especially.

**FIRE BOARD REPORT:**

Mr. Klinger stated there was no meeting due to COVID-19.

**MAYOR'S REPORT:**

Mayor Miller was not available for the teleconference, however, Manager Lane stated that he received a call from the Mayor and he wanted Manager Lane to mention that the K9 fund received a very generous donation that was used to fully outfit the police department's Tahoe (our newer K9 vehicle) from a benefactor that has donated in the past but wishes to remain anonymous.

**POLICE CHIEF REPORT:**

Chief Epler was not available for the teleconference, but the written report for April 2020 was included in the packet and listed below.

Towanda Police have done a number of birthday drive by mini parades for kids stuck at home.

All Police departments county-wide are cooperating with coverage, if needed, and for information sharing. The Bradford County Justice System has been closed to all but the most serious cases, with live streaming video being used to conduct arraignments.

We are taking advantage of the COVID-19 situation to do several online training sessions and trying to make the best use of our time.

Our Tahoe (K9) is back and in operation.

**APRIL 2020 – Monthly Report**

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

**POLICE COMMITTEE REPORT:**

There was no meeting held this month.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for April 2020.

**APRIL 2020 SUMMARY**

<b>PERMITS &amp; CONTRACTORS</b>	<b>Month</b>	<b>YTD</b>
Permits Issued	2	19
Permit Fees Paid	\$123	\$1,241
Code Inspections Fees	\$0	\$705
Borough Total after Code Inspections Fees	\$123	\$536
Permit Work Value	\$9,335	\$77,885
Contractors Registered	9	30
Contractors Registrations Amount	\$750	\$2,400

**UCC Reportable Permits**

	<b>Month</b>	<b>YTD</b>	<b>Fees</b>	<b>Fees YTD</b>
#1 Residential – New				
#2 Residential – Other	2	7	9.00	31.50
#3 Commercial – New				
#4 Commercial – Other				
<b>TOTALS</b>	<b>2</b>	<b>7</b>	<b>9.00</b>	<b>31.50</b>

**COMPLAINTS**

	<b>Received</b>		<b>Investigated</b>		<b>Resolved</b>	
	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>
Single Family Non-Rental	12	23		11		4
1 & 2 Family Rentals	3	30	3	25		3
Commercial Rental Units	3	14	3	13		0
Commercial Non-Rental	2	7	2	7		0
<b>TOTALS</b>	<b>20</b>	<b>74</b>	<b>8</b>	<b>56</b>		<b>7</b>



<b>Rental Dwelling Unit Inspections</b>	<b>Month</b>	<b>YTD</b>
1st Inspection	5	16
2nd Inspection	2	4
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

<b>PERMITS</b>	<b>Number Issued</b>		<b>Number Denied</b>		<b>Fees Paid</b>	
	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

<b>Name</b>	<b>Hearing Date</b>	<b>Address</b>	<b>Type</b>	<b>Fees Paid</b>
Year-to-Date				\$0.00

**PARKING** – Due to COVID-19 the parking attendant was not working.

**Tickets by Status (Last 30 Days)**

Issued	
Paid	
Dismissed	
Abandoned	
Warning	

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	
Expired Meter	
Parking Outside of Lines	
Permit Required	
Non-Space	


**Tickets by Street Location (Last 30 Days)**

Main Street	
Bridge Street	
Park Street	
Court Street	
Towanda	
State Street	
Washington Street	
Pine Street	
Parking Garage	
John B. Merrill Pkwy	

**BOROUGH MANAGER’S REPORT**

Manager Lane reported on the following:

1. **2020 Corona Virus Action Plan –**

Manager Lane stated that in the best interest and safety of our customers and employees, we decided to lock the doors to the public on March 18th. The lobby area will remain closed to the public until May 11th, 2020. We have installed plexiglass in the window area to protect our employees and customers. We will require customers to wear a mask until further notice.

Administrative staff will also return to regular work hours starting May 11th.

The public works department began working at full complement on April 20th. In lieu of hiring additional help to mow this summer, we are using regular personal on a rotating basis in order to keep employees segregated as much as possible. In addition, we are not hiring a mowing crew this year, as we will have 1 employee from each crew doing it.

The Borough Tax Collector MaryAnn Harris is remains unable to collect taxes. Borough administrative staff have been picking up her mail, depositing and sending receipts.

We opened the gate to the Tommy Fairchild Park in order to allow river access for boats. We roped off the pavilion and hung closed signs. Third Ward and Memorial Park remain closed.

2. **PennDOT Turnback SR 3020 –**

Manager Lane also was informed Sikora Brothers Paving plans to tentatively begin the first week of June on the Poplar Street project. As of now, they plan to work on the sanitary sewer first, the water and stormwater second, and finally the road construction. They also stated, as it currently stands, they still anticipate to meet the completion date of September 18th, 2020.

3. **Flooding August 2018 –**

Still waiting for FEMA's final approval. Manager Lane was advised he should be seeing the approval within the next few weeks.

4. **CDBG Demolition Project Mason Alley -**

Manager Lane anticipates the 'Sub-Recipient' agreement in the mail next week. Once this is signed and delivered, we will begin to raze the two structures. He plans to rent a large excavator and use Borough personnel to complete the work. The CDBG grant award will cover in-house labor, equipment rental and landfill fees.

5. **Municipal Building Parking Lot –**

Project currently put on hold until financial clarification regarding COVID-19 is available. It may not be until late summer before we see what the damage to revenues will be.

6. **2020 COVID -19 Supplemental COPS grant**

Chief Epler brought it to Manager Lane's attention that because of COVID-19, Officer Hennesy's salary is not being paid by the Towanda School District, and federal funding has been made available for local PD's. He has been in contact with Derin Myres who is the State Administering Agent for the funds and has completed a needs survey. He is awaiting further information from him.

7. **Flood Insurance Rate Map Update –**

Manager Lane has provided FEMA our current flood ordinance several weeks ago. He has not heard back from anyone yet.

8. **Route 6 Alliance Façade Program**

Manager Lane stated that no information has been made available to him regarding the status of the application since the start of non- essential lockdown.

9. **Redevelopment Authority**

Manager Lane plans to reschedule the meeting with NEPA Land Bank, but this won't happen until business returns to normal.

10. **Trail Project/Tommy Fairchild Riverfront Park**

This project is taking a back seat until the current pandemic situation and economic fallout has flatted out.

11. **Chemung Canal Bank Accounts –**

Manager Lane stated that Chemung Canal Trust Company is closing its Towanda Branch effective April 30th, 2020, and Towanda Borough currently has five (5) accounts with Chemung Canal Bank. His intent is to move the accounts to First Citizens Community Bank. He stated that he requested proposals from both First Citizens and Community Bank, and First Citizens offered the best deal.

**Manager Lane asked Council for approval to move the five (5) borough accounts from Chemung Bank to First Citizens Bank. Motion to approve moving the following accounts to First Citizens Bank was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion was approved unanimously.**

**The following accounts will be moved:**

- a. **Fund 31 -Special Capital Reserve Fund**
- b. **Fund 30 - Special Fire Fund**
- c. **Fund 34 - Merrill Parkway**
- d. **Fund 35 – Liquid Fuels**
- e. **Fund 33 – Poplar Street Turnback**

**SOLICITOR REPORT:**

Solicitor Smith stated that he has a current case that Mr. Sluyter submitted to him on a contested fine. Also, he stated that the Magistrate court will be soon be held via ZOOM.

**MISC:**

**UNION SUB-COMMITTEE REPORT:**

Manager Lane stated he received a notice on May 1st from the union that they wanted to meet in June to discuss the new Police contract. He sent a letter back to the union verifying a meeting in June.

**FINANCIAL REPORT:**

Motion to pay the bills was made by Mr. Sweitzer and seconded by Mr. Klinger. Motion passed.

**PLANNING COMMISSION REPORT:**

The Planning Commission did not have a meeting in April 2020, and there is no meeting scheduled for May 2020, as there is no business to discuss.

**RECREATION REPORT:**

Mr. Kovalcin stated that the bands and a magician are planned but again, we do not know what will happen due to COVID-19. It was discussed and decided that the committee reach out to the entertainers and see how they feel about performing, and we need to find out what the social distancing rules will be beginning with the planned June dates. We may have to modify the schedule and start a couple weeks later due to the COVID-19 status and guidelines.

**TMA/WMA/CBPA REPORTS:**

Included in packet.

**ADJOURNMENT:**

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Klinger. Meeting adjourned at 8:00 PM.



Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes June 1, 2020**

The Regular Meeting of the Towanda Borough Council was held on Monday, June 1, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. Klinger, Mr. William Kovalcin, Mr. Lacek, Mrs. Lacek, Mr. Roof, \*Ms. Saxon (sworn in tonight) & Mr. Sweitzer

*\*Kayla Saxon, 105 Bridge Street, was sworn in as a council member tonight representing the 1st Ward. All gave a warm welcome to Ms. Saxon.*

### **CITIZENS TO BE HEARD:**

Mr. Kevin Doupe' 10 Elliott Street, who is on the planning commission stated that since the end of March (COVID-19 period), he has been performing music twice weekly on-line on Facebook (his "porch fest"), and it caught the attention of the Daily Review who did an article. There were about 2,000 to 2,500 people that it had reached, so he decided to do "Taking it to the Streets Tour" where he performed in front of "locally owned" businesses to draw in more people. Two shows were rained out, so he had 6 shows that he played at in this way. From that he had reached just under 13,000 people.

At this time there are still over 10,000 people on his Facebook music page. He spoke to some people in this area about the idea and he proposed having an annual "Spring Event", of a streets tour that he would be involved in. The purpose would be to draw people into town with the music by using the "porch fest" type model. He asked that Council and the Recreation Committee give their assistance in the logistics and support to enable this to happen as an event next year. "Where would the venue be?" was asked by President Christini. Kevin stated that his model is the "porch fest" model, only it would be held outside of participating businesses not homes (if environment is feasible). Mr. Christini stated that there is no need to vote on this for Council's approval as it is a family friendly event and thanked Mr. Doupe'.

Mr. Christini stated there is a Kali's Mission update included in the packets this month and the group planned to start trapping feral cats throughout the borough next Wednesday, June 3rd.

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

Motion to approve the May 4, 2020, Regular Council meeting minutes was made by Mr. Klinger and seconded by Mr. Sweitzer. Motion passed.

### **FIRE CHIEF REPORT:**

Chief Roof stated that it was quiet this past month. Everything is in working order and he took the boat out for testing on the river this past weekend and it worked fine. Also, he stated that the new fire truck was used in parades and birthday events and in the first fire it was called to on the Burlington Turnpike. The fire company plans on doing an official presentation of the fire truck to the town as soon as they can do this safely. He has some ideas and he will let Council know.

### **FIRE BOARD REPORT:**

Mr. Klinger stated they had a meeting, but it was uneventful.

**MAYOR'S REPORT:**

Mayor Miller stated that graduation was going to take place like normal due to moving to the GREEN phase.

**POLICE CHIEF REPORT:**

Chief Epler's monthly report was included in the packets.

Towanda Pd was involved in a high-speed pursuit that resulted in a crash near the CVS this month. The actor was caught and charges are pending DUI results.

We also had a stolen car that was involved with a hit and run. The car has been recovered and the investigation is continuing, the suspect has not been identified at this time.

Looking forward to getting back to normal Court Operations in the coming month as we switch to green.

They had been doing ZOOM meetings for court which is approved statewide now to use for the least serious crimes.

Also, the person who did the damage to BCVMP (Bradford County Veterans Memorial Park) received 14 to 36 months in state prison and will have over \$4,000 due to the borough in restitution.

Also, Mr. Klinger asked about the egging's and vandalism incidents that have been happening in the Borough. Chief Epler stated that they have been investigating these incidents and we do have an age-based curfew for kids under 19 years old. The officers have been doing car and foot patrols at night, and there were lots of contacts and names given to investigate.

The car break-ins have been occurring between 9 PM and 7 AM. They have put notices out on Facebook asking residents to lock their car doors and remove personal property from inside the vehicle that would be visible from outside the car. Residents were also advised to keep their property well-lit and report any suspicious activity by calling 911, and to also save a copy if they have surveillance video to give to the officers.

**MAY 2020 – Monthly Report**

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

**2019 Towanda Police Department Year End Report**

	2017	2018	2019
Complaints Received	3988	4195	4554
Criminal Arrests	113	119	99
DUI Arrests	28	26	14
Traffic Citations	411	277	282
Non-Traffic Citations	133	124	135
Motor Vehicle Crashes	54	62	67
Vehicle Doors Opened	77	78	60
Warnings Issued	132	108	98
Thefts Reported	82	94	90
Disturbances	616	836	881
Juvenile Petitions	8	4	16
Animal Complaints	63	87	75

**POLICE COMMITTEE REPORT:**

Mr. Lacek stated there were some things they went over with Manager Lane. One being the borough hall needing a new condenser for the AC unit, as this will hurt the budget. The other being purchasing new computers for the police cars. Mr. Lacek stated the average computer costs around \$5,000. Chief Epler is working on getting some cost down on them. However, COVID-19 has delayed the Athens Township police department from testing the one they have right now. Sayre police have another type of equipment, and Chief Epler would like to look at both systems and compare them.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for May 2020.

**ADMINISTRATIVE**

The “Quality of Life” ticketing ordinance is being worked on with Mr. Christini and Manager Lane where there are time sensitive issues that need to be addressed. They are going to visit Danville Borough with Mr. Sluyter to see what that borough has done. Also, Danville Borough was able to shorten the time it takes to resolve property maintenance violations and enforcement issues like high grass and un-shoveled sidewalks, so their citations have gone down.

