

Towanda Borough Reorganization & Regular Council Meeting Minutes January 3, 2022

A **Reorganizational Meeting** of the Towanda Borough Council was held on Monday, January 3, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA.

ADMINISTRATION OF OATH OF OFFICE:

Mayor-Elect Garrett Miller was sworn in by Bradford County District Justice Todd Carr.

District Justice Carr also administered the Oath of Office to the following Council Members Elect, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mrs. Hatch and Mr. Parks, and Tax Collector Elect, Mrs. Kara Eberlin

District Justice Carr and Mayor Miller congratulated the newly elected Council Members and Official(s).

Call to Order: Mayor Garrett Miller called the meeting to order at 7:07 PM, followed by silent prayer and the Pledge of Allegiance.

Roll Call: Mr. Eberlin, Mrs. Miller, Mr. Roof, Mrs. Saring, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, and Mr. Parks.

NOMINATIONS & ELECTION OF COUNCIL OFFICERS

1. Mayor Miller opened the nominations for Council President. Mr. Kovalcin made a motion to nominate Mr. Christini for President of Council, seconded by Mrs. Hatch. There were no other nominations; nominations were closed by Mr. Kovalcin and Mr. Parks. Mr. Christini is unanimously Borough Council President.

2. Mayor Miller turned the gavel over to President Christini and opened the nominations for Council Vice President. Mr. Schulze made a motion to nominate Mr. Eberlin for Vice-President of Council, seconded by Mr. Kovalcin. There were no other nominations; nominations were closed by Mr. Parks and Mr. Roof. Mr. Eberlin is unanimously Borough Council Vice-President.

3. President Christini asked for nominations for President Pro Tempore of Council. Mr. Eberlin made a motion to nominate Mr. Kovalcin for President Pro Tempore of Council, seconded by Mr. Parks. There were no other nominations; nominations were closed by Mr. Saring and Mr. Eberlin. Mr. Kovalcin is unanimously President Pro Tempore.

CITIZENS TO BE HEARD:

President Christini said there was a letter in the packet that he just received from Attorney Christina Fleury. He asked Council members to review it and we will make the appropriate response to Ms. Fleury. Mr. Eberlin commented that we are still taking her concerns seriously and we will continue to do this as we review the parking situation in Towanda Borough.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the December 6th, 2021 regular meeting minutes was made by Mr. Roof and seconded by Mrs. Miller. Motion passed.

Motion to approve the December 29th, 2021 special meeting minutes was made by Mr. Kovalcin and seconded by Mr. Parks. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that they had a busy month. They had approximately 155 calls for the year. They are still waiting on a part (on order) for the ladder truck; however, they can still use the

truck here in town. They just don't want to take the truck for use out of town. They are looking at a new maintenance company out of Montrose to use that will come to the station and test the equipment.

FIRE BOARD REPORT:

Mr. Parks stated there was a meeting and there were no issues to report.

MAYOR'S REPORT:

Mayor Miller stated that he was looking forward to the new year with the council and the new borough manager. It is great to see the energy come alive in town and wished everyone good health and he looked forward to a great year.

POLICE CHIEF REPORT:

Chief Epler was absent and Mayor Miller reviewed the report.

CHIEF EPLER REPORTED THE FOLLOWING:

Chief Epler, received an email stating that we have been turned down for the grant. Manager Egleston stated that there were some critical pieces of information that they asked for and we will be more prepared the next time the grant becomes available.

The Drug Task Force has been active this month with many members of Towanda PD participating and having good results. Mayor Miller stated there are still active investigations going on concerning the criminal mischief that is going on around town.

Chief Epler is on vacation from Dec 23 thru Jan 4. He will be in Colorado visiting his son; therefore, Sgt. Lantz will be Officer-in-Charge until he returns.

Much of this report is a projection due to reporting on 12/22. Any corrected numbers will be added to the year-end report.

DECEMBER 2021 – Monthly Report

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

POLICE COMMITTEE REPORT:

President Christini stated that he will be reviewing the borough committees and if anyone would like to be on a certain committee to let him know. Mr. Lacek will not be able to be on the Police Committee because he did not run for Council in the recent election. Therefore, there will be an opening for that committee.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, presented the report to Council. President Christini asked about the garbage situation on the 400 block of Main Street that was not on the report. Mr. Sluyter stated that he does contact the landlord first before writing a letter to them. President Christini stated that this is one problem where adopting a "Quality of Life" ordinance may help. This way the violators can be issued a citation ticket right away.

Mr. Sluyter also stated that he did receive another application for the Curb Appeal program. This homeowner is seeking \$7,500.

