

**Towanda Borough
Regular Council Meeting Minutes
Monday, January 4, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, January 4, 2021, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:04 PM by President Mark Christini with a moment of silence followed by the Pledge of Allegiance.

Present: Mr. Christini, Mr. Eberlin, Mr. Kovalcin, Ms. Saxon & Mr. Roof, Mr. Sweitzer

Absent: Mr. Klinger, Mrs. Lacek, Mr. Lacek

CITIZENS TO BE HEARD:

None present.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

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

FIRE CHIEF REPORT:

Monthly report of incidents was included in packet. The number of incidents for the year was 153. Chief Roof stated that they only received 3 calls in the new year and they were non-emergent. He said that they also put both Engine #1 and the old Tower Truck for sale on a site on Facebook.

FIRE BOARD REPORT:

Mr. Klinger was absent, however Chief Roof stated that there are 2 firemen that are now CERTIFIED drivers. They are: Brandon McLinko on the Engine and the New Fire Truck; and Nate Sheets on the Tanker Truck. He asked Council for its approval. Motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.

MAYOR'S REPORT:

Mayor Miller stated that he wishes the Firemen and Fire Chief, the Police and Chief, and the Council members a safe, and healthy New Year.

POLICE CHIEF REPORT:

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

Operation Blue Santa was completed and went well. Some extra items were donated at the last minute and we in turn donated them to a Fire Department that was doing a similar present give away.

He stated that they had a number of problems due to power outages with the computer that acts as storage for the "Watchguard Video System". Therefore, with Manager Lane's approval, he purchased a battery backup unit to help alleviate some of these type issues.

Chief Epler stated that concerning the recent service of a search warrant on a legal office next to the Towanda Police station, reporter James Lowenstein (Wyalusing Rocket-Courier newspaper) published a quote that I did not say on the Rocket Courier's social media page. The Chief stated he became aware of it when he was called later that day by the Attorney General's Office. After talking to them and setting them straight on the quote, Chief Epler called Keeler's (Rocket-Courier's owners) and had it removed.

The Chief also stated that the snowstorm damaged (folded) the gutters in the back of the station, and also took out part of the handrail. The Public Works department will take care of this soon.

Chief Epler requested Council approve a low rollover total of 86 vacation hours for his department personnel. A motion was made by Mr. Kovalcin and seconded by Mr. Eberlin. Motion passed with the comment that this is not a lot, and Chief Epler was commended for his efforts in getting the vacation rollover hours down.

DECEMBER 2021 – Monthly Report

302	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
2	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
5	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
0	DUI ARRESTS	6	ANIMAL COMPLAINTS
47	DISTURBANCE CALLS	5	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	0	K-9 SERVICES
7	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 December 2020.

He also provided the Code Totals “Year to Year” from 2013 through 2020.

Mr. Christini stated that the year-to-date parking ticketing status that has 178 issued and not resolved is lopsided. Mr. Sluyter stated that this is partly his fault and partly due to the changes in the Parking Code, ticket holders were pleading “not guilty”; and from there it goes to the Magistrate’s office. Mr. Sluyter stated that the Parking data system will be updated soon.

In addition, Mr. Sluyter included a copy of Chapter 264. Streets and Sidewalks, Article II. Removal of Grass, Snow, Etc. § 264-2. Duty of owners and occupants. B. Snow and/or ice removal states that the owner or owner’s agent has 24 hours to remove the snow and/or ice. Mr. Sluyter stated that he gave \$5 fines out, but feels that \$0 to \$25 is too much of a variable. Most of the properties that are in violation are rentals.

After discussion Council voted to have the solicitor change ordinance section § 264-2 Duty of owners and occupants. B. to “48 hours to remove snow and/or ice from the sidewalk.” And also, change § 264-3. Violations and penalties -to change the minimum fine amount from time to time by Resolution. The property owner would be sent a letter (warning) the first time, and then the citation would follow if they fail to comply.

Mr. Kovalcin made the motion to amend § 264-2 and § 264-3 (Council will set fine after the ordinance is advertised) with these terms, and have Solicitor Smith write the ordinance and advertise in the local paper.

Mr. Eberlin seconded the motion. Motion passed.

DECEMBER 2020 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		7	147
Permit Fees Paid		\$640	\$15,192.80
Code Inspections Fees		\$275	\$4,032.80
Borough Total after Code Inspections Fees		\$365	\$11,160.00
Permit Work Value		\$21,110	\$886,145.28
Contractors Registered		5	100
Contractors Registrations Amount		\$350	\$7,700

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	1		\$4.50
#2 Residential – Other	1	26	\$4.50	\$117.00
#3 Commercial – New	0	0		
#4 Commercial – Other	1	4	\$4.50	\$18.00
TOTALS	2	31	\$9.00	\$139.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	20	133	18	98	10	48
1 & 2 Family Rentals	12	157169	10	144	8	63
Commercial Rental Units	6	67	6	56	4	18
Commercial Non-Rental	3	27	3	21	2	10
TOTALS	41	396	37	319	24	139

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	5	69
2nd Inspection	0	8
3rd Inspection	0	0
FEES PAID	\$0	\$0

ZONING PERMITS – DECEMBER 2020

PERMITS	Number Issued		Fees Paid		Number Denied	
	Month	YTD	Month	YTD	Month	YTD
TOTAL	1	15	40.00	\$1,420		

PARKING:

Tickets by Status (Last 30 Days)

Issued	28
Paid	11
Dismissed	2
Abandoned	
Warning	1

Tickets by Violation (Last 30 Days)

3 Hour Limit	42
Expired Meter	
Parking Outside of Lines	
Permit Required	
Non-Space	

Tickets by Street Location (Last 30 Days)

Main Street	15
Bridge Street	10
Park Street	
Court Street	9
Towanda	
State Street	2
Washington Street	3
Pine Street	3
Parking Garage	
John B. Merrill Pkwy	
Second Street	

BOROUGH MANAGER'S REPORT – JANUARY 4, 2021

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 was scheduled to meet with Steve Kehoe (Municipal Services Rep) from PennDOT the week before Christmas, however due to the snow storm they are planning to schedule in the next week or two. Once they acknowledge the project is complete, he will begin closing out the final paperwork.

2. **Flooding August 2018**

The Mulberry St. repairs are on the schedule to be repaired in house come spring 2021. This will be funded through the FEMA/PEMA disaster relief program.

Manager Lane submitted the second payment request for the repair of Cash Creek (most was by Teeter's Garage) on December 7th, 2020. He anticipates payment soon.

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

The Borough is still waiting for funds to be received from County Probation Department. Chief Popovich told him the money has not been received as of yet.

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

Manager Lane is still currently waiting for these funds to be distributed. The OSFC (Office of the State Fire Commissioner) does not have a deposit date, however they are "sending contracts to comptroller daily". He stated that we are patiently waiting.

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

Manager Lane spoke to the grant reviewer (DCED), and answered some additional questions. This person stated he has reviewed the application and will forward it to the program manager, but he did not speculate on an award date.

6. **SNOVID-2020**

Manager Lane stated the 30" snow storm we received on December 17th was one for the record books. Towanda Borough deployed a total of 15 employees for 692.50 hours, 15 pieces of equipment. It took probably 8 working days to get a good share of the snow cleaned up. We need a plan that puts some of the work on the residents and property owners to work together on these streets in moving their cars so that it can be plowed better. He is very proud of the work the crews did and he is grateful to have the dedication we do from our employees. He sent out numbers for state aid to Bradford County but we probably will not get any.

7. **December 26th Flooding**

The Borough has very minimal flooding issues. The river crested at 19.74 ft and was roughly 5 ft. away from breaching the WWTP (Waste Water Treatment Plant) and onto the Parkway. He stated that we did dodge a bullet with the flooding except for "Tommy Fairchild Park", which was fully flooded. The crew will be scraping mud over there. Manager Lane also stated that the new well field in North Towanda was inundated under water and everything operated fine like the engineers told them. He and Chad figure that it would take a 25-foot flood to render the wells useless, and this was a good experience for

him and Chad to see. The history proves that the water has only reached 25 feet 3 times in the last 130 years.

8. **New Server**

Manager Lane stated Ridge Support will be installing our new server on January 7th and 8th. The server will replace the current one that is no longer supported by our accounting and billing software. The cost of the server is \$10,210 for the physical server, \$7,840 for the installation and \$4,592 for the software license. The majority of the cost will be paid for by TMA as the largest cost is the Utility Billing service.

Note: There will be a water plant tour for board members and employees on Saturday, at 10:00 AM, January 9th.

SOLICITOR'S REPORT:

Solicitor Smith stated that the R-1 One Family Residential District and the R-4 Two Family Residential District Zoning codes have been drafted to be removed, and we should be able to have a public meeting in February to vote on changing it.

Council voted to have Solicitor Smith advertise the drafts above - Removing § 325-13 C. (7), and removing § 325-16 C. (1). Motion was made by Ms. Saxon and seconded by Mr. Kovalcin. Motion passed.

Solicitor Smith is also working on an agreement between the Borough and the Bradford County Commissioners for forgiveness on the balance of the bridge loan (approx. \$241,000 & change) that the Borough received from the county when building the parking garage. The county decided that they would like to have free parking for 105 spaces (for about 5 years) in exchange to settle the debt. Manager Lane has the draft to review and if it is ok, Solicitor Smith will send it on to the BC Solicitor and on to agreement by the Commissioners.

Also, he stated there was a tax appeal from the Guthrie Health Systems that was denied. It is for the Personal Care Home and Rainbow's End. This would be a huge loss to us, the school district and the county, and Solicitor Smith will file a motion to intervene as a party in interest. The appeal hearing will probably take place sometime in February 2021.

Solicitor Smith also stated that the Liquor License transfer that was on the agenda but not voted on last month was put on the back burner by the applicant.

In addition, Mr. Christini stated that the December 7, 2020 meeting minutes contained a motion passed by Council to rescind Towanda Borough Ordinance No. 2013-4 (added 7-18-2013), plus editor's notes found within them. He asked Solicitor Smith to rescind and advertise it.

BOROUGH SECRETARY:

Secretary Kulick did not have anything to bring before Council.

ADMINISTRATIVE:

Police Pension Plan Summary for November 2020, included in packet.

Regarding Mary Ann Harris' letter of resignation received last month, Council voted to accept Mary Ann Harris' resignation effective January 11, 2021. The motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Motion passed.

Mr. Christini stated on behalf of Council that we commend her and appreciate her commitment for being the tax collector. Mary Ann also served as the Borough Secretary for many, many years.

After the December 7th meeting where Manager Lane presented Mrs. Harris' resignation letter, there was an article in the paper that asked for "letters of interest" for the tax collector position. We only received 2 letters of interest and one of them did not live in the borough and they were not eligible. The requirement is that the tax collector lives within the borough and a registered voter. The other letter of interest was received from Kara Eberlin of 610 Third Street, Towanda. Manager Lane read her letter of interest to Council which included her resume which each member had a copy. Mrs. Eberlin has 15 years of administrative support as well as financial and customer service experience. She also has technical knowledge with data entry applications that will allow a smooth transition of responsibilities. A motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin to appoint Mrs. Eberlin as the new tax collector.

The Resolution is as follows:

RESOLUTION #2021-1

Appoint Tax Collector to replace Mary Ann Harris, who resigned effective January 11, 2021. The appointee will finish out Mrs. Harris' term that ends the first Monday in January 2022. The appointee's name is Kara Eberlin of 610 Third Street, Towanda.

A motion was made by Mr. Sweitzer and seconded by Mr. Kovalcin.
The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Kovalcin, Ms. Saxon, Mr. Roof, Mr. Sweitzer

NAY/NO:

ABSTAIN: Mr. Eberlin

ABSENT: Mr. Klinger, Mr. Lacek and Mrs. Lacek

RESOLUTION #2021-1 - Carried

UNION SUB-COMMITTEE REPORT:

There was nothing to report this month.

FINANCIAL REPORT:

There were no bills to be paid this month (they were paid after approval at the Special Council Meeting on December 30th, 2020).

PLANNING COMMISSION REPORT:

Mr. Christini updated Council on what work that Planning Commission has done on the proposed Vacant Properties Ordinance (approximately 6 months work so far). There were questions that the Planning board asked for Council to review and Mr. Christini asked Council to think about answers.

They are as follows:

- 1) Is a downtown building with both a commercial space and apartments vacant if one or the other is rented? Or if a two or more-apartment house has 1 unit rented, is it vacant with only 1 unit occupied? Therefore, these would not be vacant and the building would not need to be registered and pay a fee?

This was discussed and Council leaned toward if any part of the building is rented then it would not need to be registered as vacant.

- 2) Does Council want to charge registration fee: (1) NONE; (2) fixed or (3) yearly escalating? Sample ordinances were: \$100/yr., \$200/yr., and some increasing each year to as much as \$400, \$800 and \$2,000/yr. to provide incentive and force owner to rent the building.

Council is open to some sort of fee. Also, Mr. Christini suggested that if the owner of the property pays a registration fee on January 1st, and they rent it out a couple months later, they do not get a refund.

- 3) Should the ordinance include/duplicate sections already covered in Towanda Borough Code or IPMC (International Property Maintenance Code 301.3,....) such as: 8. Maintenance and 9. Security Requirements?

Mr. Christini stated that we may not want to duplicate any part of the IPMC code. Solicitor Smith said that he would like to review the draft before giving his recommendation.

Mr. Sluyter stated that the ordinance could be a waste of time and feels that Property Maintenance already takes care of all of these issues.

Manager Lane stated this ordinance is trying to discourage people from collecting properties and just letting them sit empty (and deteriorate). He feels that if there are buildings or apartments that the owners cannot seem to rent, then they may not be in very good shape for renters to want to occupy.

In conclusion, Mr. Christini asked Council to think about these questions, read what has been composed so far (included in packet) regarding the Vacant Property Ordinance, stay focused on what we are trying to accomplish, and offer suggestions.

RECREATION REPORT:

Mr. Kovalcin had nothing to report.

TMA/WMA/CBPA REPORTS:

Included in packet.

MISC:

Mr. Christini read a "letter of resignation" from First Ward Councilperson Kayla Saxon. Ms. Saxon resigned effective immediately because although she still resides in the Borough, she has moved to the Third Ward. Ms. Saxon stated that she will miss working with Council members, however she is currently on the Recreation Board and is a member of the Planning Commission for the Borough. She stated that she hopes to represent the Third Ward when the opportunity comes forth in the future. Ms. Saxon's resignation was "regretfully" accepted with a motion by Mr. Kovalcin and seconded by Mr. Roof. Motion passed.

Mr. Christini asked the Daily Review reporter who was present to mention in his article that the borough is accepting letters of interest from its First Ward residents who would like to take Ms. Saxon's place. Letters must be submitted to the borough before the next council meeting on February 1st.

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mr. Kovalcin. Meeting adjourned at 8:50 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
Monday, February 1, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, February 1, 2021, 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. Roof

Absent: Mrs. Ellen Lacek (joined via phone-in), Mr. Jimmy Lacek, Mr. Sweitzer

CITIZENS TO BE HEARD:

Mr. and Mrs. Hatch were present and Mr. Doupe joined via phone-in and there were no comments.

Mayor Miller administered the "oath of office" for the new Borough Tax Collector, Kara Eberlin. Council is very happy to have her step in as our tax collector.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the January 4, 2021, Regular Council meeting minutes was made Mr. Klinger and seconded by Mr. Kovalcin with a minor change in the adjournment motion. Motion passed.

FIRE CHIEF REPORT:

Monthly report of incidents was included in packet. Chief Roof stated they had a busy month and everything is in good working order. The Chief also stated that the fire crew will be going over "safety checks" in the near future.

FIRE BOARD REPORT:

Mr. Klinger stated he did not attend the last meeting, but Chief Roof said there was nothing new to report.

MAYOR'S REPORT:

Mayor Miller thanked Manager Lane for the tour of the new water plant and the waste water treatment plant recently. Also, Mayor Miller is working on something with Central Bradford County Chamber of Commerce to help boost local restaurants (like a food eating contest). He will know more at a later date.

POLICE CHIEF REPORT:

Chief Epler was not present, but the monthly report was included in the packets. Mayor Miller reviewed the report as follows:

Officer Ryan Edsell and his wife Nicole welcomed a new baby boy in 2021. All are doing fine.

We have been dealing with battery issues and not starting, along with other issues with the 2020 SUV. Dalton has been working on them and we are currently monitoring the latest fix to see if we have it working.

JANUARY 2021 – Monthly Report

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

POLICE COMMITTEE REPORT:

Mayor Miller 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 January 2021. President Christini asked Mr. Sluyter about the parking data system update and Mr. Sluyter stated that he was working on getting the AOPC (Administrative Office of Pennsylvania Courts) side of parking finalized. This system writes the citation with AOPC certification and sends the citation in an email to the District Magistrate's office automatically.

Also, Mr. Sluyter presented a subdivision/proposed land development (in the area of Fourth and Thomas Streets) that was approved by County Planning Commission and sent to the Borough for comments. There are two (2) subdivided lots from an original lot which had that had a home on it, and the home has been sold. The two (2) lots each meet the requirements of the Bradford County Planning Commission for a subdivision/land development. Mr. Sluyter asked Council for "Municipal Consent". A motion to approve the subdivision/proposed land development was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.

JANUARY 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		7	7
Permit Fees Paid		\$790	\$790
Code Inspections Fees		\$240	\$240
Borough Total after Code Inspections Fees		\$550	\$550
Permit Work Value		\$31,851	\$31,851
Contractors Registered		9	9
Contractors Registrations Amount		\$350	\$350

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	1	1	\$4.50	\$4.50
#3 Commercial – New				
#4 Commercial – Other				
TOTALS	1	1	\$4.50	\$4.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	15	15	15	15	12	12
1 & 2 Family Rentals	20	20	20	20	8	8
Commercial Rental Units	10	10	10	10	4	4
Commercial Non-Rental	4	4	4	4	1	1
TOTALS	49	49	49	49	25	25

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	5	5
2nd Inspection	0	0
3rd Inspection	0	0
FEES PAID	\$0	\$0

ZONING PERMITS – JANUARY 2020

PERMITS	Number Issued		Fees Paid		Number Denied	
	Month	YTD	Month	YTD	Month	YTD
TOTAL						

PARKING:

Tickets by Status (Year to Date)

Issued	36
Paid	15
Dismissed	5
Abandoned	
Warning	1

Tickets by Violation (Year to Date)

3 Hour Limit	56
Expired Meter	
Parking Outside of Lines	1
Permit Required	
Non-Space	

Tickets by Street Location (Year to Date)

Main Street	26
Bridge Street	15
Park Street	6
Court Street	4
Pine Street	3
Washington Street	2
State Street	1
Parking Garage	
John B. Merrill Pkwy	
Second Street	

Tickets by Officer (Last 30 Days)

Keith Long	70
Jeremy Sluyter	8

BOROUGH MANAGER'S REPORT – FEBRUARY 1, 2021

1. **PennDOT Turnback SR 3020 –**

Manager Lane met with our Municipal Services (PennDOT) Representative Steve Kehoe and walked through the entire project. Mr. Kehoe was pleased with what he saw and Manager Lane plans to submit the closing documents within the next few weeks. Once he receives the final approval, the remaining funds in the turnback account will be transferred to the Liquid Fuels account.

2. **Flooding August 2018 –**

Manager Lane is still waiting for payment from PEMA. Hoping to see the payment soon. We currently owe the contractor \$58,134 for the repairs to Cash Creek.

He submitted the payment request on December 7th, 2020, for the repair of Cash Creek.

The Mulberry Street repairs are on the schedule to be repaired in house come spring 2021. This will be funded through the FEMA/PEMA disaster relief program.

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

Chief Epler discussed with Chief Popovich the status of the funding and we were told "the check is in the mail"

4. **Trail Project/Park Master Plan -**

Manager Lane spoke to the grant reviewer and answered some additional questions. The reviewer stated he has reviewed the application and will forward it to the program manager. He did not speculate on an award date.

5. **Municipal Building –**

Manager Lane stated that it was decided to do some minor remodeling to our building. We remodeled the bathroom in the breakroom and the one off of the Code Officials office. We replaced antiquated lighting fixtures with new LED panels in the breakroom and plan to replace ceiling tiles in parts of the building.

Later in the year we are planning to increase the height of the garage door so we can fit the Street Sweeper and Truck 21 (Red Dump Truck) into the garage for maintenance and paint the exterior wall of the garage. We are also planning to pave the upper and lower parking lots.

6. **New Server -**

Our new server was installed on January 7th and 8th. The transition was smooth and we have had only minor technical issues.

7. **Curb Appeal Program -**

As discussed during the 2021 budget's session, the Borough is planning to make \$50,000 available as low interest loans for items like sidewalks, exterior painting and siding. Manager Lane is still working out the details and will submit an application for CDBG funds for sidewalks for residents that meet the income threshold.

8. **YMCA – New Floor -**

As you may recall, the YMCA was awarded a grant from DCNR to replace the gymnasium floor. They are currently seeking consultants to administer the project and they plan to begin work on the floor this summer.

Manager Lane presented two (2) resolutions as follows:

RESOLUTION #2021-2

Appoint Jean Miller as 1st Ward Council Member behind Kayla Saxon, who moved out of the jurisdiction. Mrs. Miller's term will end the first Monday in January 2022.

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

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Roof

NAY/NO:

ABSTAIN:

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

RESOLUTION #2021-2 - Carried

RESOLUTION #2021-3

Appoint Kayla Saxon, as TMA (Towanda Municipal Authority) Board member for a term of five (5) years (behind Mr. Paul DeWitt).

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

The roll was called and recorded as follows:

AYE/YES: President Christini, Mr. Eberlin, Mr. Klinger, Mr. Kovalcin, Mr. Roof

NAY/NO:

ABSTAIN:

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

RESOLUTION #2021-3 - Carried

SOLICITOR'S REPORT:

Solicitor Smith joined the meeting via phone-in. He stated that the hearing for the Guthrie tax appeal is still pending and has been moved to April 14th.

Also, Solicitor Smith and Mr. Sluyter were able to settle an old fire escrow account that had been pending for a number of years without resolve (not because of the Borough).

Solicitor Smith has been working on the amendment of the Zoning Special Exception for removing § 325-13C.(7), removing § 325-16C.(1), and rescind Towanda Borough Ordinance No. 2013-4 (added 7-18-2013), plus editor's notes found within it. There were some interconnected provisions that are taking more time to finalize, and then he will advertise them.

*Vice President Christini stated that in January's meeting Council voted to have Solicitor Smith amend **Article II Removal of Grass, Snow, Etc.**, § 264-2 Duty of owners and occupants. B. to "48 hours to remove snow and/or ice from the sidewalk."*

This month after discussion, a motion was made by Mr. Eberlin and seconded by Mr. Kovalcin to set the fine amount to "no less than \$25 to \$200" for failure to comply (§ 264-3 Violations and penalties). Motion passed.

BOROUGH SECRETARY:

Secretary Kulick did not have anything to bring before Council and was not present due to the snow storm.

ADMINISTRATIVE:

Manager Lane stated that he reviewed the book balances starting in January 2020 through December 2020.

Mr. Klinger stated that the yearly report of the Police Pension Plan was very impressive and well explained.

UNION SUB-COMMITTEE REPORT:

Manager Lane stated that the Public Works Union Contract is up for negotiations this year for a new contract beginning in 2022. Also, the Teamsters Local 529 is now part of a larger one (Local 118) out of Rochester, New York. Also, currently our employees have a union steward for each of the following: Clerical, Borough Sewer and Borough Water.

FINANCIAL REPORT:

Motion to pay the January 2021 bills was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

PLANNING COMMISSION REPORT:

Mr. Christini stated that the next meeting will be on February 16, 2021 at 7 PM.