*Visitor Mr. Doupe’ stated that he recommended that “vacant buildings registration” ordinance be looked into by the Planning Commission last year, and with that said, a motion was made by Mr. Lacek and seconded by Mr. Kingsley to work on this beginning with the next Planning Commission meeting on June 16th. Motion passed.*

**MAY 2020 SUMMARY – CODE ENFORCEMENT STATS**

<b>PERMITS &amp; CONTRACTORS</b>	<b>Month</b>	<b>YTD</b>
Permits Issued	12	27
Permit Fees Paid	\$430	\$1,671
Code Inspections Fees	\$0	\$705
Borough Total after Code Inspections Fees	\$430	\$966
Permit Work Value	\$25,300	\$103,185
Contractors Registered	13	43
Contractors Registrations Amount	\$950	\$3,350

**UCC Reportable Permits**

	<b>Month</b>	<b>YTD</b>	<b>Fees</b>	<b>Fees YTD</b>
#1 Residential – New				
#2 Residential – Other	4	11	18.00	49.50
#3 Commercial – New				
#4 Commercial – Other				
<b>TOTALS</b>	<b>4</b>	<b>11</b>	<b>18.00</b>	<b>49.50</b>

**COMPLAINTS**

Received                  Investigated                  Resolved



Borough Council Meeting Minutes  
June 1, 2020

	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	26	49	17	28	6	10
1 & 2 Family Rentals	22	52	20	45	8	11
Commercial Rental Units	10	24	6	19	1	1
Commercial Non-Rental	4	11	2	9	2	2
<b>TOTALS</b>	<b>62</b>	<b>136</b>	<b>45</b>	<b>101</b>	<b>17</b>	<b>24</b>

<b>Rental Dwelling Unit Inspections</b>	Month	YTD
1st Inspection	4	20
2nd Inspection	1	5
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**PARKING** – Due to COVID-19 the parking attendant was not working.

**Tickets by Status (Last 30 Days)**

Issued	
Paid	
Dismissed	
Abandoned	
Warning	

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	
Expired Meter	
Parking Outside of Lines	
Permit Required	
Non-Space	

**Tickets by Street Location (Last 30 Days)**

Main Street	
Bridge Street	
Park Street	
Court Street	
Towanda	
State Street	
Washington Street	
Pine Street	
Parking Garage	
John B. Merrill Pkwy	

**BOROUGH MANAGER'S REPORT**

Manager Lane reported on the following:

1. **2020 Corona Virus Action Plan –**

Manager Lane stated that we opened the lobby for regular Borough and TMA business transactions on May 11th, 2020. We have installed plexiglass in the window area to protect our employees and customers. We are requiring customers to wear a mask until further notice or otherwise advised.

As you may already be aware, Bradford County Officially moved to the “Green” phase of reopening Pennsylvania on May 29th, 2020.

2. **PennDOT Turnback SR 3020 –**

The pre-construction meeting was held on site on May 20th, 2020. The contractor has provided a tentative schedule for the duration of the project. The contractor will begin with the water main replacement on Convent St. and Poplar St. heading east. As it stands now, the contractor is not asking for a time extension.

3. **Flooding August 2018 –**

Manager Lane is awaiting a response from FEMA regarding an attempt to plan this project to be in line with the SR 3020 project. If FEMA moves a little quicker, we should be able to realize some cost savings with Sikora Brothers who will be replacing a section of pipe above the “FEMA” site. In addition, we would like to finish Cash Creek with an extra 300 feet down to 2nd Street, all in this year. This will result in a “change order” when approved.

Manager Lane also submitted a time extension of one year for the project.

4. **CDBG Demolition Project Mason Alley -**

Manager Lane stated that we have scheduled the demolition of 12 & 13 Mason Alley to begin on June 8th. We will be renting a large excavator from Bradco, using NTSWA roll off dumpsters and our own manpower to complete the project. All work and labor will be reimbursed through the CDBG program.

5. **Municipal Building Parking Lot –**

Project currently put on hold until financial clarification regarding COVID-19 is available. It may not be until late summer before we see what the damage to revenues will be.

6. **2020 COVID -19 Supplemental COPS grant**

Manager Lane has not received any further information from the Commonwealth regarding the availability of the funding they received for local departments. He will continue to contact them.

7. **Flood Insurance Rate Map Update –**

There has been no news from FEMA. Manager Lane is assuming this is on hold during the pandemic.

Also, he provided FEMA our current flood ordinance several weeks ago and has not heard back from anyone yet.

8. **Route 6 Alliance Façade Program**

Manager Lane has contacted the program administrator and she stated “All of the awarded projects have been contacted and waiting to confirm they are able to financially move forward. Once this list is finished, he can then notify the denial projects as well “She added she will send him a list of awarded grantees once all notifications and confirmations have been sent.

9. **Redevelopment Authority**

Manager Lane is working on re-scheduling a meeting with the NEPA Land Bank in Pittston. Once logistics are figured out and we have gathered more information, he will schedule a meeting with the County Commissioners to get this back in motion.

10. **Trail Project/Tommy Fairchild Riverfront Park**

Manager Lane will continue to keep this project on the radar, however status of recreation funding at this point is unknown. When things return to normal, he will reengage the effort to lockdown funding for the trail system.

11. **Towanda Borough Fee Schedule –**

Manager Lane and Mr. Christini have been working on updating the Borough Fee Schedule for some time. We discussed in detail at the Finance and Administration meeting and the consensus is the proposed fees are more than appropriate. Manager Lane has enclosed a draft copy for your review. The last time the Borough updated the schedule was in 2010. Then, Mr. Christini reviewed the proposed new fee schedule with council. We need to keep in mind, it is necessary to recover the costs of our services and we would like to have Solicitor Smith look this over before doing a resolution.

12. **2020 Riverfest –**

Manager Lane stated that it is very sad to announce that the 2020 Riverfest is going to be postponed until 2021. The carnival operator is unable to make the event given the economic hardship they have endured. The committee also had concerns about the ability to obtain corporate sponsorships during these difficult economic times. There is a sample letter Manager Lane distributed for council to review that will be submitted to the Daily Review informing the public that this year's Riverfest is cancelled.

**SOLICITOR REPORT:**

Solicitor Smith was not here tonight.

**MISC:** Mrs. Kulick stated that the annual Borough Picnic is going is set to be held tentatively on August 7th at the Fire Hall. Chief Roof will recheck the fire hall booking schedule to confirm this date.

**UNION SUB-COMMITTEE REPORT:**

Manager Lane stated that on June 17th the committee will meet with the police union to discuss the new contract.

**FINANCIAL REPORT:**

Motion to pay the bills was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.

**PLANNING COMMISSION REPORT:**

The Planning Commission did not meet in May, but there will be meeting on June 16th to discuss developing a "Vacant Building Registration" ordinance that was motioned to do earlier in the meeting.

**RECREATION REPORT:**

Mr. Kovalcin stated that the "Concerts in the Park" will start on June 25th and Nate the Great will be the first night act.

**TMA/WMA/CBPA REPORTS:**

Included in packet.

**ADJOURNMENT:**

Motion to adjourn was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Meeting adjourned at 9:05 PM.

  
Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes July 6, 2020**

The Regular Meeting of the Towanda Borough Council was held on Monday, July 6, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. Klinger, Mr. William Kovalcin, Mr. Lacek, Mr. Roof, Ms. Saxon & Mr. Sweitzer

**Absent:** Mrs. Lacek

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

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

Motion to approve the June 1, 2020, Regular Council meeting minutes was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof's monthly fire incidents report is included in the packets. Chief Roof stated that it was quiet month and everything is in good working order.

**FIRE BOARD REPORT:**

Mr. Klinger stated they had a meeting, but he had nothing new to report.

**MAYOR'S REPORT:**

Mayor Miller stated that he received a call about the corner where one would turn from York Avenue onto Barstow Avenue. The right side of Barstow often has cars parked too close to the corner. If someone is turning onto Barstow, it is very tight, especially if there is a vehicle waiting to turn off Barstow onto York Avenue. This is an issue that we need to keep an eye on. In addition, Mr. Christini stated that the corner of Main and State Street by Foster Hall is blocked by cars parking too close to corner also, and we need to keep an eye on it. Mayor Miller also state the town received a compliment from some people who were from out of town visiting this past weekend. They complemented that our town is very nice.

**POLICE CHIEF REPORT:**

Chief Epler's monthly report was included in the packets.

Officer Lamanna attended a training webinar for medical marijuana. This was an 8-hour class done completely online.

Officer's Hennessy and Smith participated in a birthday parade for Dave Thomas, a resident of Hillcrest Drive and a WW II Vet who turned 100 yrs old.

Summer vacation season has started and I am giving off as much as we can and still maintain coverage.

Chief Epler said they have handled a lot of curfew violations this past month.

Chief Epler stated that the department has been receiving a lot of thank you's from the public. He was also told that some citizens were going to do a Pro-America, Pro-Police

type of walk with signs showing appreciation for the police department sometime this month. They will be walking on the bridge and the parkway. Mr. Christini voiced his appreciation for the police and the good job they do for the town.

**JUNE 2020 – Monthly Report**

320	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
10	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
5	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
0	DUI ARRESTS	16	ANIMAL COMPLAINTS
92	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
5	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mr. Lacek stated the Committee had a small meeting buy nothing to report.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for June 2020.

**ADMINISTRATIVE**

Mr. Sluyter, Manager Lane and President Christini went to Danville Borough to talk to that borough’s Code Enforcement Officer about their “Quality of Life” ticketing ordinance and how it is enforced. The Code Enforcement Officer in Danville stated that since this ordinance was adopted, the number of repeat property maintenance violators has gone down. The ticket fines and penalties are numbered offenses within a twelve-month period, and with each violation the fines become larger. Also, the Magistrate judge will become involved if the violators refuse to comply to the terms of the ordinance.

**JUNE 2020 SUMMARY – CODE ENFORCEMENT STATS**

<b>PERMITS &amp; CONTRACTORS</b>	Month	YTD
Permits Issued	14	41
Permit Fees Paid	\$1,092	\$2,723.80
Code Inspections Fees	\$762.80	\$1,467.80
Borough Total after Code Inspections Fees	\$330	\$1,256
Permit Work Value	\$74,700	\$177,885
Contractors Registered	9	52
Contractors Registrations Amount	\$650	\$4,000

**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	2	13	\$9.00	\$58.50
#3 Commercial – New				
#4 Commercial – Other				
<b>TOTALS</b>	<b>2</b>	<b>13</b>	<b>\$9.00</b>	<b>\$58.50</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	12	61	10	38	6	16
1 & 2 Family Rentals	20	72	17	62	5	16
Commercial Rental Units	4	28	4	23	2	3
Commercial Non-Rental	1	12	1	10	0	2
<b>TOTALS</b>	<b>37</b>	<b>173</b>	<b>32</b>	<b>133</b>	<b>13</b>	<b>37</b>

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	4	24
2nd Inspection	0	5
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						



Sign Permits Total:						
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**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**PARKING**

**Tickets by Status (Last 30 Days)**

Issued	35
Paid	17
Dismissed	2
Abandoned	
Warning	6

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	59
Expired Meter	1
Parking Outside of Lines	
Permit Required	
Non-Space	

**Tickets by Street Location (Last 30 Days)**

Main Street	31
Bridge Street	19
Park Street	2
Court Street	4
Towanda	
State Street	1
Washington Street	
Pine Street	1
Parking Garage	
John B. Merrill Pkwy	

## **BOROUGH MANAGER'S REPORT**

Manager Lane reported on the following:

Manager Lane stated we received the 2019 audit reports from our auditor late last week and he believes it was approved by DCED. He commended Susan Miller for keeping neat, efficient books that are also acknowledged by our auditors.

### **1. PennDOT Turnback SR 3020 –**

The project is in full swing. The water main replacement from Convent Street to Western Avenue is complete. The sewer main from Western Avenue to Third Street is currently under construction. They also started stormwater work on Third Street. Overall, project is moving at a solid pace. The "Big Dig" of Cash Creek will be coming in the next few weeks.

### **2. Flooding August 2018 –**

Manager Lane received the project scope and cost offer for the two damaged sites of the Cash Creek Stormwater system. He has accepted the offer and plan to move forward. If all moons align, he will have the work completed with a change order from Sikora Brothers. The offer includes \$42,228.78 for the Mulberry Street and Fifth Street stormwater repairs and \$703,576.51 for the section between Third Street and Second Street. The amounts are not fixed. FEMA will reimburse for the actual amount spent. It may be over or under depending on what they find when work begins.

### **3. CDBG Demolition Project Mason Alley -**

The demolition project of 12 & 13 Mason Alley is complete. Manager Lane has submitted for payment from the CDBG program. He anticipates payment within the next few weeks. The cost details are below:

Reimbursement Summary: Total Cost of Project = \$33,067.41

1. Labor – \$4,154.70
2. Borough Equipment - \$1,220
3. Materials - \$546.91
4. Equipment Rental - \$1,950
5. NTSWA – \$24,860.80
6. Permit Cost - \$335

### **4. 2020 COVID -19 Supplemental COPS grant**

Manager Lane submitted a letter on behalf of the Borough to County Probation Department Chief Justin Popovich requesting a portion of the COVID-19 funds the County will receive. He does not anticipate the program to move quickly.

### **5. Route 6 Alliance Façade Program**

Manager Lane has been informed the Façade program has notified business owners downtown of their awards. He hopes to see work begin soon. Manager Lane handed out the list of award recipients for the program.

### **6. Redevelopment Authority**

Manager Lane and Tony Ventello are traveling to Pittston tomorrow July 7th to visit with the

NEPA Land Bank Executive Director Joe Chacke. The purpose of the meeting is to gather information on the mechanics of how the Land Bank operates and gauge if it fits our goal to eliminate blight in the County.

### **7. Trail Project/Park Master Plan**

In the packets Manager Lane presented **Resolution (2020-10)** authorizing him to submit an application to the “Greenways, Trails and Recreation Program” for funding to update our SCI complex master plan and to include a master plan for all Borough owned parks. He will be applying for \$100,000 with a 15% match. The Borough cost would be \$15,000 if we are awarded.

#### **RESOLUTION 2020-10**

Greenways, Trails & Recreation Program (GTRP) Grant – Master Park Plan for Borough of Towanda

A motion was made by Mr. Kovalcin and seconded by Ms. Saxon

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Ms. Saxon, Mr. Roof & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek

**Resolution 2020-10 Carried.**

### **8. Towanda Borough Fee Schedule – (Resolution 2020-9)**

Manager Lane stated that we have updated the borough’s fee schedule that was presented and discussed last month. In further discussing the Rental Properties Inspection Proposed Fees, it was decided that we add “\$50 1st Inspection fee is WAIVED/REFUNDED if rental passes inspection 1st time” to give the rental owner an incentive. He asked for the resolution be approved by council to adjust the fee schedule which will include the above “waived/refunded” part as well as instruct the Borough Solicitor to adjust any ordinances that are associated with the fees.

#### **RESOLUTION 2020-9**

Adoption of Fees Imposed by Towanda Borough (with \$50 1st inspection fee WAIVED if rental passes inspection 1st time). A motion was made by Mr. Sweitzer and seconded by Mr. Lacek

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Ms. Saxon, Mr. Roof & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek

**Resolution 2020-9 Carried.**

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

Solicitor Smith stated he attended magistrate hearing with Mr. Sluyter (Code Officer) for 3 recent cases under the International Property Maintenance Code. He feels that we will need to do more of these types of cases through the Magistrate. He stated that we won 1 case and lost 2 with the same owner. He feels that we should take more of the citations to a higher judgement level and he will review and attend more of these cases with Mr. Sluyter.

It was proposed that we make the minimum fine for violation of Property Maintenance Code to be \$200. Motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.

In addition, it was proposed that Council direct Solicitor Smith to appeal the cases that were lost at the Magistrate level. Motion was made by Mr. Sweitzer and seconded by Mr. Klinger. Motion passed.

**BOROUGH SECRETARY:**

Mrs. Kulick stated that the "Color Run" will be held in October by Towanda High School Senior class.

**UNION SUB-COMMITTEE REPORT:**

Manager Lane stated that they came together with the police and reached an agreement for the next 3 years. We are waiting for the final approval from the union that the officers ratified the agreement. He stated that some clean-up language was changed for "holiday" to be clear. Wage increase will be 2 & 1\4% raise each year starting in January 2021. The Health insurance (HRA Plan) cost for the police will increase 4% the first year and 6% for the second year and 4% for the third year of the police contract.

**FINANCIAL REPORT:**

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

**PLANNING COMMISSION REPORT:**

The Planning Commission discussed some different towns and boroughs vacant property ordinances, and the next meeting is July 21st.

Ms. Kayla Saxon was formally appointed to the Planning Commission. Motion was made by Mr. Kovalcin and seconded by Mr. Klinger. Motion passed.

**MISC:**

Manager Lane stated that the garbage contract with NTSWA will be up for renewal soon. Aside from that, they have offered for us an opportunity to hold a Fall Clean-up possibly in October. We need to think about this and discuss it in the August Council meeting.

**RECREATION REPORT:**

Mr. Kovalcin stated the first "Concerts in the Park" with "Nate the Great" went well and they had well over 100 people in attendance. He did a great job. The next one this Thursday, and will be "Five Man Trio".

**TMA/WMA/CBPA REPORTS:**

Included in packet.

Manager Lane stated that TMA is looking at the first week of August to turn on the water at the new water (system) plant. Not for use yet, but just to turn it on. There will be some complicated steps with testing, and disinfection before connecting to the existing public water system. We will have a date for a tour as soon as the system is ready.

**ADJOURNMENT:**

Motion to adjourn was made by Mr. Klinger and seconded by Mr. Roof. Meeting adjourned at 9:00 PM.



Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes August 3, 2020**

The Regular Meeting of the Towanda Borough Council was held on Monday, August 3, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:03 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. Klinger, Mr. William Kovalcin, Mr. Lacek, Mr. Roof, Ms. Saxon & Mr. Sweitzer

**Absent:** Mrs. Lacek

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

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

Motion to approve the July 6, 2020, Regular Council meeting minutes was made by Mr. Sweitzer and seconded by Mr. Eberlin. Motion passed.

**FIRE CHIEF REPORT:**

Chief Roof's monthly fire incidents report is included in the packets. Chief Roof stated that it was quiet month and everything is in good working order. **He asked for a motion to accept Brandon McLinko as a driver of the Tanker and Engine, as he has obtained certification at the Tanker & Engine driver level and demonstrated the competency, knowledge and skills needed for driving them. Motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.**

**FIRE BOARD REPORT:**

Mr. Klinger stated they had a meeting, but he had nothing new to report.

**MAYOR'S REPORT:**

Mayor Miller was not present for the meeting.

**POLICE CHIEF REPORT:**

Chief Epler's monthly report was included in the packets and he reported the following:

He did a tour of the station and explained the job of a Police Officer to a great group of kids from Bradford County Action Summer Youth Group.

Officer Hennessy helped out with the Children's House Summer Camp in a bag event that they held at the Towanda Elementary School parking lot. Bags were handed out that contained sidewalk chalk, jump ropes, frisbees, puzzles and more. It was reported that a fun time was had by all.

The Police department had 2 DUI wrecks this month, both being severe. One was on the Merrill Parkway, the vehicle crossed lanes and struck a parked car turning it 180 degrees before the offending vehicle and driver went over the river bank and into a large tree, stopping it from going into the river. The other crash was on Convent Street when a DUI driver left the State Street roadway and passed between a tree and a house and then struck another tree spinning the vehicle 270 degrees, estimated speed, 65 mph. The vehicle was stolen out of Canton and the driver was life-flighted from the scene.

In addition, Towanda Borough Police were involved in a motorcycle pursuit last Monday evening. The pursuit ended on a dirt road off of Saco Road when the motorcycle was unable to negotiate a turn and was laid down in the road, ejecting both rider and passenger. After a short foot chase both were taken to jail in lieu of bail.

The Borough Crew came down and removed shrubs from the front of the Police Station that were out of control. Chief Epler stated that it looks a lot better, and they are discussing what they may want to plant there now.

He stated that they had to do maintenance on the body camera today and it was caused by Microsoft updates.

**JULY 2020 – Monthly Report**

325	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
39	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
29	NON-TRAFFIC CITATIONS	5	THEFT REPORTS
3	DUI ARRESTS	9	ANIMAL COMPLAINTS
85	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
8	VEHICLE ACCIDENTS	11	WARNINGS ISSUED
3	OUT OF TOWN ASSISTS	0	K-9 SERVICES
12	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mr. Lacek stated the Committee did not meet this month.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for July 2020.

Compliance: There has been issues with 307 and 309 Pine Street. 18 people were living there and the property has had various types of service organizations (CYS, Futures, dog warden) there also. The property needed lots of cleaning up of garbage & grass mowing. Both addresses were condemned with citations in July.

**JULY 2020 SUMMARY – CODE ENFORCEMENT STATS**

<b>PERMITS &amp; CONTRACTORS</b>	<b>Month</b>	<b>YTD</b>
Permits Issued	18	63
Permit Fees Paid	\$2,889	\$5,652.80
Code Inspections Fees	\$525.00	\$1,992.80
Borough Total after Code Inspections Fees	\$2,364	\$3,985.60
Permit Work Value	\$273,650	\$451,535
Contractors Registered	11	63
Contractors Registrations Amount	\$950	\$4,950

**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New	1	1	\$4.50	\$4.50
#2 Residential – Other	1	14	\$4.50	\$63.00
#3 Commercial – New		0		
#4 Commercial – Other	1	1	\$4.50	\$4.50
<b>TOTALS</b>	<b>3</b>	<b>16</b>	<b>\$13.50</b>	<b>\$72.00</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	8	69	7	45	4	20
1 & 2 Family Rentals	12	84	12	74	4	20
Commercial Rental Units	10	38	8	31	2	5
Commercial Non-Rental	3	15	3	13	1	3
<b>TOTALS</b>	<b>33</b>	<b>206</b>	<b>30</b>	<b>163</b>	<b>11</b>	<b>48</b>

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	4	28
2nd Inspection	0	5
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**PARKING**

**Tickets by Status (Last 30 Days)**

Issued	35
Paid	20
Dismissed	6
Abandoned	
Warning	1

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	57
Expired Meter	4
Parking Outside of Lines	
Permit Required	
Non-Space	1

**Tickets by Street Location (Last 30 Days)**

Main Street	27
Bridge Street	11
Park Street	7
Court Street	8
Towanda	
State Street	
Washington Street	
Pine Street	4
Parking Garage	4
John B. Merrill Pkwy	
Second Street	1



## **BOROUGH MANAGER'S REPORT - JULY 2020**

Manager Lane reported on the following:

1. **PennDOT Turnback SR 3020 –**  
Manager Lane stated the project pace has been up and down. Valley Energy decided at the last minute to replace their entire gas main throughout the length of the project. This in turn has slowed the stormwater and curb work in order to provide Valley Energy with space to work. In the meantime, the contractor, Sikora Brothers has decided to start the "Big Dig" in Cash Creek stormwater system. The project overall is going well and the Water and Sewer main replacement is approximately 80% complete. The first payment to Sikora Brothers was made on July 28th in the amount of \$85,741.80.
2. **Flooding August 2018 –**  
Work to repair the damage to the Cash Creek Stormwater System is set to begin immediately. Manager Lane is piggy backing on the SR 3020 turn-back contract which will save a substantial amount of cost to the project. Unit pricing will be used to pay Sikora Brothers, and FEMA will cover the "change order" amount. The price that was provided to us is well below the FEMA allocation, although there could be some unknowns while digging, as we have already found out on the upper portion of the system. We plan to complete the much smaller repair to Fifth Street and Mulberry street this fall with our in-house crews.
3. **2019 Audited Financial Report –**  
The audited financial report for the Borough's 2019 fiscal year is complete and submitted to DCED for their review. Manager Lane emailed a copy to all Borough Council Members.
4. **2020 COVID -19 Supplemental COPS grant**  
Manager Lane stated that we are cautiously optimistic if we will receive the full amount requested from COVID-19 for police service funding. He is waiting to hear if we are approved or not. He submitted a letter to J. Popovitch, Bradford County Probation, requesting grant money in the amount \$17,600 to help cover SRO John Hennessey's salary during COVID-19. Probation Chief Popovitch has submitted the application.
5. **COVID-19 Fire and EMS Funding -**  
Manager Lane submitted an application for State funding made available through the "Cares Act" for Fire and EMS companies to assist with the lack of fund-raising abilities during the pandemic. He has been told all applicants will receive a minimum (\$12,000) amount and the normal annual allocation provided through the FDEMAs grant program.
6. **Redevelopment Authority**  
Manager Lane met with the Northeast PA Land Bank Executive Director to discuss the ins and outs of a land bank. There is a lot of information to take in and he is becoming more convinced we need the full support of the County. In order to have this type of Authority, we would need to have 10,000 residences. It would have to include Towanda Borough and surrounding townships. He plans to continue to gather information and when ready will present to the County Commissioners.
7. **Trail Project/Park Master Plan**  
With the assistance of Lauren Egleston from NTRPDC we submitted our application (on July 31st) to DCED Greenways, Trails and Recreation Program. In order to create a budget for the Master Plan (Memorial Park included), Manager Lane contacted Derck and Edson and

requested a quote. They are the firm that did the work on the "SCI Complex Master Plan" in 2003. The quote he received was for \$32,200. The local Borough match will be \$4,830.

**8. 2021-2023 Towanda Police CBA –**

Manager Lane received the Collective Bargaining Agreement for the Towanda Borough Police Department for the years 2021, 2022 and 2023. The agreement included only house-keeping and language type changes. The Borough Officers will receive a 2.25% annual raise throughout the term of the contract. There are no other changes. **He asked for a motion by Council to ratify the contract as presented and allow him to execute the necessary documents. In addition, he went on to thank the Officers and the Committee for taking their personal time to work through this matter. A Motion was made by Mr. Kovalcin and seconded by Mr. Klinger. Motion passed.**

**9. Towanda Downtown Revitalization – RACP –**

Manager Lane received notice that the closeout audit is currently scheduled for August 25th and 26th here at the Municipal Building. Once the audit is complete, we will receive the final \$140,000 reimbursement.

**MISCELLANEOUS:**

Manager Lane stated that we are in need of replacing truck #3 (the smaller blue dump truck). He would like to purchase a Ford 550 Gasoline Engine dump truck (approx. \$70,000), with a stainless-steel box. The cost would be split between the Borough (50%) and Sewer (50%). Currently, he is waiting on a quote. In addition, he will try to sell the old truck on "Municibid" (on-line auction).

Manager Lane also state that Mr. Richard Cook, who lives at the corner of Bridge and Fourth Street has asked him if the borough would like to buy it. It is a worthless lot to him but will have a new sewer main run through it. Manager Lane will make an offer to Mr. Cook.

Also, Mr. Christini stated that the "definition of family" was only changed in ordinance Chapter 325-81, but not in Chapter 221-2 of Towanda Code.

**SOLICITOR'S REPORT:**

Solicitor Smith stated he will not be pursuing an appeal that was voted on to move forward with at last month's meeting. He talked to other borough solicitors about it along with research and concluded not to appeal.

As far as the fee schedule, he will have a couple that may require ordinances also. He will be working on them for review at September's meeting.

Also, Mr. Christini stated that in order to raise the minimum fine to \$200, we will need an amendment for Chapter 112. Construction Codes, Uniform, Article VII. Property Maintenance §112.30 (minimum fine now reads "\$25").

In addition, Mr. Christini stated that the "definition of family" was only changed in ordinance Chapter §325-81 Definitions, but not in Chapter §221-2 Definitions of the Borough of Towanda Code (which reads "five" persons instead of "three" persons).

**BOROUGH SECRETARY:**

Secretary Kulick reminded the board of the borough Picnic this Friday (Aug 7th).

**ADMINISTRATIVE:**

Mr. Eberlin and Manager Lane discussed at the Administrative meeting the Northern Tier Solid Waste Authority's (NTSWA) first offer. NTSWA made a second offer that Manager Lane is still reviewing.

**UNION SUB-COMMITTEE REPORT:**

Nothing to report.

**FINANCIAL REPORT:**

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

**PLANNING COMMISSION REPORT:**

The Planning Commission discussed some different towns and boroughs vacant property ordinances, and the next meeting is July 21st.