RECREATION REPORT:

Mr. Kovalcin stated that they will have the first meeting of the year this month.

TMA/WMA/CBPA REPORTS:

Included in packet.

MISC: Mr. Eberlin stated that the remodeled laundry mat on Main Street downtown (named Blue-stone Laundromat) looks really nice and very "state of the art". It was decided to have the Borough send a "Welcome to Towanda" letter to that owner (Frank Sorokach) and also to the owner (Jessica Hilts) of the Petal Post, a new flower shop on Main Street.

ADJOURNMENT:

Motion to adjourn was made by Mr. Klinger and seconded by Mr. Kovalcin. Meeting adjourned at 8:15 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
Monday, March 1, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, March 1, 2021, 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 & Mr. Sweitzer

Note: Mrs. Miller was present and was sworn in to be a First Ward Council Member by Mayor Garrett Miller (her son).

Absent: Mr. Roof

ELLEN LACEK REMEMBRANCE:

President Christini, speaking for council, had a few words of remembrance to say about fellow Council member Ellen Lacek, who passed away on February 20th, 2021. He stated that he and the board are grateful for Ellen's giving of her service and commitment, and how her heart was for Towanda. He mentioned the many discussions she took part in and how her opinion was valued greatly.

He wanted her family to know that our prayers are with them and may she "Rest in Peace." Ellen was on borough council January 3, 2006 for a full year term. Then, she became a member again on January 3, 2012, and served as Vice President from 2014 through 2015. She continued to serve as councilwoman until her passing.

In addition, Ellen was also a Towanda Municipal Authority member since 2007. He said, "We're sure going to miss Ellen here."

SWEARING IN JEAN MILLER:

Jean Miller, who was previously on Council for over 17 years was sworn in again to replace Kala Saxon, who resigned due to moving out of the 1st Ward to the Third Ward (which made Ms. Saxon no longer eligible to serve the 1st Ward).

PUBLIC RECOGNITION:

Mayor Miller honored eight-year-old Scout Nemeth of State Street for donating money he earned from shoveling snow after the recent big snowstorm in Towanda. He donated his earnings to Tanner Keeney, a Wysox firefighter who was injured in January when fighting a local fire. Mr. Keeney was unable to go back to work until he is healed. Scout and his mother Randi Morse discussed how the firefighter was injured and the role he played in the community. He told his mother that he wanted to shovel snow to raise money for the Keeney family, and with her help and encouragement he raised \$295. Mayor Miller presented him with a certificate recognizing his community service and letting him know how much this gesture is appreciated.

CITIZENS TO BE HEARD:

Sally Vaughn (West), 6 Lombard Street – Mrs. Vaughn addressed the Borough Council concerning a property maintenance case issue for her 401 Main Street property. The work on the property is now complete, however, Mrs. Vaughn stated that she feels she was treated unfairly during the process of having the maintenance done on the side wall of the building.

President Christini thanked her for having the work completed and stated that Council is thrilled that the wall is fixed. He also stated that Council members have an obligation to protect its citizens (who are walking about) by making sure structures are safe.

David Yoder, 304 York Avenue – Mr. Yoder asked, in general, citations are issued in the first place? President Christini stated that citations are issued in situations where they are needed if problems drag on and are not resolved in a timely manner. The situation with the building at 401 Main Street had gone on for 12 months now and the borough has a liability and responsibility to the public to ensure it was made safe as soon as possible.

Mr. Bill West, 6 Lombard Street – Mr. West stated that the fine was levied after his meeting with the engineer when he agreed to install a security barrier, which he did do at the cost of \$1,000. In response, President Christini stated the safety of the people at The Main Link (next door) could have been in jeopardy, and that as far as he was aware, the Borough did not receive paperwork stating that the wall had been sufficiently stabilized and made safe after the steel L-Channels and plywood structure were added. President Christini stated that if the bricks fell away from where the loading doors were, it could have been very dangerous.

Mrs. Vaughn (West) then stated the minutes of the November 2020 Council meeting were not correct in her opinion since she did not receive the issued citation in October 2020.

Tammy Farley 304 York Avenue – Ms. Farley has been a business and property owner since 1985. She wondered what happened to the Main Street program. She asked about the efforts from council to help people who own businesses downtown. She asked if there is any real encouragement from Council to rental owners? President Christini stated that the Borough does provide an incentive to rental owners: If your rental property passes the first Rental Inspection, there is no charge and so it's free. She feels that many have not read the rental inspection code.

Ms. Farley also asked about grant writing for property owners which Manager Lane stated he has searched for approximately 7 years. The homeowner has to have a very low income to qualify for these grants. Manager Lane stated there is a program that is applied for through the County and not the Borough. She stated that Main Street and storefronts need help and Manager Lane stated that they had a façade program last year which was used by some of the businesses to make improvements. He stated that the Main Street Program ended years ago and is no longer available, however he continuously looks for improvement grant money for both commercial and homeowner properties.

Mr. Sweitzer stated that Council is always trying to find ways to revitalize downtown Towanda. He stated that solving the parking situation with a parking garage took 20 years, and the Merrill Parkway with the walkway took 18 years. Council is always trying to be creative in finding ways to keep the town viable, and anyone from the general public is welcome to learn more about it by attending the meetings.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the February 1, 2021, Regular Council meeting minutes was made Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was not present; however, the monthly report of incidents was included in packet.

FIRE BOARD REPORT:

Mr. Klinger stated he was unable to attend the meeting but he was told there was nothing to report at this time.

MAYOR'S REPORT:

Mayor Miller stated that the police department was enforcing the law on 23 vehicles that were sitting around town and not moving. This is a safety issue, especially during snow storms for plows, and if fire service would be needed on the street.

Mayor Miller also stated that he would like to see established (once or twice a year) an "Ellen Lacek Community Service Award" in remembrance of Mrs. Lacek. He asked if anyone had any nominations to let him know.

POLICE CHIEF REPORT:

Chief Epler updated Council on 4 newer model "refurbished" tasers that he was thinking of purchasing for the department.

Also, the officers have started their yearly mandatory update training which is done on-line.

The department is also working on a few complex cases that are recent DA issue deferrals to the PA Attorney General's Office.

Maintenance has begun at the station, which includes painting and new flooring by a couple of the borough employees.

FEBRUARY 2021 – Monthly Report

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

POLICE COMMITTEE REPORT:

Mayor Miller 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 February 2021.

FEBRUARY 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		31	38
Permit Fees Paid		\$3,741.80	\$4,531.80
Code Inspections Fees		\$2,566.80	\$2,806.80

Borough Total after Code Inspections Fees		\$1,175.00	\$1,725.00
Permit Work Value		\$315,917	\$347,768
Contractors Registered		7	16
Contractors Registrations Amount		\$500.00	\$1,200.00

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	7	8	\$31.50	\$36.00
#3 Commercial – New				
#4 Commercial – Other	2	2	\$9.00	\$9.00
TOTALS	9	10	\$40.50	\$45.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	30	45	30	45	12	24
1 & 2 Family Rentals	20	40	15	35	10	18
Commercial Rental Units	8	18	7	17	3	7
Commercial Non-Rental	4	8	4	8	3	4
TOTALS	62	111	56	105	28	53

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	3	8
2nd Inspection	0	0
3rd Inspection	0	0
FEES PAID	\$100	\$100

PARKING:

Tickets by Status (Year to Date)

Issued	68
Paid	32
Dismissed	6
Abandoned	
Warning	1

Tickets by Violation (Year to Date)

3 Hour Limit	106
Expired Meter	
Parking Outside of Lines	1
Permit Required	
Non-Space	

Tickets by Street Location (Year to Date)

Main Street	56
Bridge Street	25
Park Street	8
Court Street	7
Pine Street	5
Washington Street	5
State Street	1
Parking Garage	
John B. Merrill Pkwy	
Second Street	

Tickets by Officer (Last 30 Days)

Keith Long	
Jeremy Sluyter	

BOROUGH MANAGER'S REPORT – FEBRUARY 1, 2021

1. **PennDOT Turnback SR 3020 –**

Manager Lane met with the contractor to address the driveway at 108 Popular. The new elevation of the street has created a steeper pitch to their driveway causing the car to scrap on the concrete. The situation is no one's fault, it just doesn't work so the contractor is going to degrease the grade via a change order when the weather permits. He stated we are also adding a "Trash Rack" on the headwall of Cash Creek above Third Street. This additional work will slow down closing the project however he wanted to make sure it gets done.

2. **Flooding August 2018 –**

Manager Lane is still waiting for payment from PEMA. Hoping to see the payment soon. We currently owe the contractor \$58,134 for the repairs to Cash Creek.

He also submitted the payment request for the repair of Cash Creek on December 7th, 2020.

The Mulberry St. repairs are on the schedule to be repaired in house come spring 2021. This will be funded through the FEMA/PEMA disaster relief program.

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

We received payment from the Bradford County probation department. \$17,600. Manager Lane plans to follow up with Chief Popovich to see if there is any documentation he will need from the Borough.

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

The application approval will be decided on the March 23rd CFA Board Meeting. Manager Lane will inform council as soon as he receives word.

5. **Borough Hall –**

Chief Epler provided Manager Lane with a list of maintenance items that need addressed at Borough Hall. He has dedicated two public works employees to shorten Chief's list. Some items will have to wait for better weather. The items include general maintenance of the building, painting, ceiling tiles, overhead lighting, removal of old generator, etc.

6. **YMCA – New Floor**

We have started submitting the special conditions for the DCNR grant to replace the gym floor at the YMCA. (\$70,000 DCNR Grant with a \$40,000 match from YMCA).

Manager Lane asked council to approve a budget modification for pass through grant fund purposes. He plans to utilize the bank account that we used for the construction of the parking garage and convert it to a "Grant Account" that can be used in the future when particular programs require separate bank accounts. Historically, he would use the "Community Development Fund" however DCNR insists a completely separate account. The Council packet included the budget worksheet for Fund 29 "Grant Fund". Grant monies and YMCA match funds are noted as revenues and Construction, Consulting, Legal and Advertising are noted as expenses. The total project has \$110,000 budget.

We are planning to use the cooperative purchasing agreement SourceWell for the purchase and installation of the flooring. Charity has been working with the vender for some time and we feel the price is fair and within the budget.

Manager Lane also signed an agreement with Hunt Engineers to provide consulting services and construction oversight of the project.

Manager Lane presented the resolution as follows:

RESOLUTION #2021-4

Approve 2021 Budget Amendment for the YMCA Project.

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. Miller,
Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

RESOLUTION #2021-4 - Carried

SOLICITOR'S REPORT:

Solicitor Smith had 2 amended ordinances for Council vote:

ORDINANCE #2021-1

Amending Article III, Section 325-16. C. (1) of the Code of the Borough of Towanda pertaining to uses allowed by Special Exception in the R-4 Special One-Family Residential Zoning District to Delete Two-Family and Multi-Family Dwellings and Apartments as Uses Permitted by Special Exception in the R-4 Special One-Family Residential Zoning District.

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, Mrs. Miller,
Mr. Sweitzer

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

ORDINANCE #2021-1 - Carried

ORDINANCE #2021-2

Amending Article III, Section 325-13. C. (7) of the Code of the Borough of Towanda pertaining to uses allowed by Special Exception in the R-1 One-Family Zoning District to Delete Two-Family and Multi-Family Dwellings and Garden Apartments as Uses Permitted by Special Exception in the R-1 One-Family Zoning District.

A motion was made by Mr. Eberlin and seconded by Mrs. Miller

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

ORDINANCE #2021-2 - Carried

BOROUGH SECRETARY:

Secretary Kulick did not have anything to bring before Council.

ADMINISTRATIVE:

RESOLUTION #2021-5

Appoint Council Member Ryan Eberlin to Towanda Borough Police Civil Services Commission (behind Keith Long).

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. Klinger, Mr. Kovalcin, Mr. Lacek, Mrs. Miller, Mr. Sweitzer

NAY/NO:

ABSTAIN: Mr. Eberlin

ABSENT: Mr. Roof

RESOLUTION #2021-5 - Carried

UNION SUB-COMMITTEE REPORT:

Mr. Sweitzer stated the contract negotiations will probably start in April.

FINANCIAL REPORT:

Motion to pay the February 2021 bills was made by Mr. Klinger and seconded by Mr. Kovalcin. Motion passed.

PLANNING COMMISSION REPORT:

Mr. Christini stated there was no meeting in February and the next meeting will be on March 16, 2021 at 7 PM.

RECREATION REPORT:

Mr. Kovalcin stated there will be a meeting held in April.

TMA/WMA/CBPA REPORTS:

Included in packet.

MISC:

President Christini stated that he will notify the Daily Review to post a notice that if anyone is interested in being on Borough Council from 3rd Ward (of which term ends January 4, 2022), they should submit a letter of interest to the Borough. One would need to be a resident of that Ward for 12 months, and if they want to be on Council longer, they would have to run in the General Election in November 2021. If anyone wants to be nominated as a candidate, they must contact their political party chairperson. Questions can be directed to Renee Smithkors, Bradford County Director of Elections at 570-265-1717 or smithkors@bradfordco.org.

ADJOURNMENT:

Motion to adjourn was made by Mr. Sweitzer and seconded by Mr. Kovalcin. Meeting adjourned at 8:50 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
Monday, April 5, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, April 5, 2021, 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, Mrs. Miller, Mr. Kovalcin

Absent: Mr. Lacek, Mr. Roof

Recognition of Councilman Paul Sweitzer's passing on March 30, 2021

President Christini, speaking for council, had a few words of remembrance to say about fellow Council member Paul Sweitzer. He stated that "Paul was an elected member of Borough Council for the past 23 years. During his tenure he was appointed as President and Vice-President multiple times and served on the Finance & Admin, Police Pension Committees and Union Subcommittees. He was an appointed Borough representative on the Central Bradford Progress Authority since 2013 and the Towanda Municipal Authority since 2001".

President Christini went on to say, "Paul was always one to stand-up for Towanda Borough residents and downtown businesses. He respected all viewpoints but was also a firm voice when necessary. In particular, he wanted to make sure that the less fortunate in our community were always taken care of. And as a personal friend, I know that Paul's very strong faith and commitment to the Lord guided his decisions. His lifelong service and dedication to Towanda and the Borough Council was inspirational to me personally. Paul, we will miss you greatly. Thank you for your leadership and a job well-done."

Borough Council Resignation & Appointments

President Christini stated that we received a resignation letter dated March 5, 2021, from Rex Klinger that we need to accept. A motion was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

He stated that we now have 2 council seat vacancies in the 3rd Ward and did request "letters of interest" at the last meeting in March. We received a letter from Mr. Gary Parks and Mrs. Michelle Hatch, and both were in attendance, and the letters were included in the meeting packet. We did not receive any other notices of interest. Therefore, Mr. Christini stated that we needed to appoint them to Council with a Resolution.

RESOLUTION #2021-5

Appoint Michelle Hatch and Gary Parks for each of the two (2) current vacant 3rd Ward Council Member positions.

A motion was made by Mr. Kovalcin and seconded by Mrs. Miller

The roll was called and recorded as follows:

AYE/YES: Mr. Eberlin, Mrs. Miller, Mr. Kovalcin & Mr. Christini

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof, Mr. Lacek

RESOLUTION #2021-5 - Carried

Swearing in Ceremony for Michelle Hatch and Gary Parks:

Mayor Miller swore in (Oath of Office) Mrs. Hatch and Mr. Parks as new Council members.

Appoint New Vice-President (behind Rex Klinger):

President Christini asked for a motion to open nominations for Vice President and Mr. Kovalcin made that motion to open them. Next Mr. Christini asked for candidates to be nominated, and Mr. Kovalcin made the motion to nominate Ryan Eberlin. There were no further nominations made and Mr. Kovalcin made the motion to close the nominations and Mrs. Miller seconded it. Mr. Eberlin is now the new Vice-President.

Borough Council 2nd Ward Open Council Seat:

President Christini stated that we need to advertise the open 2nd Ward Council seat that is vacant due to Paul Sweitzer passing away. Matt from the Daily Review will put a notice in the paper with his meeting article that states anyone living in the 2nd Ward who has been a resident for at least 12 months and is a registered voter per the PA Election Code, to send a letter of interest to the Towanda Borough Council by Thursday, April 29th. Council will then appoint that seat at the May 3, 2021, meeting.

PUBLIC VISITORS-CITIZENS TO BE HEARD:

Mayor Miller welcomed members of local Girl Scout Troop 40406 with their co-leaders Janette May and Jennifer Lane. The scouts were present to learn about local government and to earn their Inside Government badges. Mayor Miller presented them with a proclamation that recognized their efforts to fulfill the requirements of the badge by attending this meeting.

Kali's Mission Update:

Mrs. Charlotte Parks was present to report on Kali's Mission. She stated that they are soon to start the trap spay/neuter release program in Towanda again. They were also able to purchase a 2007 Kia Entourage as a shared vehicle with You Too Animal Rescue thanks to anonymous donations. She said they have received requests for service from several residents of the borough that are seeing stray cats or kittens. Since the start of 2021, they have raised around \$500 through a pasta dinner at Beeman's Restaurant and an easter egg hunt and craft fair held by Building Outreach Opportunities (BOO, Inc.) at the Wysox Haunted House grounds. They are starting another fundraiser called Got Sneakers where they are paid for gently used sneakers that are sent to foreign countries. Mrs. Parks, on behalf of Kali's Mission donated treats for the treat box on Merrill Parkway (which is for dogs). She also stated that the organization would be hosting a rabies clinic at You Too Animal Rescue on May 22nd. The cost is \$10 per animal and there will be baked goods, wearable items and masks for sale.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the March 1, 2021, Regular Council meeting minutes was made Mr. Eberlin and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was not present; however, the monthly report of incidents was included in packet.

FIRE BOARD REPORT:

With Mr. Klinger resigning from the board, President Christini stated he will be looking for a new person to attend the fire board meetings.

MAYOR'S REPORT:

Mayor Miller echoed President Christini's sentiments for Paul Sweitzer and how we are going to miss him and how much he loved this town and serving on the board. He would also like to add Paul's name with Ellen Lacek's name to the same community service memorial award that will be established by the borough and presented once or twice yearly.

Also, Mayor Miller stated that TASD (Towanda Area School District) is hosting an Auction Bash, and they want to auction him for a day, and he will set up the winner with a tour of the Water & Sewer Plant and the Police Station (probably a Saturday).

POLICE CHIEF REPORT:

- Chief Epler stated that maintenance on the station is continuing and the Officers Patrol room has received a new coat of paint.
- The Mayor and Chief Epler met with Superintendent Mr. Peachy and Business Manager Mrs. Secor from the Towanda Area School District about the SRO (School Resources Officer) program discussed some changes in procedures that they want implemented.
- Also, the Mayor and Chief Epler met with an officer and a union rep about some corrective actions that will be required on the officer's behalf.
- In addition, Chief Epler stated that Mrs. Bumbaco of Second Street made a donation to the Police Department, and many thanks to her.
- Lastly, the Chief stated that he feels the Parking Ordinance has some items that he feels need to be addressed: 1) the fee structure for the towing company that has not been changed since 1972; 2) the Chief's (police dept) duties in this ordinance which he feels should be more in line with how we operate today. Manager Lane and Solicitor Smith have talked about it and will work on these concerns.

MARCH 2021 – Monthly Report

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

POLICE COMMITTEE REPORT:

Mayor Miller 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 March 2021.

- May 14th and 15th will be Borough Spring Clean-Up days, and it will be in the paper as an article plus it will be on our website.
- In addition, there will be a Planning Commission hearing at the regular meeting on April 20, 2021 concerning a "Conditional Use" in C-2 at 846 South Main Street property applied for by Allied Services for supported housing residence for 6 individuals with mental needs with first floor living/meeting rooms. The Planning Commission will afterwards send this on to Council for decision at the May 3rd Council Meeting.

- Also, Manager Lane stated that Darin Rathbun, PE, Lead Structural Engineer and Director of HUNT's Towanda office, inspected 305-307 Third Street (double home) and he and Solicitor Smith are working on a notice for a "Dangerous Structure," to inform the property owner they have so many days to either fix or demolish it.

MARCH 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		22	60
Permit Fees Paid		\$2,095	\$6,626.80
Code Inspections Fees		\$745.00	\$3,551.80
Borough Total after Code Inspections Fees		\$1,350	\$3,075
Permit Work Value		\$76,520	\$424,288
Contractors Registered		11	27
Contractors Registrations Amount		\$900	\$2,700

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New				
#2 Residential – Other	4	12	\$18	\$54
#3 Commercial – New				
#4 Commercial – Other	1	3	\$4.50	\$13.50
TOTALS	5	15	\$22.50	\$67.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	55	7	52	4	28
1 & 2 Family Rentals	8	48	6	41	3	21
Commercial Rental Units	5	23	5	22	1	8
Commercial Non-Rental	4	12	2	10	2	6
TOTALS	27	138	20	125	10	63

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	9	17
2nd Inspection	0	0
3rd Inspection	0	0
FEES PAID	\$0	\$100

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	41	83
Paid	25	80
Dismissed	5	14
Warning	0	3
Abandoned	1	1

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	71	177
Expired Meter		
Parking Outside of Lines		
Permit Required		
Non-Space		

Tickets by Street Location

	Month	Year-to-Date
Main Street	23	80
Court Street	17	24
Bridge Street	17	42
Park Street	8	16
Pine Street	5	10
Washington Street		5
State Street	1	1
Parking Garage		
John B. Merrill Pkwy		
Second Street		
Mix Avenue		1

BOROUGH MANAGER'S REPORT – APRIL 5, 2021

1. **PennDOT Turnback SR 3020 –**

Manager Lane stated the remaining punch list items and additional driveway work has been complete. He will work with the contractor on the final invoice and this project will be in the history books.

The overall infrastructure improvements included over a half mile of full depth road reconstruction, almost 2,500' of various size stormwater pipe, 1,300' of sewer main, 10 new precast concrete manholes, 1400' of water main, 4,800' of full depth concrete curbing. The total cost was approximately \$2,000,000 and was funded by both PennDOT and FEMA.

2. **Flooding August 2018 –**

Work has begun on Mulberry and Fifth Streets (Cash Creek). In addition to the 370' of stormwater damage covered by FEMA, we are using Borough funds to extend the stormwater the full length of Mulberry St. The area is well-known to be always wet. Once the stormwater is finished, Manager Lane plans to pave the street either late this summer or next. He stated the enhancements should make a development in the area much easier in the future.

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

The CFA (Commonwealth Financing Authority) meeting that was scheduled for March 23rd was cancelled. Manager Lane has not been notified of a rescheduled date. The April CFA calendar did not show another meeting scheduled yet.

4. **YMCA – New Floor**

Manager Lane stated the engineering work is currently being done with the anticipation of the new flooring to be installed this summer. With the savings from using the cooperative purchasing agreement the YMCA has decided to replacing the old HPSV lighting fixtures in the gym with new LED fixtures and replace the ceiling tiles.

5. **American Rescue Plan Act (ARPA) –**

As you may or may not have heard the ARPA Act has allocated funding for municipalities. Manager Lane attended an informational webinar put on by PSAB and they provided as much information as they have gathered so far. They do not anticipate any guidance from the state on the who, what, when, where and why's for several months. There are reports of approximate distribution amounts to municipalities and the amount we receive will be one-half this year and one-half next year; however, nothing is official. There will be more to come as he receives information from the state.