The Commission will hold an informal work session tomorrow to give them more time to read through sample Residential and Commercial Property Registration ordinances from other boroughs. The next Planning Commission meeting will be held on August 18th at 7:00 PM.

**RECREATION REPORT:**

Mr. Kovalcin said the "concerts in the park" continues this Thursday night.

**TMA/WMA/CBPA REPORTS:**

Included in packet. Per Manager Lane, August 17th is the turn-on date for the new water system.

**ADJOURNMENT:**

Motion to adjourn was made by Mr. Sweitzer and seconded by Mr. Eberlin. Meeting adjourned at 8:23 PM.

  
Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes September 8, 2020**

The Regular Meeting of the Towanda Borough Council was held on Monday, September 8, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Ms. Saxon & Mr. Sweitzer

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

**CITIZENS TO BE HEARD:** Mr. Robert Archer of 179 Oak Ridge Drive, Towanda represented CHOP (Children's Hunger Outreach Partners). He stated that the Towanda based CHOP has expanded into the old Strickland Beverage building around the corner from their Elizabeth Street location. He stated that they plan on being there a long time, as they signed a 99-year lease.

He asked Council about naming the lane that connects Elizabeth and Washington streets. This lane borders both CHOP buildings, therefore they would like a CHOP related name. President Christini asked them to send a letter of request to Council and the board would discuss and vote on it.

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

Motion to approve the August 3, 2020, Regular Council meeting minutes as corrected was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.

**FIRE CHIEF REPORT:**

Monthly report of incidents was included in packet.

Chief Roof was attending another fire board meeting so he was not able to be present. Mr. Klinger stated that the Chief wanted him to talk about Halloween. The Firemen decided that the Halloween parade will be held on October 31st at 7 PM on the Merrill Parkway.

***They discussed Trick-or-Treat, if to have it on the 31st before the parade (the same day), after which Council voted on establishing the date. Motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin to have it on Wednesday, October 28th from 6 PM to 8 PM, with a rain date of Thursday, October 29th. Motion passed.***

**FIRE BOARD REPORT:**

Mr. Klinger stated that he attended the meeting, but they did not have a quorum.

**MAYOR'S REPORT:**

Mayor Miller stated that Mr. Sluyter contacted him about the problems with Elizabeth Street and leading into the Washington Street public parking lot. There has been parking after hours with drug activity and also, we need the signs to match the parking ordinance. This way if someone is parking there after hours the police have more justification to do something about it. They do have "no loitering" signs up now. Also, the lighting in these lots does not cover the area very well. Manager Lane will assess the lighting situation there.

**POLICE CHIEF REPORT:**

Chief Epler's monthly report was included in the packets and he reported the following:

Officer Smith was sent to, and successfully completed SFST Training (Standardized Field Sobriety Testing) in Kingston PA.

Officer Hennessy is back at the school with the restart of school being the last day of this month.

Officer Hennessy did 2 more YMCA day camp tours of our station.

I met with PSP Corporal Strauss about the number of pursuits and cooperation between PSP and Towanda PD.

**AUGUST 2020 – Monthly Report**

298	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
36	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
16	NON-TRAFFIC CITATIONS	10	THEFT REPORTS
1	DUI ARRESTS	7	ANIMAL COMPLAINTS
107	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	10	WARNINGS ISSUED
5	OUT OF TOWN ASSISTS	0	K-9 SERVICES
8	CRIMINAL ARRESTS		

**POLICE COMMITTEE REPORT:**

Mr. Lacek stated the Committee was asked about getting 2 more cameras for the cars that don't have one yet. The K9 vehicle has the funds to do this, but there is no funding for the other car. He will work on this with Manager Lane.

Also, Mr. Lacek stated our police department's tasers are around 14 years old now and they could be a liability and/or safety issue in the future, plus parts for these tasers are hard to find. Chief Epler stated that estimated cost of new tasers is around \$1,200 each, times 8 for our officers equals \$9,600 estimated total cost. Chief Epler will have exact cost available for next month's meeting.

Consensus is that the tasers are the #1 priority (before the cameras).

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for August 2020.

Mr. Sluyter stated that he appreciated the efforts the police department did to address Washington Street problem with the loitering and drug activity.

Also, Mr. Sluyter was asked to grade 5 of the very worst properties for council.

President Christini stated that the Planning Commission is currently working on a vacant registry where-by the owners will be charged a yearly fee.

President Christini stated that a new home is being built on Orchard Street, which is good news for the borough.

**AUGUST 2020 SUMMARY – CODE ENFORCEMENT STATS**

<b>PERMITS &amp; CONTRACTORS</b>	Month	YTD
Permits Issued	24	63
Permit Fees Paid	\$2,130	\$7,782.80
Code Inspections Fees	\$1,670	\$5,330.00
Borough Total after Code Inspections Fees	\$460	\$2,452.80
Permit Work Value	\$155,225	\$451,535
Contractors Registered	12	75
Contractors Registrations Amount	\$950	\$5,900

**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	1		\$4.50
#2 Residential – Other	3	17	\$13.50	\$76.50
#3 Commercial – New	0	0		
#4 Commercial – Other	0	1		\$4.50
<b>TOTALS</b>	<b>3</b>	<b>19</b>	<b>\$13.50</b>	<b>\$85.50</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	20	89	16	61	8	28
1 & 2 Family Rentals	12	96	10	84	6	26
Commercial Rental Units	5	43	4	35	3	8
Commercial Non-Rental	3	18	3	16	2	5
<b>TOTALS</b>	<b>40</b>	<b>246</b>	<b>33</b>	<b>196</b>	<b>19</b>	<b>67</b>

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	5	33
2nd Inspection	1	6
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
Year-to-Date				\$0.00

**PARKING**

**Tickets by Status (Last 30 Days)**

Issued	29
Paid	16
Dismissed	4
Abandoned	
Warning	2

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	47
Expired Meter	
Parking Outside of Lines	
Permit Required	2
Non-Space	2

**Tickets by Street Location (Last 30 Days)**

Main Street	25
Bridge Street	6
Park Street	12
Court Street	3
Towanda	
State Street	
Washington Street	2
Pine Street	3
Parking Garage	
John B. Merrill Pkwy	
Second Street	

**BOROUGH MANAGER'S REPORT - AUGUST 2020**

Manager Lane reported on the following:

1. **PennDOT Turnback SR 3020 –**

Sikora Brothers has completed the water and sewer main replacements for the project. They have finished the installation of the stormwater pipe under Third Street to the headwall of the drainage area, which is part of the turnback agreement with PennDOT. They are currently working on stormwater, concrete curbs and ADA sidewalk corners. The schedule at this point is up in the air while they wait for Valley Energy to finish moving their gas lines from the roadway to the tree lawn between Western Avenue and Third Street on Poplar Street.

2. **Flooding August 2018 –**

Sikora Brothers and Manager Lane have agreed to an amount for the FEMA portion of the Cash Creek stormwater project. This will be a single change order from Sikora Brothers to cover the replacement of the damaged stormwater system from Third Street to Second Street. The FEMA/PEMA allocation will cover the full cost as well as inspections, services and management costs. We are planning to repair the Fifth Street and Mulberry Street damage as time permits, and we will replace 370 feet of pipe with 4 catch basins. Manager Lane said we have until May of 2021; however, we would like to get to it as soon as possible. Also, he stated that there will be a new pipe installed by our crew near 8 Convent Avenue and Poplar Streets before Sikora paves.

3. **2020 COVID -19 Supplemental COPS grant**

Manager Lane received a call from Chief Popovich that our application was approved and we will be receiving the full amount applied for (which was \$17,600).

Also, we did receive notice that our "COPS" application was not awarded.



4. **COVID-19 Fire and EMS Funding -**

The application was submitted however Manager Lane has not heard any news. Hopefully it will be before the end of this year.

There is also a Fire Protection Grant to supplement the Fire Department's lack of fund-raising ability this year. Chief Roof and Manager Lane will be putting together an application where-by the fire company may be able to receive a \$30,000 grant.

5. **Redevelopment Authority**

Manager Lane met with Matt Williams at Bradford County Planning to discuss his vision and ask for Matt's assistance setting up the Land Bank. He feels confident Matt will be a good partner to work with on this project.

6. **Trail Project/Park Master Plan**

The grant is submitted and Manager Lane is waiting for a response from DCNR.

7. **2021 Towanda Police Pension MMO – RESOLUTION 2020-11**

Enclosed in the packets was the 2021 MMO for the Police Pension plan. The MMO for 2021 is \$132,946. This will mostly be covered by ACT 205 state aid. Manager Lane asked for a motion from Council to accept the 2021 MMO as required by Act 205.

**RESOLUTION 2020-11**

Minimum Municipal Obligation for 2021 in the amount \$132,946 for the Police Pension Plan.

A motion was made by Mr. Kovalcin and seconded by Mr. Sweitzer

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek,  
Ms. Saxon & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek & Mr. Roof

**Resolution 2020-11 Carried unanimously.**

8. **Towanda Downtown Revitalization – RACP –**

Manager Lane stated the RACP audit for the Towanda Downton Revitalization Project is complete. We had zero findings and nothing to follow up on. The audit covered the grant period from July 2010 to August 26th, 2020. We will receive the retainage from RACP in the next several weeks. President Christini praised Manager Lane, Susan Miller and others for doing such a good job with running this project to completion.

Manager Lane is in the process of hiring a surveyor to conduct an as-built survey in order to close out the land development plan with Bradford County.

In addition to wrapping up the grant, construction, and permits, Solicitor Smith will be drafting an agreement for the 105 parking spaces the County is using. This agreement will cover the remainder of the construction spent on the parking garage.

9. **NTSWA – Inter-Municipal Agreement –**

Last week Manager Lane emailed Council the inter-municipal agreement drafted by NTSWA which would begin December 1, 2020. There are many changes to the agreement which include price increases for stickers and we will now pay for the four dumpsters at Borough and TMA owned properties. We received NTSWA 's request to terminate the current agreement on August 31, 2020. We will vote on this next month.

10. **Towing Lot Designation -**

***Solicitor Smith drafted the ordinance to amend chapter 298-4 in the Borough code to identify the location of impounded vehicles from the Borough to go to Jack Williams Garage, 224 Old Route 6 Road, Wysox, PA 18854. Manager Lane asked for a motion to have Solicitor Smith advertise this amendment. Motion was made by Mr. Klinger and seconded by Mr. Lacek. Motion passed.***

11. **Truck #3 Replacement –**

Manager Lane stated that it has become apparent that Truck 3 (Small Dump and Plow) needs to be replaced. The 2005 Ford Diesel will be put up for sale on Municibid.

The price tag for the replacement is \$69,750 though the Center Westmoreland COG & COSTARS.

The K-9 police car and the old street sweeper was sold on Municibid for a combined total of \$10,000. He asked to reallocate \$20,000 that we originally intended to use to pave the parking lot and \$25,000 that was budgeted for the trail study, to be used to purchase the truck. In addition, he asked to amend the budget to add \$15,000 to "Equipment Purchase" in the Capital Reserve Fund.

***A motion was made by Mr. Klinger and seconded by Mr. Kovalcin to amend the 2 budget allocations for the new truck and add \$15,000 in order to purchase it in full.***

***Manager Lane also asked for a motion to advertise for sale on "Municibid" the old 1989 Excavator. A motion to do this was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.***

**MISCELLANEOUS:**

**SOLICITOR'S REPORT:**

Solicitor Smith stated he is working on a plan for the borough's purchasing of the ditch behind 308 Bridge Street from the property's owner. This is part of the Cash Creek where new drainage pipe was installed. The owner has no use for that part of the property and has offered it to the Borough.

Solicitor Smith will be doing some property maintenance issues with Mr. Sluyter.

***Solicitor Smith had 3 amended ordinances he asked council for permission to advertise that will be acted upon at a regular meeting. They will also be sent to County Planning Commission for comment.***

1. ***Amend Chapter 112, Section 112-30 of the code of the borough pertaining to violations and penalties for violations of the uniform construction codes of the borough to***

*increase the minimum fine for any violation to \$200.00.*

- 2. Amend Chapter 221, Section 221-2 of the code of the borough as it pertains to the definition of "Family" to replace the current definition of "Family" with a new definition of "Family". This was missed in March when Chapter 325-81 "Family" definition was replaced and amended.**
- 3. Amend Chapter 298, Section 298-4 of the Towanda borough code to change the approved lot, as a pound, for the storage of such impounded vehicles.**

***A motion to advertise all 3 of the above ordinances was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.***

**BOROUGH SECRETARY:**

Secretary Kulick had nothing to report.

**ADMINISTRATIVE:**

**UNION SUB-COMMITTEE REPORT:**

Nothing to report.

**FINANCIAL REPORT:**

Motion to pay the bills was made by Mr. Klinger and seconded by Mr. Eberlin. Motion passed.

**PLANNING COMMISSION REPORT:**

The commission met again on August 18th. They are continuing to work on the establishment of an ordinance for Vacant Property registration in the borough.

**RECREATION REPORT:**

Mr. Kovalcin stated that the Recreation Committee will hold a Pumpkin Rolling contest again this year on Saturday, October 10th. The street will close at 1 PM with a start time of 3 PM and the pumpkin roll at 6 PM. Check the FB webpage.

**TMA/WMA/CBPA REPORTS:**

Included in packet.

**ADJOURNMENT:**

Motion to adjourn was made by Mr. Sweitzer and seconded by Mr. Eberlin. Meeting adjourned at 8:45 PM.



Diane M. Kulick  
Towanda Borough Secretary

## Towanda Borough Regular Council Meeting Minutes Monday, October 5, 2020

The Regular Meeting of the Towanda Borough Council was held on Monday, October 5, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek (7:15 pm), Mrs. Lacek, Mr. Roof, Ms. Saxon (7:08 pm) & Mr. Sweitzer

**Absent:**

**CITIZENS TO BE HEARD:** Beatrice Elliott of 114 Spruce Street spoke on behalf of her and a group of her neighbors about the deplorable condition of the apartment building at 333 William Street. Their concern is for the "market value" of their own properties and the piles of trash that impact the health and safety of the neighborhood.

She inquired and asked questions about a number of issues with this rental property that is owned by a person who lives out of town. As far as asking the landlord to come here to check the interior of the home with the borough manager and code enforcement, it would be up to him. Ms. Elliott indicated that when she talked to the owner she asked if he had a rental inspection of the property, he kind of hesitated in answering her. Also, regarding handicap accessible, the property does not have to be handicap accessible as a person can choose to live there or not. As far as condemning the property, this would go through the magistrate level and we would need a search warrant to get inside the property (if the tenant doesn't answer the door willingly).

Also, Ms. Elliott asked about occupancy numbers per apartment, and Mr. Sluyter gave the minimum area in square feet. Mr. Sluyter stated that living rooms shall be not less than 120 square feet and bedrooms shall contain not less than 70 square feet, and every bedroom occupied by more than one-person shall contain not less than 50 square feet of floor area for each related occupant. For unrelated people it's a different rule.

Also, it was explained that as far as the existing code violations and penalties ordinance for violations of the uniform construction codes of the Borough, Council is planning to amend (vote on) tonight the minimum fine and increase it from \$0 to not less than \$200 or more than \$1,000 plus costs. Also, Manager Lane stated that tonight the Borough is planning to amend the current code as it pertains to the definition of "Family" being 2 or more persons related by blood or marriage, or a group of NOT MORE than 3 persons who are NOT related by blood or marriage, living together as a single housekeeping unit in a dwelling unit.

Mrs. Patricia Coleman of 331 William Street asked about fire regulations and if Code Enforcement was required to go into the rental to check for smoke alarms. Mr. Sluyter told her that it is part of the rental inspection process. She then asked for the date 333 William Street was last inspected. Mr. Sluyter stated that he did inspect it several times (with the newest owner) but did not have that specific data in front of him and he could get that information for Mrs. Coleman. She then asked if he did inspection on bed bugs, lice, roaches, mice, etc., which Mr. Sluyter stated he does not have pesticide certification; however, if he sees them, he would address them.

Mrs. Coleman asked about increasing the amounts of fines each time there is a violation, and Manager Lane stated what was said earlier in the meeting about amending the existing code violations and penalties ordinance which Council is planning to amend (vote on) tonight. The minimum fine will increase from \$0, to not less than \$200 or more than \$1,000 plus costs. Mr. Sluyter stated that he sent 3 citations to the owner in the last 2 weeks for garbage. President stated that the fines are set by the Magistrate and we only set the range, but the Magistrate is the only one that can hammer down on violations. He can set up a payment plan for violators that could be a payment of \$1.00 a week or month until the fine is paid. We can't control how he resolves violations.

Mrs. Coleman asked about the problem with suspected drug sales and use at 333 William Street with out of state plates (New York) and bicycle traffic coming and going at all hours of the night. Chief Epler responded by stating that there have been multiple arrests at this building. However, they can only get a delivery or manufacturing charge at most on these people. It's difficult to get someone on the inside (infiltrate) of these groups to enable hitting them with more serious charges.

Mrs. Coleman stated that she would like to see more interest from their neighborhood council people that represents their ward. President Christini stated that the borough website lists the council members and contact information, plus a resident can call any of the members with concerns. She also asked about the difficulty in finding perhaps a retired handyman that could register and be allowed to do small jobs. President Christini stated that we cannot recommend anyone on our registered contractors list because of liability reasons, but suggested volunteer organizations like Hezekiah's Hands, Boy Scouts, or other ecumenical groups that may be able to help her.

Gary and Charlotte Parks were present to review "Kali's Mission", and Mr. Parks stated that they did get a late start this year because the veterinary centers were closed (except for emergencies) due to COVID-19. They did have several events planned for this year to raise money and were only able to have donation jars at local established businesses.

They are doing a fundraiser called "gotsneakers?". This program is a sneaker recycling program set up for an organization to do a collection of wearable, reusable athletic sneakers and then send these sneakers to GotSneakers (Miami, FL) through UPS (free shipping) in bags from a kit they provide. The organization pays from \$.50 to \$3.00 for every pair of wearable sneakers that is collected through this fundraiser, and they have barrels for the sneakers at various local businesses.

Also stated by the Parks': If you are a new customer and order from Chewy.com you can redeem a \$20 coupon that will go to "Kali's Mission". They also have a GoFundMe page on Facebook. Mrs. Parks stated that they have collected over \$2,000 in donations.

They have had requests for doing their program from other townships and boroughs, but they told them no because Towanda Borough is currently funding them to work on the Borough's feral cat population. They recently took care of a colony of about 25 cats in East Smithfield, however, Dr. Alice Moyer, a chiropractor, paid them to do this.

Mr. Parks also stated that they are currently working on a big colony on Poplar Street and Western Avenue where someone dropped off 20 cats. They have done 10 of the 20 there. Also, William Street, North Main Street and Fourth Street have colonies.

Mrs. Parks stated that this year they received \$2,000 from Towanda Borough and raised \$2,011 for a total of \$4,011.00. They expensed the Towanda Borough portion of \$2,000 and used donations of \$823.50. Their total expenses were \$2,823.50, leaving a balance of \$1,187.50. They plan on trapping again on October 21st, working on the colony of the 20+ cats in the Poplar Street area, plus a colony on North Main Street, and another on the lower end of Fourth Street. They will not have enough funds to cover the costs of spaying/neutering these colonies of cats.

For 2020 to date, they have 38 cats spayed/neutered which prevented approximately 152 new litters or a total of about 680 new kittens from being born. In 2019 they had 75 cats spayed/neutered, which prevented approximately 1,200 new kittens from being born. In conclusion, over the 8 months of 2019 and 2020, there has been 113 cats spayed/neutered in Towanda Borough, and if you times that by 4 litters per year per cat, times a litter of 4 to 5 cats per litter, we have prevented 1,808 new kittens from being born without homes.

If we add 25 cats for E. Smithfield, 2 cats from Dushore, the total would be 138 cats spayed/neutered times 4 litters per year, times 4 to 5 cats per litter, equals a grand total of 2,208 kittens not born homeless.

For 2021 the projected budget is \$6,500 and \$500 miscellaneous expenses like wet food containers. Mr. & Mrs. Parks themselves house the captures in their garage and provide comfort care with heat for them. She stated that they also work with You Too Animal Rescue in taking the kittens after they are fixed, but their facility is full with 90+ cats. She said Animal Care Sanctuary and Stray Haven are both filling up too.

**Mrs. Parks asked Council for an additional \$500 to enable them to capture, spay/neuter the 20 cats currently on their list in the Borough.** Mrs. Parks stated that they feel their program has been good and is working.

Mr. Parks also stated that at 6 to 7 weeks old the cat will be feral unless you play with them everyday, as the window of opportunity is narrow, and they have to wait until a kitten is 3 pounds or 3 months old before it can be fixed.

He stated that the vet can do a maximum of 10 cats at a time, and the vet and the vet technician donate their own time to do this. Also, the vet center is not making any money only payment for supplies. The cost is \$65 for a male and \$81 for females.

**Mrs. Parks asked if Council if they would consider donating \$3,000 for year 2021 for them to further Kali's Mission goals. Mr. Christini thanked Mr. and Mrs. Parks for their time and commitment to this program as he feels the are making a big difference, and their request will be discussed and considered and we will get back to them with an answer.**

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

Motion to approve the September 7, 2020, Regular Council meeting minutes was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.

#### **FIRE CHIEF REPORT:**

Monthly report of incidents was included in packet.

Chief Roof stated that the Spartan (brand of fire truck) people visited last week to train the firemen on the new fire truck's operation and components.

Training will be slowing down.

In addition, he stated the Firemen's Annual Halloween Parade will be on Saturday, October 31st (on Merrill Parkway) beginning at 7:00 PM.

#### **FIRE BOARD REPORT:**

Mr. Klinger stated that there was no meeting, as there was no quorum.

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

Mayor Miller stated that he signed a proclamation recognizing the Towanda Lions Club's annual White Cane Days. Due to COVID-19 they will have canisters inside at several local businesses.

Mayor Miller thanked Kevin Doupe' for starting the "Towanda Goes Blue to Support Law Enforcement" initiative asking citizens to use BLUE lightbulbs as their porchlights to support our local police Chief Epler and his officers, plus all other law-abiding officers.

Also, Mayor Miller stated that he started his annual search for unlit street lights in the Borough. There is one that is unlit at the corner of Elizabeth and Fifth Street.

Mayor Miller also personally thanked Manager Lane for waiting with him and his mother (Jean Miller) after she had a nasty fall at the school last Saturday. Manager Lane waited with him for an ambulance (did not arrive), and then he helped Mayor Miller get her to their vehicle to take her home.

#### **POLICE CHIEF REPORT:**

Chief Epler's monthly report was included in the packets and he reported the following:

He attended a meeting with the other Chiefs of Bradford County and the DA. There were several topics covered, one of which was getting up and running with the new Drug Task Force under the DA's Office.

Sgt. Lantz and Officer Bellows are looking into options for taser style weapons. Two new body armor vests were ordered for vest that are about to become outdated. Lead time for the vests is approximately 60 to 90 days.

The 2016 SUV was damaged in a pursuit that ended with the suspect crashing into our stopped patrol vehicle with a scooter. The suspect was arrested and was found to have 2 grams of methamphetamine on him, as well as \$966 dollars.

In addition, Officer LaManna received a cut to his finger today while helping an elderly lady by removing her car's exhaust pipe that was hitting the road.

Also, Chief Epler stated he and each of the officers received a gift of an Igloo mug cooler with their names on them with a "Blue Lives Matter" logo plus a flag with a blue line on it. They were donated by Ms. Donna Esposito of Strope's Tax Service. Chief Epler stated that his department really appreciates the support they receive from the community.

**SEPTEMBER 2020 – Monthly Report**

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

**POLICE COMMITTEE REPORT:**

Mr. Lacek stated the Committee did not have a meeting this month, but he will follow up with Chief Epler on the items they have been working on.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for September 2020.

Mr. Sluyter stated that he is on track, fees are up about \$3,000, and we had 85 rental inspections last year, and 46 so far this year. It could be COVID-19 related as renters may be staying put and people may not be moving in to places; or landlords are not calling.

**Re: Compliance Issues:**

Mr. Swietzer asked about 309 Pine Street, stating the roof seems to be in bad shape. Mr. Sluyter said there is currently no one living in at this address, and nothing has been done with cleaning up the garbage inside (unfit living conditions).

Mr. Sluyter stated that 307 Pine Street passed rental inspection on 9/25/2020, for apartment #1 and #2, as compliance items were completed. However, the owner signed a "letter of intent" (for the Borough's leverage) at the magistrate's office that states he will "fix the header piece on the porch within 10 days".

Mr. Sluyter also reported that at 219 North Fourth Street was found to have someone living there. This property's owner is deceased and the property is in the hands of USDA which could take up to 3 years to settle it. There are structure issues and rubbish on this property.

Mr. Sluyter stated that 619 Second Street is again back on the list for rubbish and structure issues.

Mr. Christini stated that the Borough is looking into "Fast Track" ticketing for solving issues in a timelier manner (Quality of Life Ticketing ordinance). This way, tickets will accelerate to a higher rate faster. Mr. Sluyter stated he has 2 court hearings next week for garbage and for vehicle citations.

**SEPTEMBER 2020 SUMMARY – CODE ENFORCEMENT STATS**

<b>PERMITS &amp; CONTRACTORS</b>	Month	YTD
Permits Issued	30	117- missed adding last month's 24 permits
Permit Fees Paid	\$3,055	\$10,837.80
Code Inspections Fees	\$1,005	\$3,457.80
Borough Total after Code Inspections Fees	\$2,050	\$7,380
Permit Work Value	\$134,638	\$741,398
Contractors Registered	8	83
Contractors Registrations Amount	\$500	\$6,400

**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	1		\$4.50
#2 Residential – Other	5	22	\$22.50	\$99.00
#3 Commercial – New	0	0		
#4 Commercial – Other	0	1		\$4.50
<b>TOTALS</b>	<b>5</b>	<b>24</b>	<b>\$22.50</b>	<b>\$108.00</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	6	95	4	65	2	30
1 & 2 Family Rentals	23	119	20	104	15	41
Commercial Rental Units	5	48	44	39	2	10
Commercial Non-Rental	2	20	1	17	1	6
<b>TOTALS</b>	<b>36</b>	<b>282</b>	<b>29</b>	<b>225</b>	<b>20</b>	<b>87</b>

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	6	39
2nd Inspection	1	7
3rd Inspection	0	0



<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
<b>Year-to-Date</b>				<b>\$0.00</b>

**PARKING**

Mr. Sluyter stated that Park Street parking on the north side of the street has been changed back to parallel making it wider for emergency vehicles such as the fire truck to pass through more easily.

**Tickets by Status (Last 30 Days)**

Issued	20
Paid	17
Dismissed	4
Abandoned	
Warning	3

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	43
Expired Meter	
Parking Outside of Lines	
Permit Required	1
Non-Space	

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**Tickets by Street Location (Last 30 Days)**

Main Street	23
Bridge Street	9
Park Street	1
Court Street	2
Towanda	
State Street	
Washington Street	2
Pine Street	1
Parking Garage	
John B. Merrill Pkwy	
Second Street	

**BOROUGH MANAGER'S REPORT - SEPTEMBER 2020**

Manager Lane reported on the following:

1. **PennDOT Turnback SR 3020 –**

Manager Lane stated the race to the finish line has begun. Valley Energy finished their work and the remaining stormwater and curb installations are in the process of being complete. Once the curbs and stormwater are finished the road work will start. We are hoping to have the paving completed by the end of the month.

2. **Flooding August 2018 –**

Manager Lane stated that 360 feet of the 48-inch stormwater pipe work on Third Street, which aligned with the Poplar Street turnback project is done and there are just some small things to finish up. They were able to manage cutting 10 feet off the 29 feet depth of the old piping system. He submitted a payment request of \$351,715.01 to PEMA for the Cash Creek repair work and the inspection services rendered thus far. The bulk of work for this section of the project is about 90% complete. There are still some clean up items; however, the pipe is installed and tied into the existing Cash Creek basin on Second Street. The contractor Sikora Brothers also replaced a section of sanitary sewer main included in the overall price. He is very pleased at this point with the project and the timing of these projects could not have worked out better.