6. **2021 Parkway Sealcoat Bid**

Manager Lane would like to kindly request a motion from Council to move forward with advertising a joint bid with North Towanda Township to sealcoat the John B. Merrill Parkway. The PennDOT municipal services department has put together the bid documents. He anticipates the work to be finished before Riverfest. He asked for Council's permission to advertise for bids. ***Mr. Kovalcin made that motion to have him advertise sealcoating of the Parkway, seconded by Mrs. Miller. Motion passed.*** Manager Lane also stated that they plan on filling in the Parkway walkway cracks by first trying the Craftco machine using some very fine asphalt.

7. **Union negotiations public works agreement –**

It's that time of year to begin negotiations with the Teamsters Local 118. They have requested preliminary information that Diane is preparing. I will summon the Union Sub Committee within the next two months. Also, we need someone to take Paul's place on the Committee. The current members of the committee are Jean Miller and Rick Lewis and Manager Lane.

8. **Curb Appeal Program**

Council budgeted \$50,000 to make small interest loans to Borough residents. Manager Lane updated the sidewalk loan program to include house painting and siding, and set the limit of a loan to \$7,500 at 1.75% interest and up to 5 years amortization. Special exceptions can be made for terms with Council approval. The documents are currently being reviewed by the Borough Solicitor.

9. **2020 Borough Audit –**

The 2020 Borough audit and DCED report is complete. Please let him know if you would like a copy. The report was delivered to the Bradford County Courthouse and submitted to DCED via the municipal statistics e-filing website. No findings were presented by the auditor Hallock/Shannon, PC.

Also, the 3 pension plans' last 3 years are being be audited by the PA Auditor General's office starting this month.

10. **2021 FIRM-**

We received notification that the new Floodplain maps are currently being advertised and on public display for any comments or rebuttals. Property owners may file an appeal; however, the appeal needs to be based on science and engineering. The appeal would need to come to the Borough Manager to file with FEMA.

SOLICITOR'S REPORT:

Solicitor Smith stated that Chief Epler is correct with his concerns on the parking ordinance and he will clean it up with some recommendations for us.

The zoning issue for Allied for "conditional use" does not have explicate criteria to follow, therefore Council will make the decision to allow this use.

He stated the Guthrie tax appeal is coming up with a pre-trial conference next week (not a full hearing yet).

He is working on a couple dangerous structures issues and Manager Lane had some questions on 305-307 Third Street, "If we tear it down, do we have a municipal lien to enforce against the property or can we go after the owner for any excess costs because when it is torn down the lot is not going to be worth what it costs to demolish the home"? The Solicitor stated, "Yes, we can sue the owner and we can get a general judgement that becomes a lien on any other property the owner owns in the county to help recoup any excess loss the Borough may have in dealing with the property."

Solicitor Smith is working on the Curb Appeal Program documents and will let us know on them.

He stated there are a couple other deteriorated properties that Mr. Sluyter has coming up for hearing at the magistrate's office.

Manager Lane has a municipal lien that is coming up for judicial sale that Solicitor Smith feels is defective and not served properly, therefore, he is going to be in contact with the solicitor for the County Treasurer's office to discuss. He stated that he also feels they should do a property title search before they list any properties for sale.

BOROUGH SECRETARY:

Secretary Kulick did not have anything to bring before Council.

ADMINISTRATIVE:

President Christini stated they had a finance and administration meeting and they reviewed the audit and he is working on the subcommittee list that needs updating.

Executive Session – Began, Personnel issue at 8:21 PM.

Executive Session – Ended, Council back in session at 8:33 PM.

UNION SUB-COMMITTEE REPORT:

Contract negotiations will probably start in April.

FINANCIAL REPORT:

Motion to pay the March 2021 bills was made by Mrs. Miller and seconded by Mr. Eberlin. Motion passed.

PLANNING COMMISSION REPORT:

Mr. Christini stated there was no quorum on March 16th, but they had a discussion. There is currently 1 opening on the commission, and they are still working on vacant storefront ordinance. An ordinance that is used in Massachusetts where-by you pay to register the storefront – but, if you keep the windows clean and display artwork, the fee is waived. This is something to consider for Towanda. The next meeting will be on April 20th, which will be a public hearing for the Allied “conditional use” application and afterward we will continue to work on the vacant storefront ordinance.

RECREATION REPORT:

Mr. Kovalcin stated that he will have information on the bands for “Concerts in the Park” next month.

TMA/WMA/CBPA REPORTS:

Included in packet. Manager Lane stated that we need 2 appointees for TMA that Council appoints through a resolution.

MISC:

The Committee is working on the fireworks show, and the vendor for Riverfest this year will give us 3 small shows prior to the main event.

ADJOURNMENT:

Motion to adjourn was made by Mr. Kovalcin and seconded by Mrs. Miller. Meeting adjourned at 8:50 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Public Hearing & Regular Council Meeting Minutes
Monday, May 3, 2021**

A Public Hearing and the Regular Meeting of the Towanda Borough Council was held on Monday, May 3, 2021, 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. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent: Mr. Lacek

2nd Ward - Borough Council Appointment:

President Christini stated that we received 2 letters of interest for the 2nd Ward open council seat. The first letter we received was on April 22nd from Mr. Joe Saring, a business owner in the 2nd Ward. The second letter we received on April 23rd from Mr. Jon Schulze, who is also a business owner in the 2nd Ward.

RESOLUTION #2021-7

Appoint Mr. Joe Saring or Mr. Jon Schulze to the current vacant 2nd Ward Council member position.

Nominations opened by: Motion made by Mr. Roof and seconded by Mr. Kovalcin.

Motion made by: Mr. Kovalcin nominated Mr. Joe Saring; Mr. Roof seconded it.

Motion made by: Mr. Eberlin nominated Mr. Jon Schulze; Mrs. Miller seconded it.

Nominations closed by: Motion made by Mr. Roof and 2nd by Mrs. Miller

The roll was called and votes recorded as follows:

Mr. Joe Saring votes: Mr. Roof and Mr. Kovalcin – 2 votes

Mr. Jon Schulze votes: Mr. Eberlin, Mrs. Miller, Mr. Christini, Mrs. Hatch, and Mr. Parks – 5 votes

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-7 - Carried with Mr. Jon Schulze receiving the majority vote of Council to be selected to fill the current vacancy, and serve until the first Monday in January 2022.

Swearing-in Ceremony of Mr. Jon Schulze:

Mayor Miller swore in (Oath of Office) Mr. Schulze as the new 2nd Ward Council member.

PUBLIC HEARING:

Allied Health Services is proposing a "Supported Living Residence" for six (6) people with mental health needs in the former Northern Tier Counseling building at 846 South Main Street which is a C-2 Commercial Zone (Central Business District). Mr. Christini stated that there was a Planning Commission meeting held on April 20th, and the Planning Commission made the motion in favor of "conditional use", and this was sent to Council for consideration. If the use is granted by Council, the Planning Commission suggests fencing be installed between the parking area and Main Street. Damian Rossetti, Esq. (Allied's attorney), presented Allied's case and Stenographer, Elizabeth I. Brucie, RPR, was present to duly swear in witnesses and transcribe depositions for this meeting.

Please see the attached transcript of the hearing.

President Christini called for any public comments to which he read a letter from a resident who resides on Second Street above the location of the proposed Allied building. Amanda Romanger's

(724 Second Street) letter stated that she lives in the neighborhood and she is opposed to the Allied request for supported housing at 846 South Main Street. Also, Chief Epler stated that he is concerned because of the number of calls that this residence could have, and the impact on the police department. He stated that Allied's 12 Mix Avenue home is probably the highest call ratio for any address in Towanda Borough. And if there is a problem with a 302 (In PA, an order to initiate an involuntary mental health assessment.) or an ambulance call, his officers sometimes end up doing the transport to the Robert Packer Hospital BSU. If that officer is the only one on duty, it leaves Towanda unguarded while the person is being transported.

President Christini stated that this request by Allied has been one of the most complicated requests that he has ever seen since he has been on Council. Also, he stated that we have several new Council members, and even he did not feel well-versed in making a decision tonight. Solicitor Smith stated that we have to have a written decision made in 45 days, and at that time it has to be publicly announced.

President Christini then asked for a motion to close the hearing and continue with another hearing date for a decision to be announced. Mr. Roof made the motion seconded by Mr. Kovalcin to continue the meeting at a later date in May. Motion passed. The meeting is scheduled for Wednesday, May 26th, at 7 PM, to continue the hearing and for Council to vote on a decision. Solicitor Smith will then write up the findings for the decision.

CITIZENS TO BE HEARD:

There were no citizens to be heard.

BID OPENING:

Manager Lane started the bid opening for seal coating the Merrill Parkway this summer. There were 4 bids total.

- Suit-Kote - \$66,647.54
- Vestal Asphalt, Inc. - \$78,092.77
- Midland Asphalt Materials, Inc. - \$79,523.43
- Russell Standard - \$82,000.90

The lowest bid was Suit-Kote at \$66,647.54.

Manager Lane asked for Council's approval to accept Suit-Kote as the lowest acceptable bid. Mr. Kovalcin made the motion, seconded by Mrs. Miller to accept Suit-Kote's bid. Motion passed.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the April 5, 2021, Regular Council meeting minutes was made by Mr. Parks and seconded by Mrs. Hatch. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Chief Roof stated that a company is coming to do pump testing, and the new ladder fire truck will be getting certified next week.
- Also, the tanker truck is back as there was a hole in the housing that needed to be fixed and Chief Roof also had them check the valves and seals.

FIRE BOARD REPORT:

Mr. Parks volunteered to be the attendee at the Fire Board Meetings (2nd Tuesday Monthly).

MAYOR'S REPORT:

- Mayor Miller congratulated Mr. Schulze on being on Council.
- He also announced that on Sunday, May 2nd, the Pennsylvania State Mayors' Association of which Mayor Miller is a member promoted "Bells Across Pennsylvania," a municipal event to recognize first responders and other public servants who have enabled Pennsylvania to prevail against the pandemic.
- Mayor Miller also thanked Mr. Parks for the dog biscuits from Kali's Mission that go in the dispenser at Merrill Parkway. He has received a lot of positive comments on it.
- The Little League Parade was this past weekend and the Concerts in the Park will start next month.

POLICE CHIEF REPORT:

- Chief Epler stated all officers were recertified on CPR and First Aid this month and certification lasts 2 years and is a requirement by the state for all officers.
- Chief Epler instructed SFST (Standardized Field Sobriety Testing) at Mansfield College for 2 days this month. He stated he is required to have teaching hours to maintain his DRE (Drug Recognition Expert) certification.
- Officer Hennessey led the Little League Opening Day Parade on Saturday, April 24th.
- Concerts in the Park will start next month.

APRIL 2021 – Monthly Report

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

POLICE COMMITTEE REPORT:

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 April 2021. July 13th is the target date for online citations (automatic e-mail to Magistrate's Office).

APRIL 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		29	89
Permit Fees Paid		\$2,623.28	\$9,250.08

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Code Inspections Fees		\$996.28	\$4,548.08
Borough Total after Code Inspections Fees		\$1,627.00	\$4,702.00
Permit Work Value		\$81,176.24	\$505,464.24
Contractors Registered		20	47
Contractors Registrations Amount		\$2,000	\$3,500

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	4	16	\$18	\$72
#3 Commercial – New	0	0	0	0
#4 Commercial – Other	2	5	\$9	\$22.50
TOTALS	6	21	\$27	\$94.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	6	61	4	56	3	31
1 & 2 Family Rentals	10	58	8	49	5	26
Commercial Rental Units	3	26	3	25	1	9
Commercial Non-Rental	4	16	2	12	2	8
TOTALS	23	161	17	142	11	74

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	9	26
2nd Inspection	0	0
3rd Inspection	0	0
FEES PAID	\$200	\$300

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	36	107
Paid	12	104
Dismissed	1	15
Warning	0	3
Abandoned	0	1

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	49	226
Expired Meter		
Parking Outside of Lines		
Permit Required		
Non-Space		

Tickets by Street Location

	Month	Year-to-Date
Main Street	19	99
Court Street	3	27
Bridge Street	13	55
Park Street	5	21
Pine Street	6	16
Washington Street	3	8
State Street	0	1
Parking Garage	0	0
John B. Merrill Pkwy	0	0
Second Street	0	0
Mix Avenue	0	1

BOROUGH MANAGER'S REPORT – MAY 3, 2021

1. **Flooding August 2018**

Materials are in the process of being procured and excavation should begin shortly. Manager Lane submitted and received all FEMA funds up to this point for a total of \$409,849. The remaining funds are for Fifth and Mulberry streets, and the administrative cost portion of the project.

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

Manager Lane is very pleased to announce at the CFA (Commonwealth Financing Authority) meeting on April 21st, Towanda Borough's application was awarded to complete a "Parks Master Plan". Once the grant agreement is in place, he will send out an RFP (Request for Proposal) to potential consultants for the project.

3. **YMCA – New Floor**

The project is moving forward. The plan to replace the outdated lighting fixtures and broken ceiling tiles will also become part of the project as mentioned at last month's council meeting. We plan to adjust the "scope of work" with DCNR and will need a **Motion** from the council to bid out ceiling and lighting work as well as the scope change.

Mr. Roof made the motion and Mr. Kovalcin seconded it to give Manager Lane permission to bid out the ceiling & lighting work with Source Well Procurement company (a co-operative) of which we are now a member.

4. **2021 Parkway Sealcoat Bid**

Manager Lane opened the bids earlier tonight and Council voted to accept the low bidder. **As stated earlier in these minutes, the motion was approved with the lowest bidder being Suit-Kote at \$66,647.54.**

5. **Union negotiations public works agreement –**

We have provided all the requested information to the Teamsters and Manager Lane anticipates a letter soon asking to begin negotiations. Fred Johnson (retired Public Works Superintendent), of Third Ward and a TMA board member volunteered to be on the Union Subcommittee.

6. **Curb Appeal Program**

The Curb Appeal Program is ready to go and Manager Lane will start the market campaign in the coming weeks. The purpose is for exterior home improvements.

7. **WALKWORKS Program –**

NTRPD and Manager Lane is working to submit an application to the WalkWorks Program, which is funded by the PA Department of Health and the Pennsylvania Downtown Center. He stated that this ties in nicely with our planning efforts to extend trails and make the downtown a more pedestrian-friendly area.

"WalkWorks is funding to assist municipal entities with the development of active transportation plans and policies. By helping to fund these efforts, WalkWorks continues its aim to establish new or improved pedestrian, bicycle and public transit transportation systems, thereby, furthering its objective of increasing activity-friendly routes and connectivity to everyday destinations."

8. **Police Pension Audit –**

The Pennsylvania Auditor General's office started their audit of the Act 205 pension plan funding we receive from the state. Susan and Diane have been providing them with all the requested documents. Due to COVID, the audit is being done remotely via email and telephone.

9. **305 & 307 Third Street-**

Manager Lane stated that the structure at 305 & 307 Third Street needs to be addressed sooner rather than later. We have discussed the condition of the property in the recent past, and the building now is starting to litter roofing material to neighboring properties. He requested from the council that after all the proper notifications are in place and Solicitor Smith is satisfied, and we have exhausted all other efforts with the owner to remedy the situation.

He asked for a **Motion** to reallocate funds from the Special Capital Reserve account to demolish the building and to have Mayor Miller instruct Solicitor Smith to try to contact the owner via registered mail and inform them what is going on with their property, and the steps the borough is taking. He thinks they have so many days to act and then we can "knock it down". Council can then take all legal actions necessary to recover the cost from the property owner. A **Motion** to do both was made by Mr. Eberlin and seconded by Mr. Parks. Motion passed.

10. **CBPA Appointment & Guthrie Bond Reissue**

Manager Lane requested council appoint Councilman Ryan Eberlin to the Central Bradford Progress Authority to replace Mr. Sweitzer. **Resolution 2021-8.**

RESOLUTION #2021-8

Appoint Ryan Eberlin to CBPA (Central Bradford Progress Authority) as a board member.

Motion made by Mr. Kovalcin and seconded by Mrs. Miller.

The roll was called and votes recorded as follows:

AYE: Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks
NO:

ABSTAIN: Mr. Eberlin

ABSENT: Mr. Lacek

RESOLUTION #2021-8 - Carried

Guthrie Health Care decided to take advantage of the low-interest rates that are currently available. When Guthrie built their new hospital in Corning, NY, they did so by issuing bonds through the Central Bradford Progress Authority. The bond issue is for \$51M. Manager Lane requested Council approve **Resolution 2021-9** provided by the Progress Authority.

RESOLUTION #2021-9

Approval Authorizing Central Bradford Progress Authority (CBPA) issue Revenue Bonds as a loan to the Guthrie Clinic, a PA nonprofit corporation in an approximate principal amount not to exceed \$51,000,000.

Motion made by Mr. Roof and seconded by Mrs. Miller.

The roll was called and votes recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-9 - Carried

MISC:

Manager Lane stated that the light at Elizabeth and Merrill Parkway keeps malfunctioning and he is going to research possibly flipping the switch so that it flashes yellow on both sides of Merrill Parkway and stationary red for Elizabeth Street (to turn onto the Parkway). Council agreed.

SOLICITOR SMITH:

- Solicitor Smith thanked the board for their patience during tonight's Public Meeting with Allied. The continued hearing will be held on May 26th at 7 PM. He stated that if anyone has specific questions before the meeting, he will address them.
- He is working on the Third Street property maintenance issue.
- He stated that he is working on tweaking the promissory note for the "Curb Appeal" program.
- Regarding the 101 North Main Street property, he received a callback and there are 3 surviving children, so a notice will go out to all the children.

BOROUGH SECRETARY:

Secretary Kulick reminded Council of the Spring Clean-up being held on May 14th (Sat) and 15th (Sun).

ADMINISTRATIVE:

President Christini had a meeting and reviewed the bills. He is still working on finalizing the Committees.

UNION SUB-COMMITTEE REPORT:

Manager Lane stated that contract negotiations will be starting very soon.

FINANCIAL REPORT:

Motion to pay the April 2021 bills was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.

PLANNING COMMISSION REPORT:

Mr. Christini stated that we had a meeting with Allied. It was requested that Vicki Wells provide more information and suggestions on signage across the street from the Borough building. Maybe it could have a light shine on the lettering in the kiosk.

RECREATION REPORT:

Mr. Kovalcin stated there are 8 events, 1 of which is a magician starting on Thursday, June 10th.

TMA/WMA/CBPA REPORTS:

Included in the packet. Manager Lane stated that we need 2 appointees for TMA that Council appoints through a resolution.

Mr. Christini welcomed Jon Schulze to the board.

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mr. Parks. Meeting adjourned at 9:30 PM.


Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
"Continued" Public Hearing Meeting Minutes
Wednesday, May 26, 2021**

A "continued" Public Hearing of the Towanda Borough Council was held on Wednesday, May 26, 2021, 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. Eberlin, Mrs. Miller, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent: Mr. Lacek & Mr. Roof

"Continued" PUBLIC HEARING from May 3, 2021:

This is a continued meeting from the May 3rd Public Hearing/Council Meeting, as Allied Health Services is proposing a "Supported Living Residence" for six (6) people with mental health needs in the former Northern Tier Counseling building at 846 South Main Street which is a C-2 Commercial Zone (Central Business District).

Solicitor opened the meeting by stating that tonight's meeting purpose was for allowing council to deliberate its decision in public. Also, he entered the Public Notice affidavit into the record and Mr. Sluyter's (Zoning Officer) record of posting of the property into the record.

CITIZENS TO BE HEARD:

There were no citizens to be heard.

Once again, Stenographer, Elizabeth I. Brucie, RPR, was present to transcribe for this meeting.

Please see the attached transcript of the hearing (if available)

Mr. Eberlin (via telephone) stated that as far as (Conditional Use) 325-74.1. B (1) (a) 1st floor residency, it doesn't meet this use. Therefore, he feels we cannot permit this type of use.

The following is President Christini's Statement:

Before I begin, I would like thank Allied Health for the services they provide to persons living in our community. I live near the Mix Ave property and know several of the residents personally. I am very aware that they face challenges and that you help them in many ways. Also, I would like to verify one detail stated by the Allied staff at the May 3rd hearing? Could you please verify the maximum number of residents (not staff) you have staying at Mix Avenue property?

Kesha Belles, Allied Program Supervisor stated, "They can house up to (6) residents but currently have (5) living there."

Here is my thought process on the proposed Conditional Use application. The primary purpose of zoning is to segregate uses thought to be incompatible. In addition, zoning is used to prevent new development from interfering with existing uses and to preserve the character of a community. These are some of the reasons why we have zoning.

I think everyone is well aware that Council has taken steps over the past several years to change our ordinances to better define and enhance our Residential and Commercial districts. For instance, the definition of Family now states no more than three unrelated persons instead of five can live in a single-housekeeping unit. Specifically, for the R1 and R4 residential zones, we removed apartments as a "permitted special exception". And in the C2 Central Business District,

it is hoped that vacant storefront ordinance (being drafted) will revitalize and promote our downtown C2 Central Business District and help it to thrive. So, our ordinances have been modified to preserve and strengthen the intended use of our individual Zoning districts.

Regardless of who the specific occupant will be, the C2 district is intended to be a commercial district, not residential. For C2, apartments are permitted only on 2nd and higher floors, and then only as a special exception following a hearing. In other words, apartments are not allowed at all on the first floor in C2. For historical reference, in 2012 Borough Council denied a request for first floor apartments in the C2 district for the now completed Towanda Terrace project in 400 Block of our downtown. Note however, that apartments on the first floor are permitted in zones R2 and R3.

During the May 3rd testimony, Mr. Rossetti stated the following on page 35: *"a conditional use, once an applicant fulfills and shows that the use qualifies for all objective criteria for the ordinance, is a presumed permitted use"*.

So, under Towanda Borough Code section: Conditional Use Zoning section 325-74.1. B, it states that the use may only permitted if three specific conditions are all met.

- (A) the use is similar to and compatible with the other uses permitted in the zone where the subject property is located.*
- (B) It is not permitted in any other zone under the terms of this chapter; and*
- (C) It in no way is in conflict with the general purposes of this chapter.*

In summary, because the proposed apartments at 846 S. Main Street are on the first floor, which are not allowed in C2, it is not compatible with other uses intended and permitted in the C2 Commercial District and therefore the proposed use should be denied.

Council member Jon Schulze, who is new to the board stated that his mind wants to hear the pros and the cons and he understands legally what President Christini is saying, interpret the Code. From the common-sense perspective, he asks what's next? He thinks the property has been on the market a couple times. Will it sit there until someone decides to put an office in that satisfies the requirements which doesn't necessarily help the town either. But he stated that has not made up his mind.

Paul DeNault (a late arrival Citizen to be Heard and the Property Owner) stated that the property is his, and we could use six (6) of these programs. However, it is not in his mission statement to do these types of programs, and it almost feels discriminatory in a sense. He went on to state that if this program can't get in, he will put other programs in there. He has a Drug and Alcohol Manager who wants to put an intensive DNA program in there which is commercial and not overnight; and he has a Drop-In Center Director who wants to use it. He stated there would be a lot more people and it would fall under the commercial code. He said he is supporting and has taken a lot off the initial listing because the community needs this program. Mr. DeNault also stated, "There is a similar program across the street." That is not true according to President Christini. Manager Lane stated that the property across the street is in a different zone. It is in C3 Highway Commercial District (not the same). President Christini then stated to Mr. DeNault that whatever should happen in the future we will address at that time and that is up to Mr. DeNault, but the item to discuss tonight is the "Conditional Use". Attorney Rossetti (Allied's council) stated that he is willing to discuss the legal realm to any council member who might have questions.

President Christini heard from several Council members (Mrs. Miller, Mrs. Hatch, Mr. Park and Mr. Kovalcin) who emphasized residency on 1st floor is a use not permitted in our Conditional Use Zoning. We have empty buildings on Main Street, that if we approved this use then it would set a precedent.