3. **2020 COVID -19 Supplemental COPS grant**

Manager Lane stated during last month's meeting, the Borough was approved for the \$17,600 from the Police Cares Act funding. Probation Department Chief Popovich anticipates the funds to arrive before the end of the year.

4. **COVID-19 Fire and EMS Funding -**

The application was submitted however Manager Lane has not heard any news. He thinks it will be before the end of the year.

There is also a Fire Protection Grant to supplement the FD's lack of fund-raising ability this year. Chief Roof and his team submitted the application.

5. **Redevelopment Authority**

Manager Lane stated that work continues regarding the Land bank. He plans to meet with Bradford County Planning and develop a blight survey that will be sent to municipalities in the next few weeks. As a starting point, we would like to get a feel for how prevalent blight is throughout the county and gauge other municipalities commitment to the fight.

6. **Trail Project/Park Master Plan**

The grant is submitted and Manager Lane awaits a response from DCNR. However, he stated that the YMCA received a DCNR Grant in the amount \$70,000 for work to include renovation of their gymnasium floor, ADA access, project sign and other related site improvements. Manager Lane stated they have a kick-off call from DCNR tomorrow at 2 PM.

7. **2020 Towanda Police Pension MMO –**

Manager Lane stated on September 29th we received the Borough's 2020 Act 205 aid payment. The MMO will be satisfied before the end of October in line with parameters of the Act. We will also be adding the additional \$45,000 of Act 13 money by the end of the year. Next year, he will reach out to the actuary and determine if we still need to continue kicking in the extra payment.

8. **Towanda Downtown Revitalization – RACP –**

Manager Lane hired Milnes Engineering, Construction and Surveying to complete an as-built survey in order to finalize the Bradford County Land Development plan. The cost is \$2,500 which he felt was very reasonable.

In addition to wrapping up the grant, construction, and permits, Solicitor Smith will be drafting an agreement for the 105 parking spaces the County is using. This agreement will cover the remainder of the construction spent on the parking garage.

9. **NTSWA – Inter-Municipal Agreement –**

The agreement was emailed to council last month for review. Additionally, Manager Lane emailed the agreement to Solicitor Smith for his review and comments. ***He asked Council to make a motion to agree to the amendments provide by NTWSA. The agreement is for 2 years. A motion to accept the agreement was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.***

10. **Truck #3 Replacement –**

Manager Lane stated the new truck has been ordered with the delivery date of 4 to 8 weeks. Hopefully it will arrive before we have to plow snow. We will manage to work around in the event it does not arrive before that time.

11. **2021 Budget –**

Manager Lane is about finished with personnel budget for 2021. He will start the rest of the budget this week and would like to plan a council budget work session in November. That will give him a month to have a 1st draft for that meeting.

**Budget workshop meeting will be held November 18th, 2020 at 5 PM, and Mrs. Kulick will advertise the meeting.**

Manager Lane listed a few capital items that need to be considered:

- New network server – Quote is \$22,000 split with TMA.
- Police tasers
- AC unit for Borough Hall
- LED lighting for Borough Hall and Municipal Building
- Municipal Building pavement and (raising) the garage door
- Also, Chief Epler reported today that the Boro Hall roof has sprung a new leak.

**MISCELLANEOUS:**

Manager Lane added: The Chamber of Commerce has started planning their annual Hometown Christmas. It will be a scaled down event compared to last year. He said the idea of a reverse parade where floats stay stationary and people drive by is being considered.

**SOLICITOR'S REPORT:**

Solicitor Smith stated that the properties at 307 and 309 Pine Street which both had fines levied against them had originally been sold on a land contract and Solicitor Smith obtained a copy of the contract. The fines were the responsibility of the person in "control of" managing the properties (which does not include the "owner of recent"), who did plead guilty of all charges.

Also, Solicitor Smith stated that the mortgage holder of Mr. Cook's property that has a vacant lot behind his home which is part of the Cash Creek ravine has sent paperwork to release the vacant lot from the mortgage. This opens the door for Towanda Borough purchasing this lot.

Solicitor Smith stated regarding the NTSWA contract, they can set their own policy resolutions for collection at any time, and in the future, if this happens, they will let us know when this happens.

**ORDINANCE 2020-2**

Amend Chapter 298, Section 298-4, of the Towanda Borough Code to Change the Approved Lot, as a Pound, for the Storage of such Impounded Vehicles.

A motion was made by Mr. Sweitzer and seconded by Mrs. Lacek.

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Ms. Saxon  
Mr. Roof & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2020-2 - Carried unanimously.**

**ORDINANCE 2020-3**

Amend Chapter 221, Section 221-2 of Code of the Borough as it pertains to Definition of "Family" to Replace the Current Definition with a New Definition of "Family".

A motion was made by Mrs. Lacek and seconded by Mr. Lacek.

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Ms. Saxon  
Mr. Roof & Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT:

**ORDINANCE 2020-3 - Carried unanimously.**

**ORDINANCE 2020-4**

Amend Chapter 112, Section 112-30 of the Code of the Borough Pertaining to Violations & Penalties for Violations of the UCC of the Borough to Increase the Minimum Fine for any such Violation to Two Hundred Dollars (\$200)

A motion was made by Mr. Lacek and seconded by Mr. Kovalcin.

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Ms. Saxon  
Mr. Roof & Mr. Sweitzer

NAY/NO:

ABSTAIN:

**ABSENT:**

**ORDINANCE 2020-4 - Carried unanimously.**

Solicitor Smith also stated that President Christini emailed him about the inspection fees for rental properties that were proposed but missed. However, there were a couple changes that were made in finalizing it. The solicitor will prepare and deal with this next month.

**BOROUGH SECRETARY:**

Secretary Kulick was absent due to illness and Laurie McGuire was the note-taker. Nothing to report.

**ADMINISTRATIVE:**

There was no meeting this month.

**UNION SUB-COMMITTEE REPORT:**

Nothing to report.

**FINANCIAL REPORT:**

Motion to pay the bills was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.

**PLANNING COMMISSION REPORT:**

The commission met again on September 15, 2020 and are making progress on penning a Vacant Property Ordinance for Council.

**RECREATION REPORT:**

Mr. Kovalcin stated that the Pumpkin Roll contest is being cancelled due to lack of interest probably due to COVID-19.

**TMA/WMA/CBPA REPORTS:**

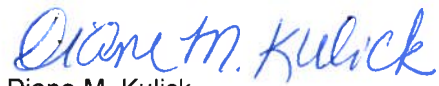
Included in packet.

8:30 PM an Executive Session was called for by Mr. Sweitzer concerning a legal issue. The Executive Session ended at 9:05 PM.

There were no further discussions in the meeting.

**ADJOURNMENT:**

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Christini. Meeting adjourned at 9:10 PM.

  
Diane M. Kulick  
Towanda Borough Secretary  
Notetaking at meeting by Laurie McGuire

## Towanda Borough Regular Council Meeting Minutes Monday, November 2, 2020

The Regular Meeting of the Towanda Borough Council was held on Monday, November 2, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Ms. Saxon (7:15 pm) & Mr. Sweitzer

**Absent:** Mr. Roof

**CITIZENS TO BE HEARD:** Beatrice Elliott of 114 Spruce Street was present again to ask for an update on the landlord at 333 William Street. Mr. Sluyter stated that a permit application and design plans for the front porch is at Code Inspections as being the rental has more than 3 units, the application must go through Code Inspections for approval.

As far as meeting with the landlord at that address, Mr. Sluyter stated that he hasn't been able to set up an appointment during the week, but he was in the common area last week as there was a plumbing issue/leak in the attic and he contacted the landlord about the problem.

Ms. Elliott informed Council of dogs in the neighborhood running loose and nuisance barking. She asked what could be done. Mr. Christini stated that the borough does not handle dog issues and a person should contact the PA Dog Warden for Bradford County.

Ms. Elliott then asked if there was a limit to the number of days one can have a yard sale, as there has been an ongoing yard sale (with a tent) taking place on Packer Avenue. Mr. Christini stated that there is nothing in the code officially addressing perpetual yard sales. Solicitor Smith stated that if this becomes a business activity that is continuous, it is improper zoning use. Mr. Sluyter will talk to the property owner.

Mrs. Kay Sluyter of 24 Packer Avenue asked what can be done to enforce the speed on the Merrill Parkway. Chief Epler stated that VASCAR is a distance measurement between two points that a car travels. It is difficult to use on the parkway near Packer Avenue because of the curve there. Chief Epler stated that the State Police have worked with Towanda Police Department using Radar on a vehicle and calling out the speed and our officer would give out the speeding ticket.

Mrs. Sluyter asked about using a radar gun and Chief Epler stated that in Pennsylvania local (municipal) police departments are not allowed to use radar guns to enforce speeding within municipalities. Mrs. Sluyter stated that she was concerned about a local trucking business's dump trucks speeding on the parkway for a while. She was told that she could actually call the business and let them know about the situation and the owner will surely let their drivers know. Mr. Christini asked Chief Epler if he would ask the State Police to do a targeted one-day radar setup, which would get people's attention. Chief Epler stated that he will call the trucking company and will also try to get an officer out to enforce a little harder.

Charlotte Parks, 306 William Street was present to review "Kali's Mission". She stated that after the last council meeting was report in the Daily Review, they received enough donations and were able to do 8 more trackings in Towanda Borough. She stated they are planning to start tracking again tomorrow, and the Vet said they can take care of 15 cats this week if they can be caught. Also, Mrs. Parks said they are doing a Mr. Sticky's Fundraiser to benefit Kali's Mission and You Too Animal Rescue. Mr. Sticky's are freshly baked sticky buns that have no preservatives ([www.MrStickys.net](http://www.MrStickys.net)). Mr. Christini on behalf of Council thanked Mrs. Parks for her efforts and said they will be discussing Kali's Mission's request for additional funds during the Finance report in tonight's meeting.

Ms. Vicki Wells, 24 Mechanic Street, on behalf of the Recreation Committee asked Council about digital signage for events that happen around town. There would be no animation on it, and you can control the brightness. She said that she talked it over with several businesses and they are all for it. Currently, Mr.

Christini stated that according to zoning illuminated signs have restrictions and Ms. Wells should talk it over with the Planning Commission and state her case at the November 17th meeting at 7 PM.

*In concluding the Citizens to be Heard part of the meeting, Mr. Christini stated that tonight Council intends to make a decision on the request from Child Hunger Outreach Partners (CHOP) to name the alley behind their two locations (that connects Elizabeth and Washington streets) "Apple Tree Lane".*

*Mr. Kovalcin made the motion to accept the name: "Apple Tree Lane" for this alley.*

*Mr. Sweitzer seconded the motion and motion passed.*

*Mrs. Kulick will write a letter to Mrs. Ruhf that Council approved the name and Manager Lane will notify County planning and order the signs.*

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

Motion to approve the September 7, 2020, Regular Council meeting minutes was made by Mrs. Lacek and seconded by Mr. Klinger. Motion passed.

**FIRE CHIEF REPORT:**

Monthly report of incidents was included in packet.  
Chief Roof was absent.

**FIRE BOARD REPORT:**

Mr. Klinger stated that he attended the meeting, but there was nothing to bring before Council.

**MAYOR'S REPORT:**

Mayor Miller thanked all who supported Trick-or-Treat this year including Council, the Fire Department and Fire Police, and Chief Epler and his officers.

K-9 Edo, 10 & 1/2, passed on October 24th, and he will be buried next to K-9 Moro in the Faithful Companions Cemetery in East Smithfield on November 4th at 1 PM. Officer Hennessy and his family will miss him.

Mayor Miller also thanked Officers Bellows and Hennessy for participating in the YMCA drive by trunk or treat at Towanda Elementary School for all the community on October 31st. Every person in the cars got to vote for their favorite trunk and the Officer's trunk placed 2nd.

**POLICE CHIEF REPORT:**

Chief Epler's monthly report was included in the packets and he reported the following:

He attended a meeting/training via Zoom with NMS Labs for trends of marijuana use, edibles, vapes and CBD.

All Officers qualified on the yearly weapons re-certifications.

The 2016 SUV that was damaged in the pursuit is at the body shop being fixed.

An extra Patrol was on for Trick-or-treat night.

Officers, Bellows and Hennessy attended and handed out candy at the YMCA Trunk or Treat.

Chief Epler also stated that he will have to modify his SOP's (Standard Operating Procedures) "Use of force" procedures to comply with President Trump's Executive Order (signed back in June) banning the chokehold – and receive certification that will allow the police department access to federal grants. The Chief will be working on the wording to make it work. He stated that unfortunately something that happens states away from us requires us to comply when we don't have this kind of problem. President Christini told the Chief that the police department is doing a great job.

**OCTOBER 2020 – Monthly Report**

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

**POLICE COMMITTEE REPORT:**

Mr. Lacek stated the Committee did not have a meeting this month, but he talked with Borough Manager Lane on the financials of items the committee has been working on.

**SOLICITOR'S REPORT:**

Solicitor Smith had to leave for training, therefore he did his report. Solicitor Smith stated that concerning the future of the Parking Garage, he reached out to the County Solicitor to open the subject and also, he will be talking to Manager Lane about it.

Also, Solicitor Smith stated that Wells Fargo, the mortgage holder of Mr. Cook's property (the vacant lot part on Cash Creek) want a survey (\$1,200 to \$1,500) and an appraisal after the land is transferred to make sure their collateral was left intact and they had enough value left in the rest of the property, and if that wasn't the case then they might have to pay down an additional amount to that they were fully secured on that loan. All this added up would have tripled the cost of purchasing this property, which makes it unfeasible to purchase at all.

President Christini stated that there is an outstanding ordinance that needs amending. It is Chapter 221, Section 221-6. B. (1) – "Fees for inspection of rental dwelling units". Solicitor Smith stated he will try to get this done for the next meeting.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for October 2020.