Jeremy Sluyter, Zoning and Code Officer for Towanda was put under oath. He stated that he gave proper public notice on the handouts, and also posted the property on April 13, 21 and May 5, 2021. The Borough Secretary advertised the hearing in the Daily Review (April 20, and 27, 2021).

CITIZENS TO BE HEARD:

There were no citizens to be heard.

RESOLUTION #2021-10

Adopt Resolution 2021-10 and APPROVE/DENY request of applicant Allied Health Care Services seeking "Conditional Use" of 846 South Main Street property located in the C-2 Commercial District for a first-floor living, "Supported Housing" residence for six (6) individuals with mental needs.

Mr. Kovalcin - Made motion to Deny Approval

Mrs. Hatch - Seconded motion to Deny Approval

The roll was called and votes recorded as follows:

APPROVE=0

DENY=7 Mr. Eberlin, Mrs. Miller, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch & Mr. Parks

ABSTAIN:

ABSENT: Mr. Lacek & Mr. Roof

RESOLUTION #2021-10

Status: DENIED

ADJOURNMENT:

Motion to adjourn was made by Mr. Kovalcin and seconded by Mrs. Miller. Meeting adjourned at 7:33 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Council Meeting Minutes
Monday, June 7, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, June 7, 2021 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: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mr. Parks

Absent: Mr. Eberlin, Mrs. Hatch

CITIZENS TO BE HEARD:

There were no citizens to be heard.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the May 3, 2021, Public Hearing (Allied Health Services "Supported Living Residence") and Regular Council meeting minutes was made by Mrs. Miller and seconded by Mr. Kovalcin. Motion passed.

A motion to approve the second set of minutes for the May 26, 2021, Continued Public Hearing for Allied was made by Mr. Parks and seconded by Mr. Lacek with a clarification/add to paragraph 10 on page 2 by Manager Lane in response to Mr. DeNault's comment. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Chief Roof stated that all equipment is in good shape.
- The tanker truck is back as stated last month and the pump is working.

FIRE BOARD REPORT:

Mr. Parks had nothing to report.

MAYOR'S REPORT:

- Mayor Miller, Officer Smith and Officer Lamanna participated in a Bradford Tioga Traffic Safety Task-force pedestrian targeted enforcement. The Mayor crossed the road at various marked designated pedestrian crosswalks in town to gauge if drivers would yield the right of way for him. No tickets were handed out as this was mainly to build awareness to drivers.
- Mayor Miller also mentioned that the first "Concerts in the Park" will begin this Thursday night at 7 PM.
- Mayor Miller also recognized Officer Edsell who was off duty a few weeks ago when there was a high-speed chase that continued onto Route 187 where he noticed our borough police cars blocking part of the road and stopped to offer assistance.

POLICE CHIEF REPORT:

- Chief Epler stated that Towanda Police Department conducted DUI roving patrol this month.
- Officer Lamanna and Chief Epler met with the PA Highway Traffic Safety about the grant administration.
- Officer Hennessy did two drug sniffs for class trips of Towanda school district students.
- Officers Lamanna and Smith, with the help of Mayor Miller conducted pedestrian targeted enforcement on Saturday, May 15th.
- Also, Chief stated that Officer Lamanna announced the birth of his first child, a baby boy born this evening.
- Chief Epler reviewed his 2020-year police department report to Council.

MAY 2021 – Monthly Report

257	COMPLAINTS RECEIVED	4	JUVENILE PETITIONS
18	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
3	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
1	DUI ARRESTS	1	ANIMAL COMPLAINTS

67	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	16	WARNINGS ISSUED
1	OUT OF TOWN ASSISTS	2	K-9 SERVICES
6	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

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 May 2021.

MAY 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued	Note: YTD-added 6 "other drive-ways"	31	126
Permit Fees Paid		\$4,742.92	\$13,873.00
Code Inspections Fees		\$2,007.20	\$6,555.28
Borough Total after Code Inspections Fees		\$2,735.72	\$7,317.72
Permit Work Value		\$205,182.54	\$710,646.78
Contractors Registered		12	59
Contractors Registrations Amount		\$1,200	\$4,400

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	3	19	\$13.50	\$85.50
#3 Commercial – New	0	0	0	0
#4 Commercial – Other	1	6	\$4.50	\$27.00
TOTALS	4	25	\$18.00	\$112.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	71	10	66	4	35
1 & 2 Family Rentals	6	64	5	54	4	30
Commercial Rental Units	6	32	5	30	2	11
Commercial Non-Rental	5	21	3	15	2	10
TOTALS	27	188	23	165	12	86

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	8	34
2nd Inspection	4	4
3rd Inspection	0	0
FEES PAID	\$0.00	\$300

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	50	130
Paid	13	140
Dismissed	2	21
Warning	0	0
Abandoned	3	3
Citation	2	2

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	65	291
Expired Meter		
Parking Outside of Lines		
Permit Required	1	1
Non-Space		
Loading Zone		

Tickets by Street Location

	Month	Year-to-Date
Main Street	32	131
Court Street	6	30
Bridge Street	16	71
Park Street	4	25
Pine Street	6	22
Washington Street	1	9
State Street		1
Parking Garage		0
John B. Merrill Pkwy		0
Second Street		0
Mix Avenue		1
C&N Lot		

BOROUGH MANAGER'S REPORT – JUNE 7, 2021

1. Flooding August 2018 –

Repairs to the Cash Creek stormwater system are just about complete and the seeping groundwater is gone now from the street. The last item to finish is laying the base asphalt on the new pipe trench on Fifth St. and Mulberry St., which is planned to be done in the next few weeks. Manager Lane will send the material, labor and machine hours to PEMA for reimbursement.

2. Trail Project/Park Master Plan

The executed Grant agreement arrived along with the conditions set forth for the project. Even though this a "Planning" grant and not construction, the conditions require a public bid for "Professional Services." DCNR's Christine Dettore has offered to assist in putting together the RFP (Request for Proposal) for the consultants to ensure all the bullet points are in there for the Park Master Plan to meet the requirements for future applications to DCNR (for construction). (Very Critical, they are a good funding source for recreation construction grants).

3. YMCA – New Floor

Preliminary conditions have been met and the project is on the next stage of DCNR's process. We will now execute construction contracts and secure all the required documentation from the contractor to move towards construction. Manager Lane has also contacted the "KPN" program to find a contractor to replace the lighting (commercial grade) and the ceiling tiles (commercial grade), should we decide not to go the public bid route for such a small project.

However, as of this meeting Manager Lane was told by the YMCA that they would like to receive local contractor bids on the project. **Manager Lane asked for a motion to allow the Borough and the YMCA to have the lighting and the ceiling work go out for bid. Mr. Kovalcin made the motion and Jon Schulze seconded it. Motion passed.**

4. 2021 Parkway Sealcoat Bid

Borough crews are starting the prep work for the parkway. Once complete Suit-Kote will crack seal the Merrill Parkway and then seal coat it by June 24th. They will also crack seal one block of Lombard, Fourth Street to Mill Street, and all of Memorial Park Drive.

5. Union negotiations public works agreement –

Manager Lane has summoned the committee and negotiations are scheduled for Tuesday, June 8th at 9:00 AM, with the Teamsters business agent and Union Steward. This will be for a new contract for the years 2022, 2023, and 2024.

6. Curb Appeal Program

Manager Lane shared that we received our first application! When Solicitor Smith returns from vacation, he will ask him for the promissory note so we can move forward with the loan. We have yet to advertise the program.

7. WALKWORKS Program –

The application was submitted in early May. At this point, we are just waiting. Manager Lane thinks this will tie in perfectly with the Parks Master Plan.

8. Police Pension Audit –

The Pennsylvania Auditor General's office finished their audit of Act 205 funding we receive from the state. Due to Susan and Diane's hard work and dedication, the audit went as smoothly as possible. There were ZERO findings across all three retirement plans. Manager Lane thanked them.

9. **305 & 307 Third Street-**

We have run into a snag regarding this property. The owner verbally confirmed to Solicitor Smith they would be willing to deed the property over to the Borough for demolition and sale of the lot, however, we discovered tax liens on the property, and Manager Lane does not feel the Borough should pay off the liens or take a property subject to liens. Solicitor Smith and Manager Lane will discuss this further upon his return to town.

10. **Appointments –**

Manager Lane requested Council appoint by **Resolution** - Mark Christini and Mike Angerson to the Towanda Municipal Authority Board to represent Towanda Borough.

RESOLUTION #2021-11

Appoint Mark Christini & Mike Angerson to TMA (Towanda Municipal Authority) Board for a term of 5 years each.

Motion made by Mr. Kovalcin and seconded by Mr. Parks

The roll was called and votes recorded as follows:

AYE: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Parks

NO:

ABSTAIN: Mr. Christini

ABSENT: Mr. Eberlin, Mrs. Hatch

RESOLUTION #2021-11 – Carried

In addition, Manager Lane requested council appoint Judy Pousen as a part-time Parking Attendant to help supplement hours for our current part-time Parking Attendant, Keith Long. A motion was made by Mr. Parks and seconded by Mrs. Miller. Motion passed.

SOLICITOR SMITH:

Solicitor Smith is on vacation.

BOROUGH SECRETARY:

Mrs. Kulick asked the board if they agreed to have the Picnic on July 30th, as it would be Manager Lane's last day and Farewell party. All agreed and Chief Roof stated that the Fire Company building is available on that day.

ADMINISTRATIVE:

President Christini stated that in each meeting packet is a letter from Borough Manager Kyle Lane that he is resigning from his position effective July 30th, 2021, as he has accepted a position in the private sector. He has been the borough manager since June 2013 and thanked the council for their support and the learning experience. He stated that he is willing to assist and ensure that the next Borough Manager has a guideline of the borough's vision. He stated that he will truly miss the "Borough Family" and the conversations he has had over the years.

President Christini asked for a motion to accept Manager Lane's resignation. Mr. Kovalcin made the motion "reluctantly" and Mrs. Miller seconded the motion. Motion passed.

President Christini asked Manager Lane to attend the August 2nd Council Meeting and he agreed. President Christini has a committee that has come together to screen the resumes and break down the field to viable candidates for Council and TMA to interview. He also stated that council members are welcome to be involved at the interviews. The position will be advertised in several places online and in 2 local/area papers.

Mr. Christini stated that he is "extremely grateful" to have had Manager Lane's commitment over the last 8 years, as he has made tremendous contributions. He told Lane to not be a stranger and added a thank you for everything.

EXECUTIVE SESSION:

At 8:05 PM, President Christini called for an executive session to discuss a personnel matter.
At 8:35 PM, the executive session ended and council was back in session.

UNION SUB-COMMITTEE REPORT:

Mrs. Miller said the first meeting with the union and union stewards will be held tomorrow at 9 AM.

FINANCIAL REPORT:

Motion to pay the May 2021 bills was made by Mr. Roof and seconded by Mr. Lacey. Motion passed.

PLANNING COMMISSION REPORT:

President Christini referred to a letter of resignation from Planning Commission Vice-President, Karen Johnson. President Christini sent Karen a thank you letter with appreciation for her service to the Planning Commission.

We now have 2 openings on the Planning Commission and Mr. Kovalcin stated that he is considering joining the board. President Christini stated that the next meeting will be held on June 15th (there was no quorum at the May 18th meeting). Christini said that the commission hopes to have a draft of the Vacant Storefront Ordinance (which is moving slowly).

RECREATION REPORT:

Mr. Kovalcin stated that the "Concerts in the Park" starts this Thursday, and the time for the Magician is to be determined (6 PM or 7 PM). Mr. Kovalcin will let the public know.

TMA/WMA/CBPA REPORTS:

Included in the packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mrs. Miller. Meeting adjourned at 8:51 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Council Meeting Minutes
Tuesday, July 6, 2021**

The Regular Meeting of the Towanda Borough Council was held on Tuesday, July 6, 2021, 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: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent: Mr. Eberlin

CITIZENS TO BE HEARD:

Charlotte Parks gave the latest report for Kali's Mission.

- She stated they have trapped 8 cats and 4 kittens (which are too young to spay/neuter). The kittens went to You Too Animal Rescue.
- United Way gave them a \$1,000 grant for 2022 (\$250 per quarter), but they cannot do fundraisers from September through December during the United Way Campaign.
- The "Got Sneakers" Program is continuing.
- The Dandy Mini-Marts Dandy Canes program will be held from November thru December 2021.
- Mrs. Parks also stated that several areas outside of Towanda Borough have been asking Kali's Mission for assistance, and they are using the money from these events to purchase more traps.
- Mr. Christini praised the group for its efforts in controlling the cat population.

Mrs. Rosemary Hoffman and her son Jacob Hoffman of 211 Chestnut Street are concerned about the fire pits in the Borough. She read a letter that her son Jacob composed which was sent to several Borough officials. The letter asked for a ban on burning fire pits because houses in town are close together and the smoke from burning bothers him and makes him sick. It comes through their open windows at night when it is hot when he is trying to sleep.

He stated this burning goes on from early evening throughout the night. "He and others suffer from chemical sensitivities and/or asthma." He did receive a response from several council members and a copy of the open burning ordinance, which raised more questions for him. The definition of recreational fire reads, "A fire, set with an approved starter fuel, no more than three feet in height, contained within a recreational fire site: **using dry, clean wood; producing little detectable smoke, odor, or soot beyond the property line;** conducted with an **adult tending the fire at all times;** for recreational, ceremonial, or social purposes or food preparation; **extinguished completely before quitting the occasion;** and **respecting weather conditions, neighbors, burning bans, and air quality requirements so that nuisance, health, or safety hazards will not be created.** A campfire is a type of recreational fire. No more than one recreational fire is allowed on any property at one time."

Mrs. Hoffman stated that Jacob feels that past fires have affected him and not complied with the ordinance. She asked, "Who defines the requirements?" She stated maybe it would be better to ban burning or limit burning to gel fuel, propane, or even charcoal is better than wood to compromise. She felt that it would be better to have a code that is more enforceable as it is not always easy to call the police on a neighbor, and sometimes it is difficult for the police to track the smoke once the sun goes down.

Mr. Christini stated that the ordinance (§253-7. Open burning.) was updated in 1996, 2000, 2010, and 2017, and he agrees that it is not perfect and maybe we need to take a fresh look at doing what Mrs. Hoffman suggested. Ordinances are not always black and white in enforcing them. He stated these concerns and suggestions may be referred back to the Planning Commission for comment. It does take time to make ordinance changes, and the health, safety, and welfare of our citizens is number one and is taken seriously. We also don't want to put an undue hardship on every resident who lives in Towanda and has an occasional campfire. He said we try to find a balance which is why there have been four (4) changes in the ordinance over the years.

Mrs. Hoffman concluded that "When you get ready to go to bed, and you have a fan in the window sucking in the smoky air, as a homeowner, what can you do?" That is really what she wants the council to discuss. There were additional comments and it was stated that **educating the residents** to be aware of the ordinance would help a lot.

On the law enforcement side, Chief Epler stated that the last ordinance amendment helped some but he does get occasional calls about burning.

Mr. Christini pointed out that the in the current **§253-7. Open burning. A. Definitions. Recreational Fire Site** states the following: "Burning barrels including fifty-five-gallon drums and similar containers are not a

recreational fire site, and if anyone sees one, they should let Jeremy Sluyter know, and he can write a letter to them to remove it."

Solicitor Smith, who drafted the ordinance stated that properties are so close in the borough that open burning should be eliminated. To keep the smoke from leaving a property, it has to be a "perfect day with perfect conditions, no wind, perfect fuel" to be able to comply with the ordinance. He feels the language is there and enforcement will eliminate open burning.

Mr. Christini stated that the council will talk about this at next month's meeting and decide what action to take.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve June 7, 2021, Regular Council meeting minutes was made by Mr. Roof and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Chief Roof stated that the Fire Company has sold the Yellow Tower Truck for \$7,200. They have 1 more Yellow Fire Truck they are going to sell also.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

- Mayor Miller stated that Joe Dority passed away last week. He will be remembered as the Founder of the Bradford County Veterans Memorial Park. He was instrumental in getting the park accomplished from start to finish (for over 8 years) through many obstacles.
- Mayor Miller reminded all of "Concerts in the Park" this coming Thursday.
- Mayor Miller talked a little about the "Rent a Mayor" plan he is planning on starting.
- The Mayor has been busy. He officiated 15 weddings this year and has about 25 more to do. Normally, he does 12 to 16 a year.

POLICE CHIEF REPORT:

- Chief Epler stated Officer Hennessy is out of the schools for the summer and we are taking advantage of lots of vacation time being taken.
- Officer Hennessy did a K-9 presentation for the Wyalusing Summer Reading Program.
- An Aggressive Driving patrol was conducted this month.
- New flooring has been ordered for the Police Station to replace the old carpet.
- Chief Epler and several officers met with Albert Ondrey, the newly appointed District Attorney for Bradford County. It was a Q & A about policies and procedures and any changes that we may want in the future.
- Also, Chief Epler asked for 2 "Do Not Enter" signed on Part Street. The Borough Manager complied.

JUNE 2021 – Monthly Report

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

POLICE COMMITTEE REPORT:

The committee did not have a meeting this month and Jim Lacek stated the committee may change the meeting day and time.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for June 2021.

JUNE 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS	MONTH	YTD
Permits Issued	20	140
Permit Fees Paid	\$2,550.00	\$16,163.00
Code Inspections Fees	\$125	\$6,680.28
Borough Total after Code Inspections Fees	\$2,425.00	\$9,482.72
Permit Work Value	\$132,310.48	\$842,957.26
Contractors Registered	8	67
Contractors Registrations Amount	\$800	\$4,800

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	2	21	\$9.00	\$94.50
#3 Commercial – New	0	0	0	0
#4 Commercial – Other	0	6	0	\$27.00
TOTALS	2	27	\$9.00	\$112.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	12	83	10	76	8	43
1 & 2 Family Rentals	20	84	20	74	10	40
Commercial Rental Units	10	42	8	38	6	17
Commercial Non-Rental	5	26	5	20	3	13
TOTALS	47	235	43	208	27	113

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	7	41
2nd Inspection	0	4
3rd Inspection	0	0
FEES PAID	\$0.00	\$300

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	79	92
Paid	40	188
Dismissed	10	35
Warning	0	4
Abandoned	2	5
Citation	2	88

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	126	398
Expired Meter		
Parking Outside of Lines	0	1
Permit Required	3	3
Handicap/Disabled	1	1
Non-Space		2
Loading Zone		1

Tickets by Street Location

	Month	Year-to-Date
Main Street	60	179
Court Street	13	42
Bridge Street	28	90
Park Street	12	36
Pine Street	10	31
Washington Street	3	12
State Street	1	4
Parking Garage		
John B. Merrill Pkwy	1	1
Second Street		
Mix Avenue		1
C&N Lot	1	4

BOROUGH MANAGER'S REPORT – JUNE 6, 2021

1. **Flooding August 2018 –**

Once the Borough crew is finished installing base asphalt Manager Lane will submit the final DAP-9 payment request, administrative cost reimbursement, and closeout DAP – 12. He would like to see

all payments received and the project closed out before the end of July, however, PEMA employees are still working from home and things are going slower than normal.

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

Manager Lane left this item on the report as a future reminder to Council.

The executed Grant agreement arrived along with the conditions set forth for the project. Even though this is a "Planning" grant and not construction, the conditions require a public bid for "Professional Services." DCNR's Christine Dettore has offered to assist in putting together the RFP (Request for Proposal) for the consultants to ensure all the bullet points are in there for the Park Master Plan to meet the requirements for future applications to DCNR (for construction). (Very Critical, they are a good funding source for recreation construction grants).

3. **YMCA – New Floor**

We advertised for bids to replace the ceiling tiles and lighting fixtures in the gym. The bid opening is scheduled for July 14th at 1:00 PM at the YMCA.

Manager Lane submitted a request from DCNR for the down payment of \$30,000 for the gym floor. The contractor was chosen using the Sourcewell cooperative purchasing program. This allowed us to bypass the bidding process. This work will not start until the lighting and ceiling tiles are done.

4. **2021 Parkway Sealcoat Bid**

The seal coating is almost finished. The initial oil and chipping are complete. The fog seal and line painting will be done within the next week. (weather pending)

5. **Union negotiations public works agreement –**

We have a tentative agreement with the Teamsters. The highlights are as follows:

1. Wage increase - 2022 = \$0.75, 2023 = \$0.70, 2024 = \$0.70
2. Insurance increase - 2022 = 4%, 2023= 2%, 2024 = 1%
3. Pension Contribution Increase – 3% each year

Manager Lane recommended that the council pass a motion to ratify the agreement. Towanda Borough has a great working relationship with our Teamster employees and he feels this contract is fair to both parties. ***Mr. Kovalcin made the motion to do this, seconded by Mrs. Miller. Motion passed.***

6. **Curb Appeal Program**

Manager Lane stated that we have all the required documents in place and the first loan should be closing very soon. Mr. Sluyter is working with the homeowner and contractor.

7. **WALKWORKS Program –**

Manager Lane stated there is no new news but keeping this item on the report as a future reminder to Council.

The application was submitted in early May. At this point, we are just waiting. Manager Lane thinks this will tie in perfectly with the Parks Master Plan.

8. **305 & 307 Third Street-**

Manager Lane stated the owner of the property has signed a deed conveying the property to the Borough. Solicitor Smith thinks that this is the best possible solution for this property as the owner has had many letters and citations from the Borough with no resolution. The Borough plans to demo the building and will have to make a case to the School District and County for them to forgive the back taxes.

RESOLUTION #2021-12

Council's Approval for Towanda Borough to Accept Executed Deed to 305-307 Third Street from the current owner, Lisa M. Bell.

Motion made by Mr. Kovalcin and seconded by Mr. Roof.

The roll was called and votes were recorded as follows:

AYE: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks
NO:

ABSTAIN:

ABSENT: Mr. Eberlin

RESOLUTION #2021-12 – Carried

Also, Manager Lane has submitted the CDBG application for this property's demolition. We should know by October if awarded. If the application is not awarded, he recommends using capital reserve funding to raze the building.

9. **TMA Bond Issue -**

TMA is in the process of refinancing the RT 220 sewer district loan with the USDA. The refinance will come via a bond issue. We have retained Dave Unkovic and Ryan Hottenstein to ready the documents. Towanda Borough is a Guarantor on the loan and will also need to be on the bond. Manager Lane should have the resolution at the August 2nd Council meeting.

10. **Truck 14 Replacement –**

Manager Lane stated that we recently sold equipment we no longer use on **Municipibid**, and he plans to use the revenue from the sale to order a new Truck #14. This is the Borough Crew truck. The total is \$47,399. The truck is white, includes rhino lining in the utility box and an 8' plow. We sold roughly \$35,000 of old equipment. There is approximately a 7 to 9-month wait for a new truck.

Manager Lane asked for permission to order the truck at this point. A motion to enable him to do so was made by Mr. Kovalcin and seconded by Mrs. Hatch. Motion passed.

11. **Reserved Handicap Parking Space Fee**

Manager Lane asked the council to vote on a resolution to add a fee for Reserved Handicap Parking space in the Central Business District at \$75 per month.

RESOLUTION #2021-13

Add Fee for Reserved Handicap Parking Space in the Central Business District at \$75 per month.

Motion made by Mr. Parks and seconded by Mr. Kovalcin.

The roll was called and votes were recorded as follows:

AYE: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks
NO:

ABSTAIN:

ABSENT: Mr. Eberlin

RESOLUTION #2021-13 – Carried

SOLICITOR SMITH:

- Solicitor Smith stated that he has prepared the written decision paperwork for the "conditional use" application that was submitted by Allied Health Services and denied by Council at a continuation meeting held on May 26, 2021.
- Mr. Christini asked Solicitor Smith about the Act 13 Gas Ordinance amendment. Solicitor Smith stated that Jonathan Foster (Zoning Solicitor) is doing the work on the Act 13 Gas Ordinance and was to contact Manager Lane after he "edits" the parts Council voted to have removed. Manager Lane stated he would follow up with Solicitor Foster.

BOROUGH SECRETARY:

Mrs. Kulick reminded everyone about the upcoming Borough Picnic and Farewell for Kyle on Friday, July 30th.

Manager Lane stated that on July 14th at 10:30 AM, there will be an open house hosted by Stifler-McGraw at the new water plant in North Towanda. Everyone will be getting an invitation.

ADMINISTRATIVE:

President Christini asked the council for approval to accept Manager Lane's request to have his last physical day in the office by July 30th, with permission to use vacation days from August 2nd through August 6th. Therefore, his official last day as a Borough Manager will be Friday, August 6th. This will make the total of 13 vacation days he will have used in 2021.

A motion to accept Manager Lane's request was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

Also, President Christini stated that Manager Lane has been working on a to-do list for the new Manager, plus the search committee will be receiving resumes up until the deadline on July 16th.

UNION SUB-COMMITTEE REPORT:

Mrs. Miller stated that they had the first and only meeting with the union and union stewards, and the agreement was made for the next contract period.

FINANCIAL REPORT:

Motion to pay the June 2021 bills was made by Mr. Roof and seconded by Mrs. Miller. Motion passed.

PLANNING COMMISSION REPORT: Meeting held on June 15th

- President Christini stated again that they now have 2 open seats on the Planning Commission.
- Also, the request of Vicki Wells for Borough LED signage is still being discussed.
- Mr. Doupe' will provide a copy of the town of Vestal's sign ordinance at the meeting on July 20th.
- Concerning the Property Maintenance Ordinance draft there were 2 motions passed:
 1. A waiver of the annual registration fee as an incentive if the owner of the property agrees in writing to display public art in their storefront.
 2. The scope of the ordinance is to address Commercial property in C2 and C3 districts (and not include residential and industrial at this time).
- At the next meeting on August 17th, we will review what we have this far to prepare the ordinance for presentation to Council.

RECREATION REPORT:

Mr. Kovalcin stated that the "Concerts in the Park" is moving along and they plan to have another "Pumpkin Roll" contest in October.

TMA/WMA/CBPA REPORTS:

Included in the packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mrs. Miller. Meeting adjourned at 9:12 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Council Meeting Minutes
Monday, August 2, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, August 2, 2021, 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 (and silent remembrance for Lonnie Frawley who passed away), followed by the Pledge of Allegiance.

Present: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent: Mr. Eberlin

SPECIAL GUEST: Municipal bond Counsel David Unkovic, (McNees, Wallace & Nurick LLC) was present to explain and have Council authorize a "Guaranty Agreement" to refinance the Towanda Municipal Authority's existing sewer debt. The refinancing consists of the outstanding balance of a 2004 Series A Bond, the balance of a 2008 Note, and also includes the costs and expenses associated with the issuance of so-named "2021 Bonds" which are determined to be in the maximum aggregate principal amount of \$4,005,000. Mr. Unkovic stated that the amount of savings TMA would realize on the life of the bonds would be around \$350,000.

Mr. Unkovic stated the "Guaranty Agreement" should TMA default on payments, guarantee the timely payment of Towanda Borough's proportionate share of the principal and interest on the 2021 Bonds and the pledge by Towanda Borough of its full faith, credit, and taxing power to discharge all of its obligations under the Guaranty Agreement and authorizing and directing the execution and delivery of 2021 Bonds. Towanda Borough's share is 67%.

ORDINANCE #2021-3

2021 Municipal Bonds Issuance

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

The roll was called and votes were recorded as follows:

AYE: Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Eberlin

ORDINANCE #2021-3 – Carried

CITIZENS TO BE HEARD:

Mayor Miller introduced young Kristi and Alie Hollett and thanked their mother Sara for bringing them, as Sara was an auction winner from the Towanda Area School District's Education Foundation fundraiser in which the prize was "Mayor for the Day". Mayor Miller, Boro Manager Kyle V. Lane, and Water & Sewer Superintendent Chad Strickland gave them a tour of the new water treatment plant in North Towanda to show how it operates to clean the water that supplies customers. They also toured the Towanda Fire Department Station which was given by Chief Bill "Chili" Roof. Chief Roof showed them how the fire trucks and their equipment that functions as firefighting apparatus work. In addition, they visited the Towanda Police Station with Officer Derek Campbell who gave them the tour and showed the equipment they use on the job as well as the police patrol car interior with its siren, lights, and other gadgets. They had pizza and refreshments at the police station before attending this meeting which gave them insight into how our local government comes together each month.

Kristi & Ali helped Mayor Miller present Porshia Bennett (Towanda Area High School student-athlete) with a citation from the Borough recognizing her accomplishments of being awarded a gold medal in the girls Class AA High Jump at the State Track and Field competition this past May at Shippensburg University with an awesome height of 5 feet, 7 inches. Council applauded her hard work and dedication and wishes her the best in her continued athletic goals in the future

Mr. Alan Shaw, 18 Huston Street (corner of Huston & Watts Street), stated that the storm on July 12th caused over 4 feet of water in his basement and they have never had so much water before. Also, he had 3 to 4 inches outside between Watts Street and his house, and he has never had that much water there either. In the last year since the paving work occurred up on Fourth Street, he has had a lot more water in his basement. This episode was the 4th time this year that he has had substantial amounts of water, but not near what he had a couple of weeks ago.

Also, he stated that Mr. Christini walked around with him Mr. Shaw last Saturday. He feels there is very little raised curb on the east side of Fourth Street from when it was paved last year. On Fourth Street, there are no grates on the east side (the lower side) towards York Avenue, but there are some grates along the west side (which would be the upper side). Also, between Oak and Huston Street on the east side, there are no grates, but there are 2 grates at the corner of Huston and Fourth Street, however, when you get tons of water, he feels these aren't sufficient, so water runs down Huston Street. This is why he strongly feels the problem starts on Fourth Street.

He stated that when all the rain occurred, the water ran from the Fourth Street properties down to the houses that are on Watts Street through their back yards to the street. Watts Street has no grates at all on the east and west side, so Watts Street is collecting all that water and when we got all that rain it ran through Mr. Shaw's backyard through an alleyway behind his property and running down to Crouse's (York Avenue) backyard. The water was also running across Mr. Shaw's front yard and down the sidewalk.

Also, he stated that the houses on Watts Street, from the Wilcox's that live across the street from Mr. Shaw to Paul DeWitt's house up the street were getting water in their basements. He feels that there may be a leak on the west side of Watts Street, as last summer it was dry in July and August, but from Paul DeWitt's house down, there was water sitting there for 2 months even though we didn't have any rain, but yet, houses were all pumping water from their basements. Mr. Shaw's side of the street seems to be catching all the water because of the low curbing, lack of grates, and sloping of the streets.

In addition, Mr. Shaw mentioned that there were big chunks of blacktop from Watts Street that ran down the street during the storm and he had chunks of it in his yard. He stated that Watts Street has not been maintained in years and clearly, there is a problem as something has changed in the last year and should be addressed.

President Christini stated that he did walk around with Mr. Shaw this past Saturday and stated that the first step to resolving these issues is to conduct a study, which will take some time to complete. In the meantime, there are some short-term things the Borough can do. He feels terrible about what has happened and the losses that were incurred and Council does take it seriously.

Mr. John Johnson, 16 Huston Street lives next door to Mr. Shaw and stated that the storm on July 12th caused his 15,000-gallon pool (28'x14'x7') and the water as so powerful that it came through his privacy fence behind the pool and broke the pool's fiberglass wall causing the pool to cave-in. The sheets of stone around the pool were flipped inside the pool. He contacted Kennedy Pools and Spas, in Sayre and they stated the cost would start at \$40,000 and they would have to demo Mr. Johnson's yard and ruin his and Mr. Stewart's driveway that was just re-paved two weeks ago. Mr. Johnson said he bought his house 2 years ago and Mr. Jon VanAllen lived there for 35 years and never had stormwater in his pool or his basement. He stated that his embankment keeps giving away toward his neighbor, Mr. Stewart's home. Also, his insurance company will not cover it because it is not considered a flood. Also, he feels the same as Mr. Shaw, that since Fourth Street was paved, this is what they are dealing with.

Mr. Johnson's yard is now muddy and the situation is hazardous due to the steps that lead to a seven-foot drop outside of his back door. He has 2 children and pets and has come to Council to address it. He stated the Shaws and the Stewarts got hit bad and he has "watched everything crumble around him." Mr. Stewart added that this all happened in 20 minutes. Mr. Johnson showed Council some pictures of before and after the water hit. President Christini stated again that Council is very sad about what happened and it is heart-breaking. He said there may be something the borough can do with fill for Mr. Johnson to help with the safety issue, and for each of their situations. President Christini said, "We are making notes and we will get back to you to see if we can do something to help you." Mr. Johnson stated that his insurance company will not cover anything and he would like to get the yard area filled in because of safety concerns for his 2 children. He would like the proper fill put on the ground. Manager Lane stated that we would have to consult with our engineers to find out what type of material to use to fill in his yard. Mr. Johnson said he is getting 2-inch stone, for now, to cover 6 to 8 inches as the area is a cesspool and harbors a significant number of snakes, mud wasps, and frogs. President Christini stated that any photos and documentation of those who had storm damage should be sent to Chad Strickland, Towanda Water & Sewer Superintendent, to get them on record. His email is chad@towandaborough.org. President Christini stated, "We will do what we can to help you."

Mrs. Dorothy Wilcox, 20 Huston Street (at the corner with Watts Street) stated the potholes on Watts Street are "terrible" and asked what do we have to do to get them addressed. Manager Lane stated that Watts Street is on the list but they were waiting until the Towanda Municipal Authority side has the money to do the water and sewer lines along with the paving of the street by the Borough. To add to this, we will now have to add stormwater to the mix and find out how big of a watershed (drainage acreage) is flowing down to that location. Then, he stated they have to find out if all that water is discharged to the existing storm drain on York Avenue, because that is where it goes. That is why you have to do a study to find out how to engineer it. A short-term solution would be maybe to install some catch basins but to solve the issue would be a multi-million-dollar project. Manager Lane also stated there is a gas line that runs along the entire length of Watts Street where the water runs on the west side of the curb, so we can't put any pipes there. The gas company has been informed to have a plan to move it and they are going to budget this next year. Mrs. Wilcox asked about drainage from sump pumps. Manager Lane stated that any drainage from sump pumps should be discharged through a buried pipe and not over the sidewalk.

Mr. Phil Crouse, 209 York Avenue stated that during the storm of July 12th, he had water in his basement from Watts Street, and had 3 sump pumps running, plus his swimming pool filled up with mud. He had some pictures and said that they do get water all the time but this is the first time it was running like a river.

Erin Groves, 208 York Avenue stated that on July 12th it was like a river running down her driveway and it took out her garden and her fence had all kinds of debris from York Avenue pushed against it. She agreed that something has to be done.

Mrs. Sally Vaughn, 6 Lombard Street, has a rental at 122 North Main Street and said she has tried to get an increase in the curbing on the east side. She feels that the road design is higher on the west side and lower on the east side. She stated that her rental's basement was filled and the water took the furnace and water heater out, came through the inside and through the electrical outlets. PennDOT owns the road and Mrs. Vaughn stated they say the borough owns the curbing, and she said she took it to a higher power in the hope for resolution. Mr. Christini stated we are doing the best we can, and some of the roads in the Borough are state roads, and from what he understands, the curb is owned by the state. He also stated that this situation would be looked at also.

Mr. Jack Young, 705 South Fifth Street stated that South Fifth does not have drainage and he sees issues by his garage. The water comes down to a 12-inch catch that comes from Gorman's Pond, and he stated it either goes down his driveway or it goes into a drainage creek (College Run). His concern is there are safety issues. There is a drainage pipe that runs north and south on an angle up his yard. He said for about 18 years nothing came out of the pipe. Also, he said he was told because there are no catch basins connected to the pipe. However, he stated, in the last 2 years, there is water and it's eroding underneath the pipe. He is concerned about a very large tree that doesn't seem to be planted in the ground anymore, and he is concerned about his driveway collapsing as it is eroding. He said the drainage creek has increased in depth and width. He also stated that every winter the road is a sheet of ice and this is a safety issue.

Mr. Robert Brown, 106 Fifth Street said that he bought his house 5 years ago and there have been drainage issues there for the same amount of time. He stated that every winter the road by his house is a sheet of ice. He says they also have issues with water from people's sump pumps in the winter that are going into the road in front of his driveway. Water runs down Fifth Street from the areas above, and other homeowners' sump pumps drain out into the road. Also, he said there is only 1 catch basin and it is on the west side down by Bridge Street. He said the ice stretches across the whole street, and he has seen a school bus not able to stop and it slid through the stop sign onto Bridge Street.

Mrs. Sally Vaughn, 6 Lombard Street had a few questions:

1. Ordinance (Vacant Store Fronts) – Mrs. Vaughn wanted to know about the vacant storefront ordinance. President Christini stated that it is in the draft stages, drafted by the Planning Commission. The ordinance intends to try to help to reduce the number of vacant storefronts and to make the vacant ones more attractive. The idea is to have a yearly fee, but if the owner is willing to clean up the window area and display maybe art or something appealing, it would be waived. The formal draft will go to Council, and Council will decide if they want to move forward with it. If they do, it would be advertised and a public hearing would be held for comment. At that time, Council would decide on whether to adopt the ordinance or not.

2. Mrs. Vaughn stated that concerning Chapter 221.3 (10), which states, "Allow for and be physically present at any inspection scheduled above or at any inspection required by this chapter. If an owner cannot be present during the inspection, a manager shall act in his place. During inspection, dogs must be restrained at all times." She believes that she was not notified about some inspections and feels this is what led to her receiving 2 citations. She had given the combination code for the lock because Mr. Sluyter said he needed it in case of an accident, but in reality, they were in the building and he just went in and did the inspection, came back, and wrote up the citations. She asked if that is true. She says she has always been at the rental inspections, but the store was different. She said she was not given any notice, and her husband went outside and saw Mr. Sluyter drive away. She was upset with that move because if Mr. Sluyter would have called the contractor or her, he would have known the job was complete. She stated that it was the outside wall repair that was going on and they weren't given a chance to bring it up to date.
3. Mrs. Vaughn asked, "What age does she become one of those little old ladies that council is protecting by all these ordinances"? Mr. Christini stated that he did make that comment, but it was quoted out of context. "It was in reference to people shoveling their walks and mowing their yards. It was not to people who are renting properties who simply had to show up for an inspection".
4. Mrs. Vaughn stated that she pulled up the March 2021 minutes. According to Mrs. Vaughn, the October 2020, minutes said citations were sent and she said she did not get them. She stated they were never sent to Magistrate Carr because she would not ignore a citation, and she was hoping the minutes reflected that. The citations were mailed to her from Carr's office in December. The minutes did not reflect that she was treated unfairly, and the October minutes were not correct. Also, she told Council in March, that a comment made by Mr. Sluyter was very unprofessional and she pled not guilty to the citations and ended up at the magistrate's office. She sat there 2 full hours being grilled by the solicitor and she was found guilty on one (and the store was complete by then) and the fine was \$500. "Why?", she said. Mr. Christini stated that he would sit down and talk to her one on one about some of these things she mentioned.

Mr. Christini read a letter from Mr. & Mrs. James & Terri Coutts, of 207 York Avenue. Mr. Coutts' stated that they have lived there for 5 plus years and their biggest complaint is the lack of rain water run-off mitigation. The previous owners, who lived at his address for 35 years, installed French drains and two sump pumps. In addition, the Coutts have dug diversionary ditches across their backyard, installed new gutters, and downspouts, and placed sandbags down to try to divert the flow of runoff away from their foundation. In doing all of this, they still routinely get a few inches of water and mud in their basement after heavy rain. They recently had 3 inches of water in the basement for the second time.

During the July 12th storm they were not at home, but away traveling. Mr. Coutts wrote that this storm caused thousands of dollars in damage in their basement, may have ruined their boiler and water heater, and destroyed personal and household items due to the mud and the high humidity, of which two items were two 150-year-old violins that had been passed down through their family. He stated that he hopes a solution can be found.

Mr. Jack Young, 705 South Fifth Street, spoke on behalf of his mother who lives at 304 North Fourth Street. He thanked everyone for their service and he commented that as a borough he challenges us to not only protect our citizens but to protect our elderly. He stated in 2 months his mother paid about \$1,300 in water and sewer charges. He is not pointing fingers at anybody and understands that the homeowner is responsible for a lot of things, but something has got to be in place, especially when it was mentioned by 3 borough employees about an adjustment. He stated that his mother would be the last person who would expect an adjustment.

Mr. Curtis Woodard, is from Florida, originally from here, and graduated from Towanda. His father, Charles Woodard lived here and was joint owner of George K. Jones and Associates, a business that was in Towanda for many years. He passed last year and his family would like to put a memorial down by the river in the area behind the courthouse, as Mr. Woodard spent a lot of time downtown and at the courthouse due to the nature of his work. He stated that there is an area behind the courthouse he liked. President Christini stated that several other people have asked to put stones down along the parkway, and there is some concern on the council that we don't want it to look like a graveyard. President Christini stated that there are benches with plaques and some without plaques. This would be ok if the family wanted to do the plaque idea. Mr. Woodard did seem interested in getting a plaque to place on one of the benches and President Christini stated that he could take a picture and send an email to the borough so we can start the process.

Mrs. Charlotte Parks gave the latest report for **Kali's Mission**. The Mission's efforts resulted in 51 feral cats being spayed and neutered (31 males & 20 females). Also, since 2019, when the Mission started, 2,752 kittens HAVE NOT been born homeless and on the streets. This is significant progress and they have 4 more trappings scheduled for the season. Mrs. Parks told Council that she greatly appreciates the borough's support and would Council be willing to provide additional funding of \$1,000 toward the Mission's notable progress. Council President Christini stated that Council appreciates Kali's Mission's progress, and the funding will be discussed at next month's finance and administration meeting.

OPEN BURNING:

President Christini received a few letters concerning burning in the borough. Ms. Sharon Mahaffey stated that she is concerned about burning as she has several medical issues that are affected by secondhand smoke. In her neighborhood, there have been instances of burning that creates a lot of smoke and comes through her windows. She has contacted the police before but feels that maybe people need to be educated, however, she thinks that burning should be banned, as it puts people with breathing issues at risk and some people let their fires smolder.

Mr. Parks shared a letter from Zan & Regina Herr of 316 William Street who have an occasional small campfire with their neighbors and would like to be able to continue to enjoy campfires. Mr. Robert Brown, 106 Fifth Street stated that he is also for being able to continue to have campfires in town. Mr. Brown also mentioned fireworks going off in the borough. Chief Epler stated that all fireworks are illegal.

Mayor Miller stated that he had several people mention to him that they want to be able to have campfires. Mrs. Hatch stated that she had an email and the rest of the council also received it, from Patrick Chapman about being in favor of burning.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve July 7, 2021, Regular Council meeting minutes was made by Mrs. Miller and seconded by Mrs. Hatch with a name title correction. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Chief Roof stated that the department had a busy month for a couple of weeks due mainly to most of the calls for pumping water out of cellars due to the storm on July 12th.
- Everything is in good working order but he did receive a recall on the ladder truck. The Assistant Chief Billy Sheets is taking care of it.
- It was noted that the northern part of town received more than the southern part of town. Manager Lane stated that the rain gauge at the sewer plant was at 2.3 inches and we received a total of 8.08 inches in July. However, Mayor Miller stated that at North Fourth and Wilmot Street a rain gauge registered at 3.9 inches and Mr. Parks' rain gauge at 306 William Street registered at 3 inches.
- President Christini stated that he heard from a few couple borough residents who thanked the fire department and were grateful for helping them out after the storm.

FIRE BOARD REPORT:

There was a meeting, but nothing to report.

MAYOR'S REPORT:

Mayor Miller thanked Manager Lane and Chad Strickland for taking the time to give the tour of the borough functions today.

POLICE CHIEF REPORT:

- Officer Bellows attended a meeting in Sullivan County for the Mental Health/ Intellectual Disability Committee. He is the Law Enforcement Representative for that group and gives them a perspective of the problems, that we as police have with the system that is in place. Chief Epler stated that one of the biggest complaints is the 302 warrants (A civil warrant authorized by a county delegate, physician, or police officer to take an individual to the nearest emergency room for an immediate evaluation against their will due to concern of imminent danger). Chief Epler stated that he feels that sometimes the officer takes the 302's to the RPH when there is no need for it. If only 1 officer is on duty, Towanda Borough is left without police coverage. He stated if someone is "truly" dangerous, acting out, or unstable, it is not a problem for the borough police to take them. They are working with this committee to set some standards.

- Officer Hennessy and K-9 Hades did several presentations, one for the Cub Scouts and one for CHOP

summer Program. They also helped the Children's House, giving out camp connection bags.

- Vacations continue to be taken by staff.

JULY 2021 – Monthly Report

235	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
25	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
11	NON-TGRAFFIC CITATIONS	5	THEFT REPORTS
2	DUI ARRESTS	2	ANIMAL COMPLAINTS
65	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	12	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
6	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

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 July 2021.

JULY 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		28	168
Permit Fees Paid		\$3,210.00	\$19,373.00
Code Inspections Fees		\$465	\$7,145.28
Borough Total after Code Inspections Fees		\$2,745.00	\$14,290.56
Permit Work Value		\$71,001.91	\$913,959.17
Contractors Registered		7	74
Contractors Registrations Amount		\$700	\$5,500

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	3	24	\$13.50	\$108.00
#3 Commercial – New	0	0	0	0
#4 Commercial – Other	1	7	\$4.50	\$31.50
TOTALS	4	31	\$18.00	\$139.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	12	95	8	84	6	49
1 & 2 Family Rentals	15	99	12	86	8	48
Commercial Rental Units	6	48	4	42	3	20
Commercial Non-Rental	3	29	3	23	2	15
TOTALS	36	271	27	235	19	132

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	8	49
2nd Inspection	2	6
3rd Inspection	0	0
FEES PAID	\$200	\$500

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	120	556
Paid	41	264
Dismissed	20	58
Warning		4
Abandoned		5
Citation		119

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	145	548
Expired Meter		
Parking Outside of Lines		1
Permit Required		3
Handicap/Disabled		1
Non-Space		2
Loading Zone		1

Tickets by Street Location

	Month	Year-to-Date
Main Street	44	235
Court Street	24	74
Bridge Street	22	125
Park Street	13	50
Pine Street	11	47
Washington Street	5	17
State Street	1	5
Parking Garage		
John B. Merrill Pkwy		1
Second Street		
Mix Avenue		1
C&N Lot		4

President Christini further talked about the recreational fires and open burning issues in the borough that have been brought to the Council's attention for the last couple of months. He stated that he would like to have a notice sent to borough residents concerning Borough Ordinance No. 2017-1, §253-7 Open Burning, conditions of permitted recreational fires, and how to anonymously report an active violation of the ordinance. He feels that education is part of the issue and this should help. He asked Council for a motion to approve this notice be sent out with the water & sewer bills. Mr. Kovalcin made the motion in favor of this and Mr. Roof seconded that motion. Motion passed.

BOROUGH MANAGER'S REPORT – AUGUST 2, 2021

1. **Flooding August 2018**

As of July 9th, 2021 all the final DAP forms have been submitted to PEMA. A final DAP-9 was submitted for \$54,545.45 which includes reimbursement for borough Labor, borough equipment, and materials for the Mulberry St. and Fifth St. repairs. (2) DAP-12 were submitted for final settlement with FEMA/PEMA. One for the repair cost and one for the management cost. The management cost was \$8,687.25.