Mr. Sluyter stated that 2 Elizabeth Street was condemned and he had one of the police officers with him when he condemned it. It was a situation where the owner called him and the 2nd floor apartment was literally filled with 3 feet of garbage, and the woman (who had a mental condition) that was renting the previous condemned property at 302 Pine Street was living in this apartment (after she left the condemned Pine Street location). She has since found another place to live, so the owner is cleaning that apartment now.

Mr. Sluyter updated Council on the property at 333 William Street. He went there in the common area at the end of last week to investigate a plumbing issue so he did get inside the common areas, hallways and the basement and up in the attic. He found more garbage that the owner had to work on. The building permit and architectural drawings for the porch is at Code Inspections, so he is hopefully moving in the right direction and the owner has talked to some contractors about scheduling the work that needs to be done at that address.

**Re: Compliance Issues:**

President Christini asked about the property at 101 North Main Street that is on the compliance issue report. The owner is deceased and Mr. Sluyter did try to contact the owner's son previously up until the end of 2019, as it was in the son's and the mother's name. Allegedly the son signed off the property because the mother was trying to let the other brother move in and do some renovations, but Mr. Sluyter found that it was in the mother's name only in 2019, therefore, we were citing the son instead of the mother.



Mr. Christini asked what happens if the person is deceased? Mr. Sluyter stated she has the 2 sons (next of kin) and if either one or both should get possession of the property.

President Christini also asked for an update on the 401 Main Street building. Mr. Sluyter stated that this property renovation issue has been going on 8 to 9 months. However, we have had approved architectural drawings for approximately 5 weeks from the owner's architect, but they have not signed a contract with anyone to do the work. There is a plywood barricade put up by the owner, as people were still walking on the sidewalk. Also, the owner was cited approximately 3 to 4 weeks ago, and it is over the 10 days for a magistrate hearing, but Mr. Sluyter has not heard anything yet.

**OCTOBER 2020 SUMMARY – CODE ENFORCEMENT STATS**

<b>PERMITS &amp; CONTRACTORS</b>		<b>MONTH</b>	<b>YTD</b>
Permits Issued		10	127
Permit Fees Paid		\$1,475	\$10,837.80
Code Inspections Fees		\$0	\$3,457.80
Borough Total after Code Inspections Fees		\$1,475	\$8,855
Permit Work Value		\$78,337.28	\$819,735.28
Contractors Registered		7	90
Contractors Registrations Amount		\$500	\$6,900

**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	1		\$4.50
#2 Residential – Other	1	23	\$4.50	\$103.50
#3 Commercial – New	0	0		
#4 Commercial – Other	0	1		\$4.50
<b>TOTALS</b>	<b>1</b>	<b>25</b>	<b>\$4.50</b>	<b>\$112.50</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	105	8	73	5	35
1 & 2 Family Rentals	26	145	20	124	8	49
Commercial Rental Units	7	55	5	44	2	12
Commercial Non-Rental	1	21	0	17	0	66
<b>TOTALS</b>	<b>44</b>	<b>326</b>	<b>33</b>	<b>258</b>	<b>15</b>	<b>102</b>

**Rental Dwelling Unit Inspections**                          Month                          YTD

1st Inspection	11	50
2nd Inspection	0	7
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING CODES**

PERMITS	Number Issued		Number Denied		Fees Paid	
	Month	YTD	Month	YTD	Month	YTD
RESIDENTIAL						
COMMERCIAL						
MANUFACTURING						
SIGN						
OCCUPANCY						
OTHER						
TOTAL						
Sign Permits Total:						

**ZONING APPEALS**

Name	Hearing Date	Address	Type	Fees Paid
<b>Year-to-Date</b>				<b>\$0.00</b>

**PARKING:**

Mr. Sluyter stated that he has had random complaints from County Peddler about someone parking illegally in front of the store that we are currently trying to track down.

**Tickets by Status (Last 30 Days)**

Issued	16
Paid	13
Dismissed	3
Abandoned	
Warning	4

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	35
Expired Meter	
Parking Outside of Lines	
Permit Required	1
Non-Space	

**Tickets by Street Location (Last 30 Days)**

Main Street	19
Bridge Street	5
Park Street	2
Court Street	4
Towanda	
State Street	
Washington Street	
Pine Street	6
Parking Garage	
John B. Merrill Pkwy	
Second Street	

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**BOROUGH MANAGER'S REPORT – NOVEMBER 2, 2020**

Manager Lane reported on the following:

1. **PennDOT Turnback SR 3020 –**

Manager Lane stated that the base layer of stone and asphalt is complete. Sikora Brothers have been addressing curbs, driveway aprons, and catch basins throughout the project area. A catch basin and pipe were added on State street to stop runoff from entering the driveway of 429 State Street. Weather permitting, wearing coarse asphalt is scheduled for Wednesday November 4th.

2. **Flooding August 2018 –**

Manager Lane submitted a payment request of \$351,715.01 to PEMA for the Cash Creek repair work and the inspection services rendered thus far.

PEMA has not provided a payment date as of yet. Manager Lane continues to contact them requesting such date. The contractor has been patient waiting for payment.

3. **2020 COVID -19 Supplemental COPS grant**

Manager Lane spoke with Chief Probation Officer of Bradford County Justin Popovich last week and was informed all the paperwork on his side was complete and he anticipates the funds to arrive soon.

4. **COVID-19 Fire and EMS Funding -**

Manager Lane stated our application was approved and we were awarded \$23,151 to cover operating expenses for the Fire Department. This money is to be used for utilities, insurance, vehicle maintenance, etc.

5. **Trail Project/Park Master Plan**

The grant is submitted and Manager Lane is awaiting a response from DCNR.

6. **2021 Towanda Police Pension MMO –**

Manager Lane stated we received the Borough's Act 205 funding to pay retirement liabilities for our employees. The total amount received this year was \$172,332. The amount is lower than last year; however, we have one less full-time police officer and one less code enforcement officer which is the reason the amount is lower.

Also, Manager Lane stated as agreed, because of the advice from the actuary, we put an extra \$45,000 in the plan which will be paid before year end.

7. **Towanda Downtown Revitalization – RACP –**

The final RACP reimbursement was received and forwarded to the County to pay down our loan. Manager Lane attended a meeting with the Commissioners to talk about a written agreement for the future of the remaining balance (\$241,982). As previously discussed with the Commissioners, he stated they said they were willing to accept parking spaces in lieu of cash payments.

Manager Lane informed Council that at the meeting with the Commissioners today they stated they were interested in purchasing the parking garage. There are several ways to look at this. If purchased by the Commissioners, it would release Towanda Borough of a maintenance item and any future capital liabilities. However, he stated, the parking garage does have revenue power for the Borough. After the loan is paid off in 5 years, the income for 105 spaces used by the county would be \$50,400 yearly, and the extra parking spaces income for the 48 other spaces would be \$23,040 yearly. In 2020, the income for hourly spaces added up to \$550. Also, he stated the parking garage is an opportunity for cash income for revenue that would be other than just income from taxes.

We currently have a 3-year maintenance contract on the garage and our yearly cost to operate the garage is \$18,000 (increasing 2% per year) for electricity, elevator maintenance, insurance, grass and snow removal. Also, if the Borough does decide to keep the parking garage, then Manager Lane would like to have a structural engineer inspect it every so many years. Manager Lane asked Council for their thoughts and stated we need to direct Solicitor Smith for when he drafts the loan payoff agreement with the Commissioners.

After discussion, Council decided to do a vote to hold on the parking garage for 5 years to see how things go with income and costs on it, and maybe offer "first right of refusal" to the Commissioners. Solicitor Smith will draft a summary agreement for Solicitor Smith to use in order for him to draw an agreement to pay off the loan to the BC Commissioners.

*A motion was made by Mrs. Lacek and seconded by Mr. Kovalcin to move forward with this plan for the loan agreement. Motion passed.*

8. **Truck #3 Replacement –**

Manager Lane stated the new truck has been ordered with the delivery date of 4 to 8 weeks. Hopefully it will arrive before we have to plow snow. We will manage to work around in the event it does not arrive before that time.

9. **Zoning – “Special Exception” edit in R1 and R4 districts**

Manager Lane stated in keeping with our recent actions to enhance and protect the single-family districts in the Borough, he would recommend Council consider **removing** the following: **§ 325-13 C. (7)** and **§ 325-16 C. (1) (a) & (b)** - “Two-family and Multi-family dwellings, apartments, including garden apartments” in the R1 and R4 districts as a special exception. He also asked that any **Gas & Oil parts of § 325-13.** and **§ 325-16.** that were added on **7/18/2013 by Ord. No. 2013-4** be removed. This will require a **motion** from Council to have the Planning Commission review and make their recommendation. *A motion to do both of these was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.*

10. **2021 Budget –**

Manager Lane is finished with the first draft of the 2021 budget. As usual, the budget is tight, however it did fall together nicely.

He will bring up to council an item that was discussed at the Finance and Administrative meeting. The committee discussed reviving the Infrastructure loan program for sidewalks and possibly extending the program to add exterior paint and siding as an approved use of the funds.

Our budget meeting will be held on November 18th at 5:00 PM in the Council room. At that time, I will present the details, take recommendations and make adjustments in necessary.

**BOROUGH SECRETARY:**

Secretary Kulick presented the following resolution:

**RESOLUTION #2020-12**

Towanda Borough Police Department (PTS Grant) Impaired Driving Program Grant for Year 2021.

A motion was made by Mr. Klinger and seconded by Mr. Lacek.

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Lacek, Ms. Saxon

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof & Mr. Sweitzer had to leave the meeting early

**RESOLUTION # 2020-12 - Carried**

**ADMINISTRATIVE:**

Council discussed Kali’s Mission appeal for additional funding of \$500 for this year to continue their efforts with the trap-neuter-release program, making a total donation of \$2,500 for 2020.

*Mrs. Lacek made the motion to fund the additional amount of \$500, seconded by Ms. Saxon. Motion passed.*

President Christini stated that for 2021 Kali’s Mission has requested \$3,000 in funding which will be discussed later.

**UNION SUB-COMMITTEE REPORT:**

Nothing to report.

**FINANCIAL REPORT:**

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

**PLANNING COMMISSION REPORT:**

President Christini stated that commission did not have a quorum on October 20th, so they did not make any progress, but we are continuing to work on penning the Vacant Property Ordinance for Council.

There is a draft copy of the minutes in the packet.

President Christini stated that there is a public hearing on November 4th at 7 PM, for a request for use of property at 200 Wilmot Drive to have a hair salon within the residence. He said the salon meets the criteria for use of Special Exception for a "Home Occupation" and will most likely be approved.

The next meeting of the Planning Commission will be November 17th at 7 PM.

**RECREATION REPORT:**

Mr. Kovalcin stated that they did not have a meeting.

**TMA/WMA/CBPA REPORTS:**

Included in packet.

Also, Council would like to tour the new Water Treatment Plant and Manager Lane stated that he can set that up for them. It may be a Saturday in December; however, they will talk about it at the next Council meeting on December 7th.

There were no further discussions in the meeting.

**ADJOURNMENT:**

Motion to adjourn was made by Mrs. Lacek and seconded by Mr. Kovalcin. Meeting adjourned at 9:00 PM.

Diane M. Kulick  
Towanda Borough Secretary

## **Towanda Borough Regular Council Meeting Minutes Monday, December 7, 2020**

The Regular Meeting of the Towanda Borough Council was held on Monday, December 7, 2020, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

**Present:** Mr. Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Ms. Saxon & Mr. Sweitzer

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

### **CITIZENS TO BE HEARD:**

Gary and Charlotte Parks, 306 William Street were present to update "Kali's Mission". They provided the year-end report and stated that one of the reasons they were successful was due to the Borough Council giving additional funds, as COVID-19 restricted their fund-raising programs. In 2019, 57 cats were spayed/neutered, and in 2020, 75 cats were spayed/neutered, estimating the total prevented births of 2,112 kittens. They continue to actively work on fundraising and the Board of Directors including the Park's, Billy Kolbeck, and Nancy Bomboy thank Towanda Borough Council for all their support.

In addition, Mr. Park stated that there is a magazine called "NEPA Lifestyles over 50" edited by Marcy Kacyon who is married to local native Larry Kacyon that did an article on Kali's Mission and donated money from that edition too.

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

Motion to approve the November 2, 2020, Regular Council meeting minutes was made Mr. Sweitzer and seconded by Mr. Kovalcin with 2 minor corrections. Motion passed.

### **FIRE CHIEF REPORT:**

Monthly report of incidents was included in packet.  
Chief Roof was absent.

### **FIRE BOARD REPORT:**

Mr. Klinger stated that he was not able to attend the meeting and had nothing to report. Manager Lane stated that Chief Roof received the fire company's grant of \$30,000 (to cover for the lack of ability to fund-raise all year due to the pandemic).

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

Mayor Miller thanked the Chamber of Commerce for the tree lighting event and the Christmas (drive-by) Parade. Manager Lane stated that 206 cars traveled through it. Mayor Miller reported a couple borough pole lights that are out and need replacing. Also, Mayor Miller stated that he hopes everyone takes a pause today, as it is the 79th Anniversary of the bombing of Pearl Harbor by Japan.

### **POLICE CHIEF REPORT:**

Chief Epler's monthly report was included in the packets and he reported the following:

Officers Bellows and Hennessy are in full swing with Operation Blue Santa.

Officer Hennessy delivered a Thanksgiving meal to a family that was donated by Hurley's Supermarket.

We had a DUI rollover crash on North Fourth Street.

Sergeant Lantz was tested positive for COVID-19 and was taken off the schedule for 2 weeks per his Doctor's order.

Officers Edsell and Smith were also exposed to a COVID-19 positive defendant who was arrested and transported to jail.

In addition, Chief Epler stated that the police department was the victim of a scam call crime. This caller (from the mid-west area of the country) stated that the Towanda Police Department arrested their “kid” and they would need \$5,000 to get the “kid” out of jail or pay for a lawyer. The department (2 officers on duty) received many, many calls from people who they informed that it was a scam. In fact, the 911 center finally had to disconnect from answering any “call rollover” calls for the police department for a while.