President Christini stated that concerning Huston and Watts streets situation, initiating a study of the water drainage issues, Council will wait for the new borough manager to be on board to take it to the next step. At that time, we will move forward on this for the citizens who came to this meeting and spoke about the recent storm drainage issues and how it affected them.

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

Manager Lane left this project on his report to keep on everyone's mind.

The executed grant agreement arrived along with the conditions set forth for the project. Even though this is a "Planning" grant and not construction, the conditions require a public bid for "Professional Services". DNCR's Christine Dettore has offered to assist with drafting the bid documents to ensure the Park Master Plan meets the requirements for future applications to DCNR for construction. (Very Critical, as they are a good funding source for recreation construction grants)

3. **YMCA – New Floor**

The bids were opened on July 14th, 2021 at the YMCA. The project received (3) bids. Manager Lane recommends council reject all bids and rebid the project under (1) prime contract. The Borough is exempt from the "Separations Act" and he thinks we will see better prices rebidding the project. A motion was made to reject all bids that were opened on July 14th, and approve the engineer to rebid the project and have it ready for Council's approval at the September 7th, Council meeting was made by Mr. Kovalcin and seconded by Mr. Roof. Motion passed.

We received \$30,000 from DCNR which we used to pay the deposit to the flooring contractor. They have ordered material and will be waiting for the ceiling project to be finished.

4. **2021 Parkway Sealcoat Bid**

The seal coating is finished. We will monitor to see how the seal coating holds up over the next couple of years. The process and final product were not exactly what Manager Lane expected. Regardless, the project is finished and we are caught up with the parkway maintenance for now.

5. **Curb Appeal Program**

We currently have (3) projects in the pipeline. The first one is finished.

An ad will be placed in the Daily Review and the Borough Facebook page soon.

6. **WALKWORKS Program**

No new news...Keeping this on the report as it is similar to the trail project.

The application was submitted in early May. At this point, we just wait. Manager Lane feels that this will tie in perfectly with the Parks Master Plan.

7. **305 & 307 Third Street**

After last month's council meeting the Borough took ownership of the blighted property. The property was demolished today by contractor Calvin Bristol. In addition to the demo contract, we hired Higley Tree Service to remove all the trees on the property to ensure safety during demolition. The total amount for the project is \$20,000. The lot is buildable and Solicitor Smith will find out how a borough can sell real property. Concerning county and school back taxes for 2018 and 2019 (so far), Mr. Kovalcin made the motion, seconded by Mr. Parks to have Solicitor Smith send a letter asking the county and the school district for forgiveness on all the back taxes. Motion passed.

8. **TMA Bond Issue**

TMA is moving forward with refunding sewer debt by issuing tax-exempt bonds. All the municipalities involved are passing the same ordinance. Towanda Borough has a 67% stake in TMA.

Council in this meeting did pass Ordinance 2021-3, the ordinance that was duly advertised on July 26th, 2021 in the Daily Review.

9. **Truck 14 replacement**

The truck is on order. The total cost with box and plow was \$50,275. The estimated time of delivery is November 2021. Manager Lane added that we have sold other old equipment and vehicles that were advertised on Municibid, and all the checks cleared.

10. **2021 Storm Damage**

Concerning the storm damage that occurred recently, Manager Lane did submit to the county the damage the Borough has had since the beginning of these nasty storms that seem to never end. If the state and county meet certain thresholds (the county did meet the threshold), there may be a chance for FEMA funding assistance. Manager Lane wondered if we can turn private property damage in also. Mr. Strickland stated that he will give Matt Williams, Bradford County Director of Planning & Public Safety a call tomorrow.

In conclusion, because it was his last council meeting and his ending of employment with the borough, Manager Lane asked Council to appoint Chad Strickland as Interim Borough Manager. A motion was made by Mr. Kovalcin and seconded by Mrs. Hatch. Motion passed.

SOLICITOR SMITH:

- Attorney Jonathan Foster, Sr. is working on the Zoning Amendment to remove Oil and Gas provisions.
- Solicitor Smith stated that he will check with Attorney Jonathan Foster Jr. concerning the status of the Parking Garage agreement with Bradford County.
- Solicitor Smith is working on Ordinance §305.83 Metered Parking and Permit Parking Space User Fees, for a new item labeled "E." at \$75.00, which Council voted to add last month.

- Solicitor Smith will look into the status of the Riverside Cemetery. Attorney Mark Smith sent a letter stating that the Riverside Cemetery Association will be dissolving and would the borough be taking over ownership. It will probably come down to the Borough and we will wait for that decision.

BOROUGH SECRETARY:

The CHOP Out Hunger 5K Run will be held on Saturday, September 25, 2021, at 9 AM, and the Borough is asked to provide the traffic barriers for them.

ADMINISTRATIVE:

President Christini stated that at the Finance and Administration meeting they reviewed Manager Lane's "to-do list" and thanked Lane for putting this valuable list together. The committee proposed to give Mr. Strickland a stipend of \$1,000 per month in addition to his salary during the interim. He asked for a motion to approve this stipend for Mr. Strickland. Mr. Kovalcin made the motion to approved it and Mrs. Miller seconded the motion. Motion passed.

President Christini also stated that they have narrowed the candidate field down to 8 people, and they will be interviewing the week of August 16th.

UNION SUB-COMMITTEE REPORT:

Nothing to report.

FINANCIAL REPORT:

Motion to pay the July 2021 bills was made by Mr. Kovalcin and seconded by Mrs. Hatch. Motion passed.

PLANNING COMMISSION REPORT:

President Christini told council that Kayla Saxon has been appointed Vice-Chairman and the draft ordinance of the Vacant Store Front Ordinance is progressing. There are two vacancies on the Planning Commission and Mr. Kovalcin has agreed to serve on the commission, and we received a letter of interest (included in packet) from Mr. Shane Mize of 702 Fourth Street, who sat in on two planning meetings. President Christini asked for a motion to appoint both of them to the Planning Commission Board. Mr. Roof made the motion, seconded by Mr. Lacek. Motion passed. The next meeting will be held on August 17th.

RECREATION REPORT:

Mr. Kovalcin stated that last week's bank had to be cancelled because of the rain. There are two more performances left to take place.

TMA/WMA REPORTS:

Included in the packet.

CBPA REPORT:

Letter of resignation from Kyle as a member of the CBPA Board of Directors and Vice-President of the Board effective 7/15/2021. President Christini stated that when a new Borough Manager is selected, we will vote to appoint them to that board.

Some chuckles were had as Mayor Miller stated that he wanted to proclaim August 2nd as "Kyle Lane Day" in the borough.

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mr. Parks. Meeting adjourned at 9:45 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Council Meeting Minutes
Tuesday, September 7, 2021**

The Regular Meeting of the Towanda Borough Council was held on Tuesday, September 7, 2021, 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. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent: Mr. Lacek

CITIZENS TO BE HEARD:

Mr. Rick Lewis of 222 Poplar Street stated that he read in the Daily Review that Council had been receiving complaints about fire pits. He feels that another one of our "privileges" is being challenged. He does not have a fire pit but has seen some that are beautiful, and people are gathering together around them. He feels that neighbors should work together if there is a smoke issue. Mr. Christini stated that educating the residents about recreational or ceremonial fires seems to be the issue, and there is a letter going out in all the water/sewer bills that states the conditions under which recreational fires are permitted.

Mayor Miller of 408 Fourth Street asked about the alley behind his house that has needed repair since 2018, and they have a couple of new homeowners that use the alleyway often. He also stated that Kyle told him that the Borough had the material to do the repairs. Mr. Strickland said it was on the work to-do list.

Mrs. Charity Field, Branch Executive Director of the YMCA reviewed the bid tabulations and received Hunt Engineering's suggestion for the current project moving forward. The low bid amount is within the overall project budget. She asked Council to award the contract to Elmira Structures, Inc., 66 Philo Rd. West, Elmira, NY with a total recommended contract award of \$27,000. A motion to approve the contract award to Elmira Structures was made by Mr. Parks and seconded by Mr. Kovalcin. Motion passed.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve August 2, 2021, Regular Council meeting minutes was made by Mr. Roof and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Chief Roof stated they had a busy month, but everything was in working order.
- Concerning the recall on the ladder truck, Chief Roof stated that Assistant Chief Billy Sheets is still working on finding a certified Cummins dealer/mechanic to work on it, but it will get taken care of soon.

FIRE BOARD REPORT:

Mr. Parks stated there was a meeting, but nothing to report.

MAYOR'S REPORT:

Mayor Miller thanked Dalton Maynard, Stacy Schoonover, and the rest of the Riverfest crew for their hard work on the function this year. There were some new vendors and Mayor Miller stated they were pleased with the number of sales they made at the event and would be coming back next year.

POLICE CHIEF REPORT:

- Chief Epler was not available so Mayor Miller covered his report.
- Riverfest was handled with just a few incidents, but after it, a man stole a truck from Penelec's parking lot in North Towanda and drove it through the borough where he crashed into 2 vehicles. He was arrested and sent to jail.
- One officer received medical attention for being slightly injured in a foot pursuit.
- In another foot chase officers were involved in the defendant threw down a bag that contained a stolen gun.
- The Towanda Police Department is also working on drug interdiction through the borough daily.
- The 2016 patrol car had a front axle part replaced; therefore, it was out of service for several weeks.
- The same 2016 patrol car was damaged by a juvenile who kept slipping out of his cuffs. He did several thousand dollars worth of damage to the back cage holding area of the car.

- Chief Epler stopped later in the meeting and stated that he was working on a police grant for \$10,000, but could only get so far in the PCCD (Pennsylvania Commission on Crime and Delinquency) Egrants website, and needs some assistance from the new Borough Manager. The deadline is October 1st and he is hoping to receive this grant for "in-car" computers.

AUGUST 2021 – Monthly Report

284	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
23	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
3	NON-TGRAFFIC CITATIONS	9	THEFT REPORTS
3	DUI ARRESTS	4	ANIMAL COMPLAINTS
89	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
5	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
10	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

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 August 2021.

- Mayor Miller stated that on Western Avenue in front of the old Chubbuck's store there seems to be a bottleneck during school hours with cars parked on both sides of the street. Mr. Sluyter stated that there is public parking on both sides of the street, and they do have some foster children who drive, and that ends up being about 3 vehicles parking on the Western Avenue side. He said he would stop and talk to them if he sees them outside to see if maybe they can park around the corner.

AUGUST 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		23	191
Permit Fees Paid		\$2,540	\$21,913
Code Inspections Fees		\$285	\$7,430.28
Borough Total after Code Inspections Fees		\$2,555	\$14,482.72
Permit Work Value		\$101,580	\$1,015,539.17
Contractors Registered		6	80
Contractors Registrations Amount		\$600	\$6,100

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	6	30	\$27.00	\$135
#3 Commercial – New	0	0	0	0

#4 Commercial – Other	1	8	\$4.50	\$36
TOTALS	7	38	\$31.50	\$171.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	4	99	4	88	3	52
1 & 2 Family Rentals	15	114	15	101	10	58
Commercial Rental Units	6	54	6	48	4	24
Commercial Non-Rental	1	30	0	23	0	15
TOTALS	26	297	25	260	17	149

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	6	55
2nd Inspection	0	6
3rd Inspection	0	0
FEES PAID	\$200	\$500

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	65	122
Paid	28	302
Dismissed	6	67
Warning		4
Abandoned		5
Citation		72

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	97	709
Expired Meter		
Parking Outside of Lines		1
Permit Required	1	5
Handicap/Disabled	3	4
Non-Space		2
Loading Zone		1

Tickets by Street Location

	Month	Year-to-Date
Main Street	46	314
Court Street	19	88
Bridge Street	17	153
Park Street	6	62
Pine Street	9	64
Washington Street	2	19
State Street		9
Parking Garage		
John B. Merrill Pkwy		2
Second Street		
Mix Avenue		1
C&N Lot		1

BOROUGH MANAGER'S REPORT – SEPTEMBER 7, 2021

1. **Flooding August 2018 –**

As of August 27th, 2021 all the final DAP forms have been resubmitted to PEMA, they just needed receipts to document the final DAP-9. The final DAP-9 was submitted for \$54,545.45 which includes reimbursement for borough Labor, borough equipment, and materials for the Mulberry St. and Fifth St. repairs. (2) DAP-12 were submitted for final settlement with FEMA/PEMA. One for the repair cost and one for the management cost. The management cost was \$8,687.25.

2. **YMCA – New Floor**

This was covered in the beginning of this meeting. Council approved Elmira Structures as the low bid with Hunt Engineering's blessing.

We received \$30,000 from DCNR which we used to pay the deposit to the flooring contractor. They have ordered material and will be waiting for the ceiling project to be finished.

3. **Curb Appeal Program**

We currently have (3) projects in the pipeline. The first is complete. Once the second one is complete, we will issue payment.

An ad will be placed in the Daily Review soon and the Laurie McGuire, Borough personnel will get it on the Borough Facebook page right away.

4. **WALKWORKS Program –**

No new news...Keeping this on the report.

The application was submitted in early May. At this point, we just wait.

5. **305 & 307 Third Street-**

The house is demolished and now growing grass. Calvin Bristol was contracted to do the work; Jeremy has reached out to him to clean up a few more things. Also, we are going to have a couple more trees taken down now that the lot is clear.

6. **2021 Storm Damage –**

Kyle submitted to the county the damage the Borough has had since the beginning of the nasty storms that seem to never end. Chad talked to Matt Williams and he said we were not going to meet the threshold for

PEMA/FEMA reimbursement. Chad has been watching rainstorms in the area recently to see where another storm drain would be beneficial to residents on the East side of Watts Street. We would be tying into the existing storm sewer on the corner of Huston Street and Watts Street. He will install another storm drain 100 feet north.

7. **2022 Towanda Police Pension MMO –**

Enclosed you will find the 2022 MMO for the Police Pension plan. The MMO for 2022 is \$124,394.00. This will mostly be covered by ACT 205 state aid. Mr. Strickland requested a **Resolution** for Council to accept the 2022 MMO as required by Act 205.

RESOLUTION #2021-14

Council's Approval of the 2022 Minimum Municipal Obligation for the Police Pension Plan.

Motion made by Mr. Kovalcin and seconded by Mr. Eberlin.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-14 – Carried

SOLICITOR SMITH:

Solicitor Smith reviewed the following resolutions:

RESOLUTION #2021-15

Council's Approval of the Reissue & Conversion of 2019 Guthrie Revenue Bonds by the Central Bradford Progress Authority (CBPA).

Motion made by Mr. Eberlin and seconded by Mr. Schulze.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-15 – Carried

RESOLUTION #2021-16

Council's Approval of the Issuance of 2021 Guthrie Revenue Bonds by the Central Bradford Progress Authority (CBPA).

Motion made by Mrs. Hatch and seconded by Mrs. Miller.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-16 – Carried

Solicitor Smith presented and was ready to advertise Council's requested ordinance amendment of Chapter 305, Article IX, Section 305-83.C., the Code of the Borough of Towanda pertaining to metered parking and permit parking space user fees, by adding a fee for a permit parking space that is designated as a parking space reserved for use by disabled persons with a user fee of \$75 per month. (Note: All other permit parking spaces are \$30 per month). A motion to advertise was made by Mr. Parks and seconded by Mr. Kovalcin. Motion passed. Solicitor Smith will have it advertised.

Solicitor Smith stated that concerning the property at 305 & 307 Third Street that was demolished last month, there are taxes due from 2019 and 2020. The county sent Towanda Borough a notice that an upset tax sale is scheduled for September 20, 2021, due to non-payment of property taxes for 2019, and the amount of \$2,824.37 must be paid by 5 PM, September 17, 2021, or the property will be sold at public auction. He recommended that he, Mr. Strickland, and Mr. Christini attend the upset tax sale and that Council authorize Mr. Strickland to bid on the property if necessary. He would still send a letter to the

taxing authorities (school district and county) asking for forgiveness of the taxes because the borough had to act swiftly to acquire the property in the interest of public safety and demolish it. Before this, a local engineering firm inspected the property and deemed it unsafe and a public safety hazard.

At 7:50 PM an executive session was called to discuss a property acquisition issue.
At 8:04 PM the executive session ended and council was back in session.

Solicitor Smith discussed the debt that the Borough owes Bradford County for the Parking Garage. He stated that the memorandum between Bradford County Commissioners and the Borough on the Parking Garage debt was sent to the county's solicitor for his review and comments a while ago. The county solicitor was under the "miss-understanding" that the county was given lifetime use of the garage. Solicitor Smith sent him a detailed email with the calculations based on the borough getting \$40 per month per parking space.

Former Borough Manager Lane informed him back in August 2019 we have been allowing the county to use 23 spaces plus an additional 85 spaces were granted to them. Solicitor Smith said the original agreement he proposed was slated to begin January 2020 and he said that it was going to run forward from that point and we were already 5 months in on the free spaces to pay for the interest that is owed, therefore 60 months remaining on the rest of the interim loan. He said to run another 60 months forward from January 2020 would cover it. Solicitor Smith stated that the county did the wrong calculation and said they wanted 71 months. Solicitor Smith then stated 65 months and he would have to rework his agreement to accommodate the county's wishes. So after 71 months, they will have to start paying or their employees will have to pay for parking. Mr. Kovalcin made the motion to agree to up to 71 months and Mr. Eberlin seconded it. Motion passed. Solicitor Smith will get back to the county solicitor and present his final draft.

Parking Tickets - Solicitor Smith went to several sit-ins with Jeremy for 17 plus people at the magistrate's office. It seems that most people are misunderstanding what up to 3 hours means. The magistrate agreed with the wording of the code. Also, we need our webpage stating the same as the code and Jeremy will check it to make sure it is correct.

BOROUGH SECRETARY:

Pumpkin Roll Contest date: Will be held on Saturday, October 9th with the rain date of Saturday, October 16th.

Trick or Treat date: Motion made by Mr. Kovalcin and seconded by Mrs. Hatch for it to be held on Wednesday, October 27th, with the rain date of Thursday, October. Motion passed.

The Towanda Fire Company's Halloween Parade date: Will be Saturday, October 30th.

ADMINISTRATIVE:

President Christini stated that at the Finance and Administration meeting they discussed giving Kali's Mission additional monies as they requested. We have seen an increase in feral cats and the committee recommends council approve an additional \$750 for the year. A motion was made by Mr. Kovalcin and seconded by Mrs. Miller. Mr. Parks abstained from voting. Motion passed.

At 8:20 PM an executive session was called to discuss an employment issue.
At 8:53 PM the executive session ended and council was back in session.

At this time President Christini asked for nominations for the position of Borough Manager. Mr. Eberlin and Mrs. Hatch nominated Lauren Egleston. There were no other nominations.

RESOLUTION #2021-17

Council's Approval of a Conditional Offer of Employment to Lauren Egleston as the new Towanda Borough Manager.

Motion made by Ms. Miller and seconded by Mr. Kovalcin.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-17 – Carried

UNION SUB-COMMITTEE REPORT:

Nothing to report.

FINANCIAL REPORT:

Motion to pay the August 2021 bills was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

PLANNING COMMISSION REPORT:

- President Christini stated that the Sparbanie's of 365 York Avenue requested to modify their side set-back for building a garage be to 10 feet (instead of the code's 15 ft). The Planning Commission made a recommendation to move the variance request to the Zoning Hearing Board who will meet on August 9th.
- The Vacant Storefront Ordinance is very close to getting to the final draft stage and will be presented to council very soon.
- Jonathan Foster reviewed the proposed amendment to Ordinance No. 324-74 and 325-74 to remove standards and other requirements of the Unconventional Gas Well Impact Fee Act 13, taking out the oil and gas stuff except conditional use that would only apply to an industrial zone. We have been talking about taking care of this for a couple of years.

RECREATION REPORT:

Mr. Kovalcin stated on Saturday, October 9th they will be having the Pumpkin Rolling Contest. They have 7 vendors, and they will have pumpkin bowling also. Mr. Kovalcin and Mayor Miller will also have an Apple press. There will be face painting and ages 7 to 12 can bring a carved pumpkin from home to be judged.

TMA/WMA REPORTS:

Included in the packet.

CBPA REPORT:

ADJOURNMENT:

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



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Council Meeting Minutes
Monday, October 4, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, October 4, 2021, 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. Eberlin, Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent:

CITIZENS TO BE HEARD:

Mr. Rich Mosier of 123 Charles Street spoke about the points of the "official notice" that was sent out in the recent water & sewer bills. It was specifically for Towanda Borough residents concerning recreational fires being permitted, and there were 8 conditional points referred to in the notice. He compared some possible nuisances that occur in the borough such as the school district's stadium's sports announcers' volume at games, church bells downtown ringing at 9 PM, woodstoves, charcoal grills, chicken barbeques, cats and dogs on other properties. In comparison, he stated, "Where do you eliminate?" President Christini stated that we are trying to meet the needs of a diverse population here and as far as the "campfires" Council wanted to show discretion, and it boils down to respect for your neighbors. He said that we are not planning to ban campfires at this time, we are just trying to deal with the complaints we have received recently about it and many of the residents were unaware of the "Open Burning" ordinance objectives. Also, he stated the police can be called if there is something that you feel there is a nuisance situation.

Mr. Taylor Smith, 616 Main Street, owner of "Towanda on the Rocks" bar/restaurant, and has an issue with the parking on Main Street. They also have a manager and a delivery service employee who have received several parking tickets. He stated that it is hard to work around the fact that one could be in different locations on Main Street and get fines. He was in the bar and had to run errands and also visit a local office (for business), which was approximately 4 & 1/2 hours later, and he received a ticket for that when in reality he was probably on Main Street for a half hour. He feels that the system is hard for him to deal with and would like to do something more affordable, as they have received over \$400 in citations.

- 1) President Christini thanked Mr. Smith for opening his new restaurant and offered some comments. Council tries to be fair and consistent with all businesses and it is a challenge. However, the objective is to have open parking space in every zone of the borough, at all times during the day, so customers and visitors will choose to stop and support the businesses. President Christini stated there are a few free parking spot options that Mr. Smith has available near his business. See parking map at www.towandaborough.org/parking.php.

President Christini also stated that downtown parking is especially challenging because there are 3 competing groups:

- Apartment dwellers (who must park downtown)
- Business owners and employees (who must park downtown)
- Customers and visitors (who will not stop if there is no parking available)

He went on to say, that the Borough has developed a hybrid parking system with: Free 3 Hours, Free 9 Hours, Pay by the Hour, and Monthly Lease Spaces. This is summarized as follows:

- 2) Parking meters were removed about 30 years ago and replaced with 2-hour free parking to help downtown businesses
- 3) 2-hour free parking was extended to 3 hours free about 25 years ago to further help downtown businesses
- 4) Today, any vehicle is entitled to 3 consecutive hours of free parking per day in a single spot
- 5) In addition to monthly lease spaces, for those who need to stay greater than 3 hours or leave and come back, hourly parking is available in the parking garage at \$0.50 per hour (\$4.00 a day), or free 9-hour parking is available at end of town (North end on Main Street and South end of the Merrill Parkway), as well on several side streets and parking lots as shown on the Towanda Borough Parking Map at: www.towandaborough.org/parking.php

Mrs. Rebecca Cantelli, owner of Vincent's Pizza stated that she has the same issue with parking as Mr. Smith. She said they have made some modifications with their employees who drive and renters who stay put in the building during the day, as they have been parking on the Merrill Parkway. However, she stated that they have a "loading zone" area in front of their restaurant, and she does not understand why they are being cited. Mr. Sluyter stated that the space is a loading zone and not a loading zone for many vehicles, and the whole downtown area is for 3-hour parking.