**NOVEMBER 2020 – Monthly Report**

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

**POLICE COMMITTEE REPORT:**

Mr. Lacek stated the Committee did not have a meeting this month.

**CODE ENFORCEMENT / PUBLIC WORKS REPORT:**

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for November 2020.

Also, First Abstract Agency (who do many home sale closings) has not been calling us for water/sewer bills that would be due for a final read and bill. This is part of their duty of “to do’s” (if unpaid it becomes a lean on the property) and the new property owners get surprised when we tell them there is an unpaid balance.

Mr. Christini asked about 401 Main Street, if Mr. Sluyter has heard anything from the magistrate’s office. Mr. Sluyter stated that he talked to the architect today and was told that there is a signed contract with a local contractor to do the work on the exterior wall. He followed up with the contractor and they confirmed it and said they are under the impression of starting the project in January 2021.

Also, concerning the property at 333 William Street, the prints are approved and Mr. Sluyter was told by the owner the name of a contractor who was going to do that porch project. This contractor told Mr. Sluyter that he is “absolutely not doing that job”. Therefore, Mr. Sluyter sent the owner a citation for the porch still not being done. Mr. Sluyter also stated that he received a call from a neighbor on William Street that had some questions about some other concerns in the neighborhood.

Mr. Christini asked Mr. Sluyter to add the citation date to the 401 Main Street case, as it is a safety issue and we need to make sure it is reported in the Code Report. Mr. Sluyter will add it.

**NOVEMBER 2020 SUMMARY – CODE ENFORCEMENT STATS**

<b>PERMITS &amp; CONTRACTORS</b>		<b>MONTH</b>	<b>YTD</b>
Permits Issued		11	138
Permit Fees Paid		\$1,200	\$13,512.80
Code Inspections Fees		\$300	\$3,757.80
Borough Total after Code Inspections Fees		\$900	\$9,755



Borough Council Meeting Minutes  
December 7, 2020

Permit Work Value		\$45,300	\$865,035.28
Contractors Registered		5	95
Contractors Registrations Amount		\$450	\$6,900

**UCC Reportable Permits**

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	1		\$4.50
#2 Residential – Other	2	25	\$9.00	\$112.50
#3 Commercial – New	0	0		
#4 Commercial – Other	2	3	\$9.00	\$13.50
<b>TOTALS</b>	<b>4</b>	<b>29</b>	<b>\$18.00</b>	<b>\$130.50</b>

**COMPLAINTS**

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	8	113	7	80	3	38
1 & 2 Family Rentals	12	157	10	134	36	55
Commercial Rental Units	6	61	6	50	62	14
Commercial Non-Rental	3	24	1	18	22	8
<b>TOTALS</b>	<b>29</b>	<b>355</b>	<b>24</b>	<b>282</b>	<b>13</b>	<b>115</b>

**Rental Dwelling Unit Inspections**

	Month	YTD
1st Inspection	14	64
2nd Inspection	1	8
3rd Inspection	0	0
<b>FEES PAID</b>	<b>\$0</b>	<b>\$0</b>

**ZONING PERMITS – NOVEMBER 2020**

PERMITS	Number Issued		Fees Paid		Number Denied	
	Month	YTD	Month	YTD	Month	YTD
<b>TOTAL</b>		<b>14</b>		<b>\$1,380</b>		

**PARKING:**

**Tickets by Status (Last 30 Days)**

Issued	5
Paid	7
Dismissed	
Abandoned	
Warning	

**Tickets by Violation (Last 30 Days)**

3 Hour Limit	12
Expired Meter	
Parking Outside of Lines	
Permit Required	
Non-Space	

**Tickets by Street Location (Last 30 Days)**

Main Street	9
Bridge Street	2
Park Street	
Court Street	1
Towanda	
State Street	
Washington Street	
Pine Street	
Parking Garage	
John B. Merrill Pkwy	
Second Street	

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**BOROUGH MANAGER'S REPORT – DECEMBER 7, 2020**

Manager Lane informed Council that Mary Ann Harris, Tax Collector, is resigning effective January 11, 2021 due to continuing health issues. She stated that January 10th she will have the 2020 year-end reports complete with the County. The first Monday in January 2022, would have been the final day of her term in office. Council will have to appoint someone to complete her term and if this person wants to continue as tax collector, they would have to run for the office in the 2021 Election.

Manager Lane reported on the following:

1. **PennDOT Turnback SR 3020 –**

The project has reached substantial completion. The final walk though is currently being scheduled. There are some minor items that need addressed, however it is all but complete. Manager Lane will make payment #5 of \$643,305.08 of which \$52,834.82 is covered by FEMA/PEMA. This will leave \$113,527.89 in retainage until a final inspection is done.

2. **Flooding August 2018 –**

The payment of \$351,715.01 was received from PEMA two weeks ago. Manager Lane paid Sikora Brothers their portion of \$338,184.48 and reimbursed the Turnback Fund \$13,530.53 for inspections services. He will submit the requisition to PEMA for the remaining \$78,616.37 for Sikora Brothers in the coming days when the final walk through is complete and approved.

The Mulberry St. repairs are on the schedule to be repaired in house come spring 2021. This is will be fund through the FEMA/PEMA disaster relief funding.

3. **2020 COVID -19 Supplemental COPS grant**

Still waiting for funds to be received from County Probation Department. The last time Manager Lane spoke to Chief Popovich, the money had not been received yet.

4. **COVID-19 Fire and EMS Funding -**

Manager Lane is still currently waiting for these funds to be distributed.

Our application was approved and we were awarded \$23,151 to cover operating expenses for the Fire Department. This money is to be used for utilities, insurance, vehicle maintenance, etc.

5. **Trail Project/Park Master Plan**

The grant is submitted and Manager Lane is awaiting a response from DCNR. He spoke with NTRPD and the status of the application, it is "Under Review" (fingers crossed) by DCED. He plans to spend ample time in 2021 working on the Trail Extension and Park Master Plan now that the turnback project is closing, the new water project is closing and the Parking Garage is complete.

6. **Truck #3 Replacement –**

The new small dump and plow truck arrives on December 2nd. Manager Lane will be preparing to sell the old truck come spring time along with excavator.

7. **Zoning – "Special Exception" edit in R1 and R4 districts**

Following the recommendation from the Planning Committee, Manager Lane requested council make a **motion** to instruct the Solicitor to **draft an ordinance** removing the Special Exception of "Two-Family and Multi-Family dwellings" in the R-1 and R-4 districts.

*Mr. Klinger made the motion to do this seconded by Mr. Kovalcin. Motion passed.*

8. **2021 Budget –**

As presented and discussed in detail at the Budget meeting on November 18th, Manager Lane asked Council to approve the draft for public display and he will have it ready for adoption at the year-end meeting. The packet included a memo from Manager Lane that summarizes the 2021 fiscal year.

*Mr. Klinger made the motion to advertise the Budget seconded by Mr. Kovalcin. Motion passed.*

Manager Lane stated that in the draft budget he included a \$50,000 curb appeal program, which will provide low interest loans for sidewalk and exterior home repairs for qualified homeowners in the Borough. He also thanked all of Council again for supporting him and his team during a wild and crazy year. Even throughout a worldwide pandemic we managed to hold a tight line on expenses, met revenue budgets, completed several large projects and will continue this same focus in 2021.

**The year-end meeting will be held on December 30, 2020 at 6 PM. At this meeting, the December 2020 bills will be approved for payment; the 2021 Budget will be presented and adopted; and the 2021 Real Estate Tax Levy Ordinance will be presented for approval by Council.**

**SOLICITOR'S REPORT:**

Solicitor Smith presented the following:

**ORDINANCE 2020-5**

Amend Chapter 221, Section 221-6. B. (1) of the Code of the Borough as it pertains to Rental Inspection Fees.

A motion was made by Mr. Sweitzer and seconded by Mr. Lacek.  
The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Ms. Saxon, Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek and Mr. Roof (at a fire)

**ORDINANCE 2020-5 - Carried**

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**RESOLUTION 2020-13 – No Motion made. Resolution did not go up for vote.\***

Intermunicipal Transfer of PA Liquor Control Board License #R18060 to premises at 7 State Street (PIN #48-086.04-259)

\*A motion was **NOT** made by Council, as the applicant/requestor was not present. At the advice of Solicitor Smith, it was decided to table it tonight and contact the applicant/requestor for a new date either December 30th Special Meeting or January 4th, 2021 Regular Meeting. Manager Lane will contact them.

**RESOLUTION 2020-13 - There was no motion made on this Resolution.**

**BOROUGH SECRETARY:**

Secretary Kulick presented the following resolutions:

**RESOLUTION #2020-14**

Annual appointment of delegate to the Bradford County TCC (Tax Collection Committee). 1st – Towanda Borough Manager; 2nd – Towanda Borough Secretary, 3rd – Towanda Area School District Business Manager.

A motion was made by Mr. Klinger and seconded by Mr. Sweitzer.  
The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Ms. Saxon, Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek and Mr. Roof (at a fire)

**RESOLUTION #2020-14 - Carried**

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**RESOLUTION #2020-15**

Approval to re-appoint Borough Manager, Kyle V. Lane as a Board Member to the Central Bradford Progress Authority (CBPA) for the next 5 years. In addition, approval of Joe Joyce of Guthrie Healthcare System be appointed to (CBPA) as Member-At-Large with appointment ending 12/31/2024, behind Frank Pinkosky, who will be resigning.

A motion was made by Mr. Kovalcin and seconded by Mr. Lacek.  
The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Ms. Saxon, Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek and Mr. Roof (at a fire)

**RESOLUTION #2020-15 - Carried**

**ADMINISTRATIVE:**

Police Pension Plan Summary for October included in packet.

**UNION SUB-COMMITTEE REPORT:**

The Public Works contract will run out at the end of next year. Manager Lane stated that we now have 3 union stewards – 1 for Water, 1 for Sewer and 1 for Public Works employees.

**FINANCIAL REPORT:**

Motion to pay the November bills was made by Mr. Sweitzer and seconded by Mr. Klinger. Motion passed.

**PLANNING COMMISSION REPORT:**

President Christini stated that at the November 17th Planning meeting, Vicki Wells, on behalf of the Recreation Committee, asked about having digital signage in Roger Madigan Gateway Park that would be used for events that will take place around the borough, and local emergencies or paid local business advertisements. It would not meet the existing sign ordinance conditions, however; consensus from Planning members indicated it is something to be considered. She was told by the Commission to work with Mr. Sluyter to come up with some ideas to make it conforming and present it again to Planning so they can make a recommendation to Council. President Christini feels that if we change the ordinance this may create a situation down the road and there has been some who have wanted to have these types of signs but did not get approval.

The Planning Commission recommended that the modifications to Special Exceptions in Chapter 325 Zoning be approved by Council (***This was done earlier in this meeting.***).

Also, on November 17th the Planning Commission was asked to discuss rescinding modifications to Principal Permitted Uses in Chapter 325-Zoning (2013-4). They recommended that Council rescind all of Ordinance 2013-4 (that was passed 7/18/2013), plus editors notes found within them.

***Council voted on having Solicitor Smith rescind Zoning Ordinance 2013-4, and advertise it with motion made by Mr. Lacek and seconded by Mr. Kovalcin. Motion passed.***

**RECREATION REPORT:**

Mr. Kovalcin had nothing to report.

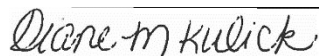
**TMA/WMA/CBPA REPORTS:**

Included in packet.

Also, it was decided the new Water Treatment Plant tour for Council members will be held on January 9th at 10 AM. They will meet at the new Water plant first and they will tour the Sewer plant second.

**ADJOURNMENT:**

Motion to adjourn was made by Mr. Klinger and seconded by Mr. Kovalcin. Meeting adjourned at 8:50 PM.



Diane M. Kulick  
Towanda Borough Secretary

**TOWANDA BOROUGH SPECIAL COUNCIL**  
**MEETING MINUTES**  
**DECEMBER 30, 2020**

A **SPECIAL** meeting of the Towanda Borough Council was held on Wednesday, December 30, 2020, at the Municipal Building. The meeting was called to order at 6:00 PM, by Council Vice Rex Klinger (President Christini was tele-communicating) followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. Roll was called and recorded as follows:

PRESENT: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Ms. Saxon, Mr. Roof, & Mr. Sweitzer

ABSENT: Mrs. Lacek

**CITIZENS COMMENTS**

None.

**PAYMENT OF 2020 YEAR-END BILLS**

*Mr. Kovalcin made a motion seconded by Mr. Lacek to approve payment of bills as presented in the "List of Bills." Motion carried.*

**ADOPTION OF THE 2021 GENERAL FUND BUDGET & SPECIAL FUNDS**

President Sweitzer asked if there were any questions regarding the proposed 2021 Borough General Fund Budget and Special Funds. There were none.

**RESOLUTION 2020-16**

Adoption of 2021 General Fund Budget & Special Funds

Motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin  
The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mr. Roof, and Mr. Sweitzer (note: Ms. Saxon was present at 6:10 PM, but not for the vote)

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek

**RESOLUTION 2020-16 - Carried**

**ADOPTION OF 2020 REAL ESTATE TAX LEVY**

**ORDINANCE 2020-6**

Adoption of 2021 Real Estate Tax Levy Ordinance as presented (Note: There is no tax increase for 2021)

Motion was made by Mr. Kovalcin and seconded by Mr. Lacek  
The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Lacek, Mr. Roof, and Mr. Sweitzer (note: Ms. Saxon was present at 6:10 PM, but not for the vote)

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Lacek

**ORDINANCE 2020-6 - Carried**

Borough Council Special Meeting Minutes  
December 30, 2020

The next meeting of the borough council is a reorganizational meeting scheduled for Monday, January 4, 2021 at 7 PM.

**ADJOURNMENT**

Mr. Kovalcin made the motion, seconded by Mr. Roof. Meeting adjourned at 6:10 PM.



Diane M. Kulick  
Borough Secretary