Mrs. Cantelli referred to the Borough Zoning Code Chapter 305-74.G. concerning loading zones and feels the zoning ordinance needs to be clarified. President Christini stated that they would have Solicitor Smith look at the code and will get back to Mrs. Cantelli by the next meeting in November. Mrs. Cantelli asked to have a temporary stay to the loading zone issue until they hear from Solicitor Smith. She also clarified that they only have 5 or 6 delivery drivers on Friday and Saturday after 4 PM, and there are only 2 drivers who work from 11 AM to 4 PM ever. For the time being while Solicitor Smith looks into this, the Borough will not write tickets in the loading zone.

Ms. Jeannie Babcock, who works at Adelphoi at 413 Main Street stated that a lot of people are in and out of the door at this location. They have recently had more issues with parking and some miscommunication. The problem is that they have people that work remotely and in and out of the office and they are getting tickets when they are there for 10 minutes when they leave for 6 hours and come back. She did not realize there was free parking around the borough, however, they have 3 reserved spots, and also rent 9 spots out of the parking garage. She stated the employees don't want to walk 2 to 3 blocks from the parking garage when they are coming in just to grab a bag and leave, and then come back to drop the bag off again.

Ms. Babcock also stated they do have customer clients as well that come in and she told them about the parking options. They sometimes come in with 2 or 3 babies for visitation and it's difficult to walk blocks with the babies. Once again, President Christini stated that we have to be fair and consistent with everyone and he doesn't see a way to relax the ordinance to make an accommodation for Ms. Babcock's particular clientele. Employees should be educated, which should clear it up. The first visit is free up to 3 hours and he doesn't know how they can be better accommodated.

Mr. Schulze stated that he agrees that it is difficult to follow the parking ordinance, and we don't want to discourage business owners, but we are grateful for the existing and new businesses in town. He said, "Don't get discouraged because we are on your side." Mr. Eberlin stated that the points that have been made tonight are going to be considered and discussed at length.

Ms. Diane Siegmund sent a letter to Council requesting a "No Parking here to Driveway" sign to be placed in front of her home at 507 Third Street. She stated in her letter that cars parked at the edge of her driveway seriously obstruct the view of on-coming traffic which makes it quite unsafe for her in leaving her driveway. Also, she sent a photo of a car parked at the edge of her driveway. President Christini stated that we have done this in the past in various locations and he asked for a motion to have the sign placed. Mr. Eberlin made the motion to approve and it was seconded by Mr. Kovalcin. Motion passed.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve September 2021, Regular Council meeting minutes was made by Mr. Roof and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Chief Roof stated the department had 3 cases of COVID-19 and the people quarantined.
- They did have a busy month and everything was in working order.
- They are still doing some training.
- He still has an old fire truck to put on Muncibid.
- The Fire Department's Halloween Parade will be held on October 30th, at 7 PM on the Merrill Parkway. Plus, a Trunk-or-Treat is being held before the parade on the Parkway from 4:30 to 6 PM.

FIRE BOARD REPORT:

Mr. Parks stated there was a meeting, everything is good with nothing to report.

MAYOR'S REPORT:

Mayor Miller thanked everyone involved in painting the planters downtown as they look great. He also thanked the borough guys for fixing the alleyway behind his house. The residents are very happy. Trick or Treat will be held on October 27th from 6 to 8 PM.

The Pumpkin Roll event will be held this Saturday, October 9th. Mr. Miller thanked Gannon's Insurance for allowing them to use their parking lot for the vendors.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Firearms qualification started this month and part of the department has qualified. The qualification was interrupted by the drug busts we did at the beginning of the month.
- The drug bust so far has netted 16,895 in cash seized, 5 arrests, recovery of one stolen gun, and an amount of drug and paraphernalia.
- A large amount of damage was done to the rear holding area of the 2016 patrol car, a camera and wires were torn out and the headliner was damaged along with trim moldings. Insurance has been notified.
- Officer Hennessy and K9 Hades did a presentation for the entire 3rd-grade class at the Towanda Elementary School.
- Towanda Police Dept has been recognized as a Certified Safe Policing for Communities, by the PA Law Enforcement Accreditation Commission and the PA Chiefs of Police Association.
- This means that we comply with the executive order on safe Policing, and are eligible for Federal Grants.
- I would like to hire Andrew Whitehead as a part-time Officer as some of our part-time officers are leaving or looking into moving on.
- There is a grant that Manager Egleston sent in for the department which would be for computers in the police patrol cars.

SEPTEMBER 2021 – Monthly Report

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

POLICE COMMITTEE REPORT:

The committee did meet this month and discussed personnel issues and costs. Concerning the budget, the department still needs 2 or 3 more tasers that total from \$2,200 to \$2,500, and if a new officer is hired, they would have to be fitted with a new vest that would cost around \$2,200. The department would get reimbursed for half of the cost.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for September 2021.

- There are garbage issues on Main Street and it seems to be the property owners not addressing their tenants' placing bags of garbage on the sidewalks. Mr. Sluyter stated that he just can't fine the owner without notifying them that they have 3 days to get the garbage cleaned up, and proceed in that way. Chief Epler stated that the police have cited the tenants for "theft of service," by opening the bags and sifting through them to find mail with name(s). It seems to be the same couple of people who continue to

do this. Chief Epler also stated that it is a summary offense and the culprit(s) cannot be taken to jail. President Christini stated that Council has talked about this over the years, and Mr. Sluyter stated that the adopted property maintenance code states that landlords are required to provide trash containers for occupants. **The decision was made to send a letter to the landlords in C2 and C3 districts reminding them that it is their responsibility as owners to regulate the safety, sanitation, and appearance of their property by providing approved leakproof, covered, outside garbage container(s) for the dwelling.** Mr. Kovalcin made the motion, seconded by Mrs. Hatch. Motion passed unanimously.

SEPTEMBER 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		26	217
Permit Fees Paid		\$2,840	\$24,753
Code Inspections Fees		\$465	\$7,895.28
Borough Total after Code Inspections Fees		\$2,375	\$16,857.72
Permit Work Value		\$128,800	\$1,144,339.17
Contractors Registered		15	95
Contractors Registrations Amount		\$1,500	\$7,600

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	3	33	\$13.50	\$148.50
#3 Commercial – New	0	0	0	0
#4 Commercial – Other	2	10	\$9.00	\$45
TOTALS	5	43	\$22.50	\$193.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	15	114	15	103	5	57
1 & 2 Family Rentals	14	128	14	115	8	66
Commercial Rental Units	5	59	4	52	2	26
Commercial Non-Rental	3	33	2	25	2	17
TOTALS	37	334	35	295	17	166

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	5	60
2nd Inspection	0	6

3rd Inspection	0	0
FEES PAID	\$	\$500

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	74	101
Paid	48	374
Dismissed	15	82
Warning	3	7
Abandoned		5
Citation	17 – Should be 52	218

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	149	764
Expired Meter	4	4
Parking Outside of Lines		1
Permit Required	1	6
Handicap/Disabled	3	7
Non-Space	1	3
Loading Zone		1

Tickets by Street Location

	Month	Year-to-Date
Main Street	68	337
Court Street	16	101
Bridge Street	26	155
Park Street	15	70
Pine Street	17	68
Washington Street	2	21
State Street	6	15
Parking Garage	4	8
John B. Merrill Pkwy	2	2
Second Street		
Mix Avenue		1
C&N Lot		1

Mr. Sluyter stated that they have 3 different dates of hearings for parking tickets this month.

BOROUGH MANAGER'S REPORT – OCTOBER 4, 2021

President Christini welcomed Borough Manager Lauren Egleston to the meeting and thanked Chad Strickland for keeping things going smoothly. Mr. Strickland reviewed the report as follows:

1. **Flooding August 2018**

We were reimbursed for the third DAP-9 for \$54,545.45. Now we are just waiting for the associated management costs of \$8,687.25 which were submitted on August 27th, 2021.

2. **YMCA – New Floor**

Elmira Structures has informed Charity they anticipate starting the ceiling by mid-October and plan to be finished by November 30th, 2021. After completion of the ceiling, the new floor will be installed.

3. **Curb Appeal Program**

We currently have (2) projects approved and ready for contractors to start. We are also in the preliminary stages with 2 more that are awaiting estimates.

Laurie has added a link to our website and posted it on the Borough Facebook page.

4. **WALKWORKS Program**

Lauren reviewed this: The application was submitted in early May, and was denied in September because more applications were submitted than allotted funding. We will apply again next year and hopefully tie this in with the Parks Master Plan.

5. **Storm Water Projects**

We have ordered 140' 18" NP12 pipe and a 2' x 4' storm grate and box to extend the storm-water on the East side of Watts St. It will tie into the existing 18" storm sewer on Huston St. I anticipate starting within 3 weeks depending on a few other projects getting finished.

We are currently extending 305' of storm sewer in the curb lawn area of the 800 block of South Fifth Street, to help with winter ice problems.

6. **Alleys**

We began working on Tidd Alley between College Ave and Bridge Street, which will include grading and filling with millings and minimal asphalt to help with erosion. The second alley we completed was an unnamed alley between Bridge Street and Elizabeth Street and located between Fourth Street and Fifth Street. This involved grading and excavating, then rolling back in millings.

The borough building parking lot will be paved the week of October 18th.

SOLICITOR SMITH:

Solicitor Smith reviewed the following Ordinance:

ORDINANCE #2021-5

Amendment of Towanda Borough Ordinance Chapter 305, Article IX, Section 305-83.C, Code of the Borough, for Permit Parking Space Designated as a Parking Space Reserved for use by Disabled Persons with \$75 fee per month.

Motion made by Mr. Parks and seconded by Mr. Kovalcin

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Lacek, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT:

ORDINANCE #2021-5 – Carried Unanimously

Solicitor Smith discussed the agreement with Bradford County on the debt (bridge loan) that the Borough owes the County for the Parking Garage. We are waiting on the Commissioners' next meeting (this month) to approve the agreement that Solicitor Smith re-wrote and sent on to them. If this is approved by them, we will be able to review and approve it at our next meeting.

At 8:20 PM an executive session was called to discuss legal issues concerning real property.
At 8:27 PM the executive session ended and council was back in session.

Council voted on paying the delinquent county and school district taxes for borough-owned property at 305-307 Third Street for \$2,020, to avoid the upset tax sale. Mr. Roof made the motion and it was seconded by Mrs. Hatch. Motion passed unanimously.

BOROUGH SECRETARY:

The leaves in the Borough will be picked up beginning November 9th.

ADMINISTRATIVE:

RESOLUTION #2021-18

Appoint Lauren Egleston, Towanda Borough Manager as the Key Decision Maker for the Towanda Borough Retirement Plan Manager by Principal Financial.

Motion made by Mr. Kovalcin and seconded by Mr. Eberlin.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT:

RESOLUTION #2021-18 – Carried Unanimously

RESOLUTION #2021-19

Appoint Lauren Egleston, Towanda Borough Manager to Central Bradford Progress Authority to replace seat vacated by Kyle V. Lane.

Motion made by Mr. Eberlin and seconded by Mrs. Miller.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT:

RESOLUTION #2021-19 – Carried Unanimously

UNION SUB-COMMITTEE REPORT:

Nothing to report.

FINANCIAL REPORT:

Motion to pay the September 2021 bills was made by Mrs. Hatch and seconded by Mrs. Miller. Motion passed.

PLANNING COMMISSION REPORT:

- President Christini talked about the Sparbanie's of 365 York Avenue setback for their garage. Mr. Sluyter stated that they actually made the garage smaller than originally requested, and the side setback is now 12 feet instead of 10 feet. Their plans were approved by the Zoning Hearing Board.
- Ordinance No. 324-74 and 325-74 to remove standards and other requirements of the Unconventional Gas Well Impact Fee Act 13, taking out the oil and gas stuff except conditional use that would only apply to an industrial zone. This has been sent to County Planning and then it will be advertised before it is presented in a public meeting.
- The Vacant Storefront Ordinance is very close to getting to the final draft stage and will be presented to council very soon.

RECREATION REPORT:

Mr. Kovalcin stated on Saturday, October 9th they will be having the Pumpkin Rolling Contest. They have 7 vendors lined up.

TMA/WMA REPORTS:

Included in the packet.

CBPA REPORT:

MISC: A motion was made by Mrs. Hatch and seconded by Mr. Kovalcin to have Finance and Administration Committee take a look at Loading Zone clarification in the downtown. Solicitor Smith will look into the legal side.

Mr. Sluyter stated that we are looking into hiring a new Parking Attendant behind Keith Long. Mr. Long will stay on until someone is found.

ADJOURNMENT:

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



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Council Meeting Minutes
Monday, November 1, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, November 1, 2021, 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. Eberlin, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent: Mrs. Miller, Mr. Lacek

ZONING ORDINANCE PUBLIC HEARING:

Solicitor Smith reviewed the following Ordinance:

ORDINANCE 2021-4

Amending Chapter 324-74, Zoning Ordinance Providing the Regulation of Oil and Gas Operations of the Code of the Borough of Towanda was presented in final for a vote.

Motion made by Mr. Eberlin and seconded by Mr. Kovalcin

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mrs. Miller, Mr. Lacek

ORDINANCE #2021-4 – Carried

CITIZENS TO BE HEARD:

On agenda:

- 1) Riverside Cemetery Association Update from Marguerite Fox Picou:
Mrs. Fox Picou did a presentation of history and background information on the Riverside Cemetery, which will likely be transferred to Towanda Borough in the near future. Mrs. Fox Picou is willing to work with us.
President Christini stated that as far as he knew, the status is that we are waiting for the county to give the green light to proceed with the transfer. At this point, Attorney Mark Smith would have to prepare the application to the Attorney General for review and approval to transfer the property to the borough. Mrs. Fox Picou stated there is a \$10,000 grant from Endless Mountain Heritage Region that has not been used yet on the planned signage, and the timing was to have things in motion by March of 2022. The property is closed as of today for the winter through April (normally). Installation of the signage would not happen until May. She feels that our decision should be made by the end of January 2022. President Christini stated that we do need to move forward, and it should be referred to the Finance Committee, and we will wait on Attorney Mark Smith to inform us on how to proceed.
- 2) Chestnut Street signs:
Mrs. Katie Hoff of 213 Chestnut Street was present and before tonight's meeting sent a letter with the signatures of approximately 16 other Chestnut Street residents to the Borough asking Council to consider installing "Children at Play" signs along the east and west ends of the 200 block of Chestnut Street. She stated that this is a safety concern of the parents, and she wrote the letter because there are children on both sides of the street that are best friends that do cross the street at times. She said there is always an adult making sure to watch the children, but the parents would like to be proactive. Mr. Kovalcin made a motion that was seconded by Mr. Parks to approve this type of signage. Motion passed.

Floor open to others:

Frank Niemiec, Attorney in Towanda Borough, was present and had some suggestions for the parking issues that have been occurring downtown for business owners, tenants, loading zones, and customers of the businesses. He discussed that there are variances in the current parking ordinance (2019) versus the borough website wording on parking that appeared on 8/11/2021, and again on 9/16/2021, plus at a district court proceeding on 9/16/2021.

President Christini stated that the parking meters were taken out of downtown to promote business. A complaint was, "Why don't you do something with the downtown"? Therefore, we instituted a system that is hybrid, that allows all kinds of parkers to come and go, it allows for free parking, paid parking, and metered parking, all in a sincere attempt to promote downtown businesses to come and open stores. President Christini stated that with the 3-hour free parking you get one slot to park and "once you move you are done", is a way to do this. The only alternative that we see is to go back to parking meters. He stated that he would like to hear what Attorney Niemiec thinks would be a solution because President Christini does not think there is one.

Attorney Niemiec feels that maybe have an assemblage of 4 or 5 people to work on this, and he would be happy to spend the time to make some recommendations. President Christini stated that he would like Attorney Niemiec to give him a solution tonight. Attorney Niemiec made a rough outline of what could be done. After some comments between President Christini and guest Ms. Christina Fleury, President Christini stated that Council is a board of non-paid members, and when people come to meetings and criticize us at both ends, it is upsetting to him. Attorney Niemiec stated that he is not there to criticize and stated he would be happy to work with a committee. Councilman Eberlin stated that this sounds more about the pretense that there is cross-communication than the issue with parking in general. Attorney Niemiec stated that he feels that we need to discuss globally the differences with the wording of the ordinance versus the website, and there are issues with loading zones, handicap parking, plus getting people into the parking garage. He feels that the landlords could have their tenants that are within a certain perimeter park in the parking garage and the landlords would pay the rental fee for it. The landlord could, if desired, add the parking fee to the tenant's rent. He feels that business owners should be made to park in the garage also, and that would take the pressure off Main Street. However, the landlords would have to be on board to have this work (the tenants parking in the parking garage).

President Christini stated that Attorney Niemiec's tenants could be parking there today, as this option is available. Attorney Niemiec stated that he bets the garage is underutilized, and President Christini stated that is for sure. Mr. Sluyter stated that we have 160 people utilizing the parking garage daily and asked how many tenants Attorney Niemiec pays, for now, to park there? Attorney Niemiec stated "that is his point," – if you bill him like the water and sewer then he can pay for it. "Isn't our enforcement still the daily ticketing?" Mr. Sluyter asked. Niemiec stated yes, that is what we have to figure out. Landlords could register the tenant and we would know if the vehicle did not belong there during our daily ticketing rounds. Christini stated that if Attorney Niemiec wants to register his tenants, we are all for it. Attorney Niemiec stated that he feels we would have to put something in our legislation and President Christini stated that he does not think so. Attorney Niemiec stated that this problem did not come to his attention until recently during this turmoil. President Christini stated the parking ordinance has been in existence for over 30 years, and now it is being enforced. Attorney Niemiec stated that it has come to a head and he just wanted to reason with council. He left the meeting.

Ms. Donna Pozzi, owner of Flowers by Donna at 508 Main Street asked for a loading zone on her side of the street (across from Vincent's). President Christini stated that he did notice that there was no loading zone on her side of the street and she makes a positive point. Mr. Sluyter stated that he has spoken to Ms. Pozzi before about this and he feels that her store, the jewelry store, the gun store, and other businesses really could use the loading zone on that side of the street. She stated that she has had several tickets and they are all paid. There are times she needs to load orders of flowers throughout the day and she has received a ticket. Mr. Eberlin stated that it makes sense and President Christini asked council if they would like to put a motion on the floor to add a 15-minute loading zone on the west side of the 500 block of Main Street (subject to the same wording as in the ordinance). Mr. Roof made the motion with Mr. Kovalcin seconded the motion. Motion passed.

Christina Fleury, Attorney at 517 Main Street spoke next. She feels that the parking ordinance has a disparate impact on disabled people in general. She feels that the monthly \$75 fee that handicapped people have to pay for a spot to park is unfair. She would like to have council revisit the American Disabilities Act, the Human Rights Commission, and the Rehabilitation Act of 1973. Mr. Eberlin stated that he appreciated her perspective (of someone that has a handicap issue) and approaching parking is not easy for how many years it's been an issue. He feels it's worth continuing to be talked about.

President Christini added that we do not target anybody, we treat everybody the same including the pizza deliverers. But every time they park in a 3-hour space they are taking a spot away for you or your customer. This is the borough's way of making sure spaces are open in town at any time of the day.

The loading zone is for the businesses in the area of the zone (15 minutes at a time). President Christini also stated that the only other alternative he can foresee is to bring back payable parking meters. People would have to feed the meters for the time to be parked in a particular spot. He stated it is too difficult to monitor accumulated time. He also stated we are still working out the details as far as the garage and we do appreciate Ms. Fleury's points, especially concerning the handicapped. Mr. Schulze stated that the people charged \$30 do not get to pick the spot. When Council came up with the \$75 fee, (in the commercial district) the tone was not to make the handicapped people pay more. It was not like that at all. President Christini noted that the only other condition where someone can choose a reserved spot to park on Main Street in excess of 3 hours is a licensed contractor working downtown with an open building permit. In this case, they must pay approximately \$110 per month (\$5 per day).

Also, Chief Epler added that in a residential district, a handicap spot is free for anyone who is handicapped. Ms. Fleury's spot is exclusive to her (a unique thing). President Christini stated that this is a tough subject and Council will give it more thought and will get back to Ms. Fleury at a later time.

Ms. Jeannie Babcock of Adelphoi, 413 Main Street, was present to comment on parking. She stated that she would like to be part of a committee if one is formed. She feels that the 3 hours is great for customers of businesses. The 9-hour free parking is great, but the only spots she has found for this are a distance away by the Progress Plaza building. Mr. Sluyter stated there are 9 on the Washington Street lot. Then again, it is several blocks away, however, for a person who is in the office for 5 or 10 minutes and comes back at the end of the day to put stuff away, they end up with a ticket. The Adelphoi employees are coming back with bags full of materials and laptops. They do rent 12 spots in the garage and 3 spots on Pine Street she stated, and this is not about free parking, but accommodation for the different types of parking. President Christini asked Ms. Babcock if she would support a couple of parking meters in front of the business, and she agreed.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the October Regular Council meeting minutes was made by Mr. Schulze and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Note: Chief Roof lead the Halloween Parade down the Merrill Parkway as Grand Marshall! Congrats Chili!!! He said the parade went very well this year.
- He stated that it was not a busy month and everything is in good working order.

FIRE BOARD REPORT:

Mr. Parks stated there was a meeting, everything is good with nothing to report.

MAYOR'S REPORT:

Mayor Miller was absent due to illness.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- There wasn't a police committee meeting tonight, but Chief Roof and Chief Epler were present.
- Chief Epler stated that there was a concerned citizen who wanted to do some work on a neighborhood watch program because of the recent number of thefts out of cars that have occurred in the Borough.
- Firearms qualifications that started in September when part of the department was qualified and was interrupted by the drug busts were completed and the new officers were also qualified.
- Officer Hennessy and K9 Hades did a presentation for the entire 3rd-grade class at the Towanda Elementary School.
- Andrew Whitehead turned down our job offer and accepted an offer from Athens Borough Police for more money. The Chief feels our pay scale is on the low side and maybe the finance committee could take a look at that for budgeting. The Chief did find 2 other officer candidates for part-time positions. Thomas Roberts (He signed a 2-year commitment to Towanda Borough) and Briar Jenkins (who is already a certified police officer) is in the process of being certified for Towanda PD.

- The Trick for a Treat night was handled with minimal staffing but no major problems arose.

OCTOBER 2021 – Monthly Report

300	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
16	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
12	NON-TGRAFFIC CITATIONS	9	THEFT REPORTS
2	DUI ARRESTS	7	ANIMAL COMPLAINTS
71	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

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 October 2021.

- They have been having hearings about every week. 14 are scheduled for this coming Wednesday.
- Mr. Sluyter stated that he informed Aldelphoi of the parking situation when they first came to town and were renting space at the Culver Building at 7 Poplar Street before moving to Wysox. Then they moved back to Towanda at 413 Main Street. He stated that he had 3 meetings with them informing them of the parking ordinance.
- Also, Mr. Sluyter stated that as far as Ms. Fleury's issue, he was just enforcing the active ordinance and she was not being targeted. She was given free parking for approximately 2 years before the amendment was done for reserving individual handicap parking spaces. Going forward, he will refer her to talk to Solicitor Smith about any concerns with parking.
- He was asked and it was suggested by guest, Mr. Roger Hatch that Council look into the possibility of the public using an "app" to pay for parking. Mr. Sluyter stated that this could be done, and the app company does handle the signage also. Mrs. Hatch, Mr. Eberlin, and Manager Egleston will work with Mr. Sluyter on this before next month's meeting.

OCTOBER 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		23	240
Permit Fees Paid		\$2985	\$27,738
Code Inspections Fees		\$423,875	1,568,214.17
Borough Total after Code Inspections Fees		\$2,025	\$18,882.72
Permit Work Value		\$128,800	\$1,144,339.17
Contractors Registered		15	95
Contractors Registrations Amount		\$1,500	\$7,600

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	5	38	\$22.50	\$171.00
#3 Commercial – New	0	0	0	0
#4 Commercial – Other	0	10	\$0	\$45
TOTALS	5	48	\$22.50	\$216.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	9	123	6	109	3	60
1 & 2 Family Rentals	12	140	10	125	7	73
Commercial Rental Units	8	67	4	56	4	30
Commercial Non-Rental	2	35	2	27	1	18
TOTALS	31	365	22	317	15	181

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	3	63
2nd Inspection	1	7
3rd Inspection	0	0
FEES PAID	\$50	\$550

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	52	111
Paid	33	496
Dismissed	17	143
Warning	11	38
Abandoned		5
Citation	11	249

Tickets by Violation

	Month	Year-to-Date
Expired Meter		
3 Hour Limit	88	976
Expired Meter	7	19

Parking Outside of Lines	2	15
Permit Required		7
Handicap/Disabled		4
Non-Space	4	11
Loading Zone	3	5

Tickets by Street Location

	Month	Year-to-Date
Main Street	44	444
Court Street	9	133
Bridge Street	17	201
Park Street	8	99
Pine Street	10	86
Washington Street	1	24
State Street	6	19
Parking Garage	7	19
John B. Merrill Pkwy	1	5
Second Street		
Mix Avenue		
C&N Lot		
Poplar Street	2	2

BOROUGH MANAGER'S REPORT – NOVEMBER 1, 2021

Borough Manager Lauren Egleston reviewed the report as follows:

- YMCA – Gymnasium Renovations-DCNR Grant**
 The handicap parking spots and signage have been installed. The ceiling tiles and LED lighting installation begins today and should be complete in two weeks. The flooring will be delivered to the YMCA in mid-November and installed beginning in December. The YMCA is hoping the project will be completed by the 1st of January.

Two additional trees are to be removed from the YMCA property soon.
- Curb Appeal Program**
 We currently have three projects completed and contractors have been paid. We have two additional projects approved. This totals \$29,616.23, obligated for improvements.
- Storm Water Projects**
 We completed extending 305' of storm sewer in the curb lawn area of the 800 block of South Fifth Street, to help with winter ice problems. They are now working on Watts Street.
- TextMyGov.com**
 We will be developing a program with TextMyGov as an easy alternative for residents and customers to find information quickly via text and easily by sending a text. Depending on how we build the program, customers may submit code complaints, road damage, park reservations, parking, pay utilities. In addition, all that opt-in to the program will receive messages from the Borough and Authority. So, for example, the Borough can send a text informing residents when Trick-or-Treat is, or when Merrill Parkway will be shut down because of the Halloween Parade, etc. Manager Egleston stated that the program is \$2,000 per year with 25,000 texts per year. We can also build and tailor the program in various ways. I and Mr. Sluyter will be meeting with the agency rep next week.

5. **Alleys**
We began working on Tidd Alley between College Ave and Bridge Street, which will include grading and filling with millings and minimal asphalt to help with erosion. The second alley we completed was an unnamed alley between Bridge Street and Elizabeth Street and located between Fourth Street and Fifth Street. This involved grading and excavating, then rolling back in millings.
6. **Veterans Memorial Park**
Veterans Memorial Park was sealed and lines were repainted.
7. **Facade Improvements**
724 Main Street Building improvements are underway. The “wall” that previously framed the office entrance was torn down. Bishops Brothers paved the parking lots last week. Paint and stain for the building have been purchased, awaiting samples for composite siding to the frame above and below the windows facing Main Street and possibly for the back garage. Waiting on quotes and I am submitting a grant to help cover the composite siding costs, new doors along Main Street, and upgrading lighting. Also, seeking letters of support (received 5 so far) from businesses and non-profits for the grant. The grant could be up to \$50,000 paid out in quarterly amounts.
8. **Trail Project/Park Master Plan**
DCED grant through the Greenways, Trails and Recreation approved for the Borough Park Master Plan for \$27,145. The grant will cover up to 75% of the costs to hire a consultant to develop a Master Site Plan for the Borough Municipal Parks and proposed Trail system. The RFP (Request for Proposal) is in draft format and will be released soon to hire a consultant to complete the Plan.
9. **Bradford County Blight Remediation Study**
The County has hired Dawood Engineering to develop a Blight Mitigation Study with pilot projects in Towanda and Sayre Borough. I’ve completed the survey that was distributed to all of the municipalities and met with the Engineers to provide additional data and inventory of properties in the Borough.
10. **2022 Budget**
Kyle and I have worked on a first draft of the 2022 budget. We will need to schedule a meeting to discuss the budget in further detail and make adjustments as necessary. A meeting is scheduled on Wednesday, November 17th at 5 PM, with food provided for a work session for the budget workshop that will be advertised and open to the public.

SOLICITOR SMITH:

Solicitor Smith reviewed the terms of the agreement with Bradford County for the debt (bridge loan) that the Borough owes the County for the Parking Garage.

RESOLUTION #2021-20

Approve Agreement Terms with the Bradford County Commissioners to cancel the principal amount due on the Note in exchange for the exclusive and free use of the 85 parking spaces in the Parking Garage.

Motion made by Mr. Kovalcin and seconded by Mrs. Hatch.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mrs. Miller

RESOLUTION #2021-20 – Carried

Solicitor Smith also discussed the procedure for the sale of the property at 305-307 Third Street. In addition, he stated that we need an appraisal of the fair market value of the property first with council's approval. Mr. Kovalcin made the motion to do this, seconded by Mr. Schulze. Motion passed.

Also, for information to Council, there is borough-owned property in North Towanda (a small lot). We get requests from advertising companies for placing a billboard there from time to time. Solicitor Smith stated that North Towanda Zoning rules do not permit a billboard within a thousand feet of a residence, and there are residences all around that property.

BOROUGH SECRETARY:

The leaves in the Borough will be picked up beginning November 9th.

ADMINISTRATIVE:

A contract between Kyle Lane and Towanda Borough was presented to be from August 1, 2021, to December 31, 2022. This will be for Kyle to act as an Advisor for Towanda Borough and TMA. He will be a resource for new Borough Manager Egleston as necessary. Kyle will provide a written report of activity with daily (hourly) totals submitted to Finance & Administration Committee at the end of each month. His wage will be \$50/hour (70%TMA & 30% Borough) up to a maximum of 40 hours per month. If his hours are greater than 40 hours per month, it will also have to be approved by Finance & Administration Committee. During the monthly Council Meeting(s), his previous month's wages will be authorized/approved.

RESOLUTION #2021-21

Approve Extension of the Central Bradford Progress Authority (CBPA) for an additional Fifty (50) Years, effective upon the approval of the Secretary of the Commonwealth of Pennsylvania.

Motion made by Mr. Eberlin and seconded by Mr. Kovalcin.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mr. Roof, Mr. Lacek, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mrs. Miller

RESOLUTION #2021-21 - Carried

UNION SUB-COMMITTEE REPORT:

Nothing to report.

FINANCIAL REPORT:

Motion to pay the October 2021 bills was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.

PLANNING COMMISSION REPORT:

- President Christini talked about the Vacant Storefront Ordinance that is very close to getting to the final draft stage and will be presented to council very soon. He stated that it was decided by the commission that the scope of the ordinance would be for it to apply to all existing properties in the downtown commercial districts (C2, C3) on the street level only. Also, a plot of vacant properties in the borough was included in the packets. This gives us a picture of what is going on in town. Wednesday, December 8th will be the next Planning Meeting, which will be a public hearing for a variance for an accessory structure at 25 Orchard Street.
- The Planning Commission talked about maybe having some kind of recognition for homeowners and store owners along with the Chamber group and Mrs. Hatch to steer this idea.

RECREATION REPORT:

Mr. Kovalcin stated on the Pumpkin Rolling Contest on October 9th had a good turnout. They plan on having it again next year.

TMA/WMA REPORTS:

Included in the packet.

CBPA REPORT:

ADJOURNMENT:

Motion to adjourn was made by Mr. Eberlin and seconded by Mr. Roof. Meeting adjourned at 9:35 PM.

Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Council Meeting Minutes
Monday, December 6, 2021**

The Regular Meeting of the Towanda Borough Council was held on Monday, December 6, 2021, 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. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent: Mr. Lacek

CITIZENS TO BE HEARD:

Mr. Parks reported on Kali's Mission to following for the year.

Grant Program Applications

- 1) United Way – Received grant of \$1,000.00 to be distributed quarterly in 2022. The United Way supports programs related to animal care

Events/Fundraisers

- 1) All You Can Eat Pasta Dinner – Beeman's Restaurant – October 2021
- 2). Chewy.com – For any new customer that mentions Kali's Mission, Chewy will donate \$20.00 to Kali's Mission.
- 3). Got Sneakers – continue to collect sneakers – St. Agnes School has been our biggest supporter of this program. Arey Lumber also supported our sneaker collections.
- 4). Through the generous donation from an anonymous donor, we were able to purchase a 2007 Hyundai Entourage Van to transport cats to and from the vet.
- 5). Feral Kitty Condos - we have distributed Kitty Condos throughout the borough to provide shelter for the cats during the winter months.
- 6). Slide Show Presentation – we have created a slide show presentation to explain our program to other communities or organizations interested in supporting trap/neuter return programs.
- 7). Riverfront Park – we plan to sell drinks (water, soda etc.) and small snacks (chips, pretzels etc.) at the riverfront park events to raise money for Kali's Mission. If possible, we are hoping to do movies at Riverfront Park with donations going to continue our TNR program.

2021 Statistics

Towanda Borough:

Males neutered = 36	Total Cost: \$2,232.00
Females spayed = 31	Total Cost: \$2,588.50
Euthanized due to illnesses=2	Total Cost: 0
Total # of cats treated: 69	Total Cost: \$4,820.50

Outside Towanda Borough:

Areas covered include: Burlington, Monroeton, Burlington Turnpike, Sayre, Dushore, Wyalusing and Laceyville. Males= 15, Females=13 – Total cost: \$1470.00. These cats were paid for through property owners and donations from fundraisers. All cats treated also received a rabies vaccination.

Kali's Mission prevented approximately 1,552 kittens from being born homeless in 2021. Since its start in 2019, the program has prevented approximately 3, 012 kittens from being born homeless.

We appreciate the support that Towanda Borough Council has shown our program and hope to be able to continue working with them in 2022.

Merry Christmas and Happy New Year from everyone at Kali's Mission.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the November 1, 2021 minutes was made by Mr. Kovalcin and seconded by Mr. Parks. Motion passed.

FIRE CHIEF REPORT:

The monthly report of incidents was included in the packet.

- Chief Roof stated that the new ladder fire truck had a recall and they are waiting on a part for it. However, the truck can be driven and will be functional.

FIRE BOARD REPORT:

Mr. Parks stated they did have a meeting and there were no issues.

MAYOR'S REPORT:

- Mayor Miller gave the "Oath of Office" to the two new part-time police officers, Thomas Roberts and Briar Jenkins.
- Mayor Miller thanked everyone for the festivities this past weekend in making the town so homey and to the Hatch's for opening their home (Hatch House) for a tour, the tree lighting ceremony and the parade.
- Also, Mayor Miller mentioned the reward fund donation that was set up for information leading to the arrest and conviction of the individuals involved in the recent acts of vandalism in the Borough. A few have been arrested and there are more who are out there.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Thomas Roberts and Briar Jenkins, both have been certified by the State for Officers of Towanda PD. They have begun working shifts for us.
- Officer Campbell has returned to the schedule after completing a lengthy Army education course.
- There has been a rash of senseless criminal mischief around the Borough and at the Towanda Area Schools. We have identified several suspects and have charged them; others need to be charged.
- There was a Bomb Threat at the School that was handled. A juvenile suspect was charged.
- Officer Hennessy was called out to assist PSP with a K-9 search.
- A DUI Rove was conducted in the Borough.
- No word on the grant at this time.
- Chief Epler asked Council's approval to "roll over" approximately 50 hours of vacation for his officers. Mr. Kovalcin made the motion seconded by Mrs. Hatch. Motion passed.

NOVEMBER 2021 – Monthly Report

300	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
16	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
12	NON-TGRAFFIC CITATIONS	9	THEFT REPORTS
2	DUI ARRESTS	7	ANIMAL COMPLAINTS
71	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	1	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

The committee did not meet this month. However, Mr. Christini stated there was a Police Pension Committee meeting held with C&N Bank on December 1st. Mr. Eberlin stated the funds are in good shape with no action being needed for the short term.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, was present and reviewed the written report for November 2021.

NOVEMBER 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		26	266
Permit Fees Paid		\$2,215	\$29,953

Code Inspections Fees		\$423,875	1,568,214.17
Borough Total after Code Inspections Fees		\$2,005	\$20,887.72
Permit Work Value		\$77,840	\$1,646,054.17
Contractors Registered		8	112
Contractors Registrations Amount		\$550	\$8,750

UCC Reportable Permits

	Month	YTD	Fees	Fees YTD
#1 Residential – New	0	0	0	0
#2 Residential – Other	6	44	\$27	\$198
#3 Commercial – New	0	0	0	0
#4 Commercial – Other	0	10	\$0	\$45
TOTALS	6	54	\$27	\$243

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	133	8	117	6	66
1 & 2 Family Rentals	15	155	14	139	6	79
Commercial Rental Units	7	74	5	61	3	33
Commercial Non-Rental	0	35	0	27	0	18
TOTALS	32	397	27	344	15	196

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	6	69
2nd Inspection	1	8
3rd Inspection	0	0
FEES PAID		\$550

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	86	139
Paid	29	505
Dismissed	13	113
Warning	22	43
Abandoned		5
Citation	10	271

Tickets by Street Location

	Month	Year-to-Date
Main Street	71	463
Court Street	23	137
Bridge Street	24	206
Park Street	21	101
Pine Street	5	87
Washington Street	2	24
State Street	3	20
Parking Garage	9	20
John B. Merrill Pkwy	1	6
Second Street		
Mix Avenue		
C&N Lot		
Poplar Street		3
Other (Towanda)	1	1

Tickets by Violation

	Month	Year-to-Date
Expired Meter	9	20
3 Hour Limit	133	1005
Parking Outside of Lines	13	19
Permit Required	1	7
Handicap/Disabled		4
Non-Space	4	11
Loading Zone		5

BOROUGH MANAGER'S REPORT – DECEMBER 6, 2021

Borough Manager Lauren Egleston reviewed the report as follows:

1. YMCA – Gymnasium Renovations-DCNR Grant

The ceiling tiles and LED lighting installation has been completed, we had one change order to add additional lights in the gymnasium. The flooring is being installed currently, and will be completed in a few weeks. The YMCA is hoping the project will be completed by the 1st of January.

2. Curb Appeal Program

We currently have four projects completed and contractors have been paid. We have two additional projects approved. This totals \$32,441 obligated for improvements.

3. TextMyGov.com

We are developing a program with TextMyGov as an easy alternative for residents and customers to find information quickly via text and easily by sending a text. Depending on how we build the program, customers may submit code complaints, road damage, park reservations, parking, pay utilities. In addition, all that opt-in to the program will receive messages from the Borough and Authority. The program should be operational by January 2022.

4. NTSWA

Manager Egleston met with Scot Sample from NTSWA to discuss our contract. Garbage tags will remain the same for 2022, however, rear loading dumpster rates will be increased by 5%. The 2022 rates are included in the packet.

5. Parking

Manager Egleston, Jeremy, and council members have been strategizing some alternative parking options in the Commercial Business District. We have been in contact with ParkMobile to help us develop a contactless way to receive payments for hourly, daily, or monthly parking spaces. We are also looking at installing pay stations on the side streets being considered for metered hourly parking.

6. HUBZone

Manager Egleston has submitted a letter of support to designate Towanda Borough as a US Small Business Administration HUBZone program. The HUBZone program assists Small Businesses with Federal Governmental Contracts. To be designated as HUBZone, you must meet certain qualifications. Bradford County and Tina Pickett's office have written letters of support and she is waiting on Senator Yaw's office's letter to come. Hopefully, she will have the package together for sending to Governor Wolfe's office before December 31st.

7. Veterans Memorial Park

A final "As-Built" survey will be completed by Butler Surveying which will be reviewed by the Bradford County Planning Office for final approval. In addition, they will complete a drone aerial to photograph individual pavers and bricks to digitize the locations for each veteran.

8. SCT Computers

We have entered into a contract with SCT Computers for IT Services. Based on the inventory of our current computers, the Borough will need two computers, and the Police Department will need 5 computers immediately. Next year, the Police Department's server will need to be replaced.

9. Riverfest Grant

The Borough received a \$2,000 Bradford County Room Tax Grant for marketing and promoting the Riverfest event for 2022.

10. Christmas Decorations

The Borough Crew has been working hard to string new lights on our Street Trees on Main Street. Approximately 20 volunteers worked to make over 100 green swags for the Street Lights. The Borough crews hung them along Main Street and Merrill Parkway in the Business District. We have a new 12' artificial tree for Senator Roger B. Madigan Gateway Park and new 5' wreaths on the Municipal Building. Manager Egleston has received very positive feedback on our decorations overall.

11. Facade Improvements at the Municipal Building

Manager Egleston submitted a grant to "T-Mobile Hometown Grant" program this month to help cover the composite siding costs, new doors along Main Street, a new Garage Door, HVAC unit, and upgrading lighting. The grant is reviewed on a quarterly basis, and we should hear back in a few months whether or not we will be awarded.

12. Trail Project/Park Master Plan

DCED grant through the Greenways, Trails, and Recreation approved for the Borough Park Master Plan for \$27,145. The grant will cover up to 75% of the costs to hire a consultant to develop a Master Site Plan of the Borough Municipal Parks and proposed Trail system. The Towanda School District would like to partner with us to include Memorial Park. Mr. Christini stated that the fund balance is very healthy and

13. 2022 Budget

Kyle assisted me with preparing the budget and presented in detail at the Budget meeting on November 17th. Manager Egleston asked council to approve the draft for public display and ready for adoption at the year-end meeting. She provided a memo that summarized the 2021 fiscal year. Mr. Christini stated that the fund balance is very healthy.

Mr. Kovalcin made the motion to advertise in the paper the 2022 proposed budget and year end meeting on December 29th at 5:30 PM seconded by Mrs. Miller. Motion passed.

SOLICITOR SMITH:

Solicitor Smith stated that he has not heard anything from the county on the parking agreement we

signed and sent to them yet.

President Christini called for an executive session at 7:40 PM for a potential litigation issue. At 7:50 PM the executive session ended and council came back in session.

BOROUGH SECRETARY:

RESOLUTION #2021-22

Appoint April Maynard as a member of the Towanda Public Library Board of Trustees.

Motion made by Mr. Parks and seconded by Mr. Kovalcin

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-22 - Carried

RESOLUTION #2021-23

Bradford County Tax Collection Committee (TCC) Voting Delegate Appointment Resolution.

Motion made by Mr. Eberlin and seconded by Mr. Kovalcin

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-23 - Carried

RESOLUTION #2021-24

PEMA-DAP-1 Designation – Lauren Egleston, Borough Manager will act as agent for Towanda Borough.

Motion made by Mr. Eberlin and seconded by Mrs. Miller

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-24 – Carried

ADMINISTRATIVE:

President Christini stated at the Administrative meeting they talked about Riverside Cemetery and the borough taking it over. A copy of the listing of assets was included in the packet. *To move the process forward President Christini asked for a motion to authorize Solicitor Smith to prepare the resolution to transfer the ownership of the assets of the Riverside Cemetery Association to the Borough. Mr. Kovalcin made the motion seconded by Mr. Parks. Motion passed.*

RESOLUTION #2021-25

Bradford County Humane Society – Animal Sheltering Agreement for 2022 in the amount \$839.40.

Motion made by Mr. Kovalcin and seconded by Mrs. Hatch.

The roll was called and votes were recorded as follows:

AYE: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

NO:

ABSTAIN:

ABSENT: Mr. Lacek

RESOLUTION #2021-25 – Carried

- President Christini distributed a follow-up letter that will be sent to Attorney Fleury and Attorney Niemiec concerning ideas discussed to improve parking in the commercial district.

UNION SUB-COMMITTEE REPORT:

Nothing to report.

FINANCIAL REPORT:

Motion to pay the November 2021 bills was made by Mrs. Hatch and seconded by Mrs. Miller. Motion passed.

PLANNING COMMISSION REPORT:

- President Christini stated that the Planning Commission had a meeting on November 16th (Minutes included in the packets) and a draft of the "Vacant Property Ordinance" for Council to just review for now. He formally recognized Planning Commission member, Kevin Doupe' who had the idea for the ordinance. He explained the outline of the ordinance that is about the background, purpose, process, scope, yearly fee, waiver and fines.
- The Planning Commission will have a public hearing on December 8th for a zoning variance request and there will not be meeting on December 21st. The Zoning Hearing Board will have the public meeting on December 9th for the same variance.

RECREATION REPORT:

Mr. Kovalcin stated there was no meeting this month.

TMA/WMA REPORTS:

Included in the packet.

CBPA REPORT:

ADJOURNMENT:

Motion to adjourn was made by Mr. Kovalcin and Mr. Roof. Meeting adjourned at 8:20 PM.



Diane M. Kulick
Towanda Borough Secretary

TOWANDA BOROUGH SPECIAL COUNCIL
MEETING MINUTES
DECEMBER 29, 2021

A **SPECIAL** meeting of the Towanda Borough Council was held on Wednesday, December 29, 2021, at the Municipal Building. The meeting was called to order at 5:30 PM, by Council President Christini followed by a moment of silent prayer and the reciting of the Pledge of Allegiance. Roll was called and recorded as follows:

PRESENT: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mr. Parks

ABSENT: Mr. Lacek, Mrs. Hatch

CITIZENS COMMENTS

None.

PAYMENT OF 2021 YEAR-END BILLS

Mr. Kovalcin made a motion seconded by Mr. Parks to approve payment of bills as presented in the "List of Bills." Motion carried.

ADOPTION OF THE 2022 GENERAL FUND BUDGET & SPECIAL FUNDS

President Christini asked if there were any questions regarding the proposed 2022 Borough General Fund Budget and Special Funds. There were none.

RESOLUTION 2021-26

Adoption of 2022 General Fund Budget & Special Funds

Motion was made by Mr. Kovalcin and seconded by Mrs. Miller
The roll was called and recorded as follows:

AYE/YES: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Lacek, Mrs. Hatch

RESOLUTION 2021-26 - Carried

ADOPTION OF 2020 REAL ESTATE TAX LEVY

ORDINANCE 2021-6

Adoption of 2022 Real Estate Tax Levy Ordinance as presented (Note: There is no tax increase for 2022)

Motion was made by Mr. Eberlin and seconded by Mr. Kovalcin
The roll was called and recorded as follows:

AYE/YES: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Lacek, Mrs. Hatch

ORDINANCE 2021-6 - Carried

Borough Council Special Meeting Minutes
December 29, 2021

President Christini thanked in his absence, Jimmy Lacek, who served on Council from March 2019 through December 2021. He was a positive contributor of some good ideas and Council appreciates it.

Mayor Miller also thanked Council and the Committees for all their efforts during the past year. He said there were a lot of good things that have taken place during this last year and it's looking better for the future of this town.

The next meeting of the borough council is a reorganizational meeting scheduled for Monday, January 3, 2022 at 7 PM.

ADJOURNMENT

Mr. Roof made the motion, seconded by Mr. Parks. Meeting adjourned at 5:43 PM.



Diane M. Kulick
Borough Secretary