DECEMBER 2021 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		13	279
Permit Fees Paid	\$	1,695	31,648
Code Inspections Fees	\$	255	9,320.28
Borough Total after Code Inspections Fees	\$	1,440	22,327.72
Permit Work Value	\$	76,200	1,722,254.17
Contractors Registered		3	115
Contractors Registrations Amount	\$	300	9,050

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New				
#2 Residential – Other	2	47	13.50	211.50
#3 Commercial – New				
#4 Commercial – Other		10		45
TOTALS	2	57	13.50	256.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	143		117		66
1 & 2 Family Rentals	12	167		139		79
Commercial Rental Units	8	82		61		33
Commercial Non-Rental	5	40		27		18
TOTALS	35	432	0	344	0	196

Borough Council Reorganization Meeting Minutes
 January 3, 2022

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	5	74
2nd Inspection		8
3rd Inspection		
FEES PAID		550

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	54	152
Paid	35	556
Dismissed	13	130
Warning	17	56
Abandoned		5
Citation	10	271

Tickets by Street Location

	Month	Year-to-Date
Main Street	54	508
Court Street	7	144
Bridge Street	25	227
Park Street	6	107
Pine Street	7	94
Washington Street		24
State Street	5	24
Parking Garage	9	28
John B. Merrill Pkwy	3	9
Second Street		
Mix Avenue		
C&N Lot		
Poplar Street	3	6
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	9	28
3 Hour Limit	95	1089
Parking Outside of Lines	7	23
Permit Required	4	11
Handicap/Disabled		4
Non-Space	2	13
Loading Zone	2	7

BOROUGH MANAGER:

Manager Egleston received news that Laurel Health signed a 20-year lease agreement today with Trehab for the street level of the Towanda Terrace building (in the 400 block). The 4 storefront spaces will be developed to provide family medicine/primary care services and they are looking at a possible dental clinic that may be there or elsewhere in the borough. She stated that we are happy to have this and it will bring 12 to 16 well-paid medical health care positions into the downtown.

She met with them in her former position at Northern Tier Planning and they were looking for some grant funding. They indicated that they always wanted to establish a facility in Towanda and the Terrace building is a great fit for them as they can model it to their specs. Manager Egleston is going to assist them as much as she can. They are looking to apply for an EDA Grant that would be 50% of 1.5 million.

1. **YMCA – Gymnasium Renovations-DCNR Grant**

The new flooring and lighting have been installed, there was one issue with the flooring bubbling, which will be repaired in the next few weeks by the installer. There is a small amount of funding left to top out the grant for the total of \$110,000 for the ceiling award, and we plan to use it for some benches in the gym.

2. **TextMyGov.com**

The Towanda Borough's TextMyGov program is operational as of today. The information will be located on our website and Facebook page, the phone number is 570-627-6277. To opt-in to our program, text "TOWANDA" to 91896. This will allow us to send out information and alerts to residents.

Residents may report:

Code issues-high grass, junk vehicle, abandoned vehicle, garbage, burning

Leak-water or sewer

Park

Roads-potholes, street lights, signs

Or inquire about:

Agendas

Concerts

Contact information

Contractors

Events

Fire

Ordinances

Parking

Permits
Planning
Police
Recreation
Recycling
Riverfest

3. **Parking**

Manager Egleston, Mr. Sluyter, and the Sub-Committee met and 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 (paying through an App) to receive payments for hourly, daily or monthly parking spaces.

4. **Facade Improvements at the Municipal Building**

Manager Egleston submitted a grant this month to help cover the composite siding costs, new doors along Main Street, a new Garage Door, an HVAC unit, and upgrading lighting for \$45,244.49. The grant is reviewed on a quarterly basis, and we should hear back in a few months whether or not we will be awarded.

5. **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 Towanda School District would like to partner with us to include Memorial Park.

6. **Security Cameras**

We met with Teledair Communications and Security for a quote for Security Cameras for our building and parking garage. For a 16-channel system with 8 cameras for the building is \$8,949 (included in the grant application) and the Parking Garage for a 32-channel system and 18 cameras and installation will cost \$18,489. We are currently waiting for a quote from another company.

Manager Egleston also met with Chris Boggs of Boggs Hi-Tech Solutions and is waiting on a quote from him.

7. **USDA Community Facilities Grant**

Manager Egleston submitted a grant to purchase a new Chevy Silverado 3500HD Truck for the Borough sewer crew.

8. **Stormwater Report**

Manager Egleston, President Christini, Chad Strickland, and Roger Hatch (Towanda/Wysox Chamber of Commerce) met with Mike Sopinski (Civil & Environmental Consultants, Inc.), who reviewed the stormwater management system that discharges to Towanda Borough's Right-of-Way and is identified as a contributing factor to some of the flooding and erosion issues at 510 Ann Street. The report is included in your packet. The biggest finding was the stormwater retention pond being bypassed. The stormwater outlet pipe is installed at the bottom of the pond, not allowing for it to fill properly. Also, stormwater from the parking area is being discharged to the drainage ditch instead of the pond.

Mr. Christini suggests that we contact the Morman Church as a first step and let them know there is a problem. Over the years a parking lot and building expansion were added to the site. The site plans were viewed and there was a proposed new stormwater detention facility included.

Manager Egleston will notify the Morman Church by written letter. President Christini stated that hopefully the church will respond and make corrections on their end. After that is done the Borough can work on the stormwater flooding situation in the Third Ward and York Avenue areas.

Also, Mr. Strickland and the borough crew can work on the curbing issues. Manager Egleston stated that the ARPA allocation we received last year and in 2022 will be used toward storm-water management costs.

BOROUGH SOLICITOR:

- Solicitor Smith stated that the committee met on possible parking ordinance adjustments.
- There will be a hearing on parking tickets with the common appeals court this coming week.
- Concerning the Riverside Cemetery, Solicitor Smith discussed the acquisition with Attorney Mark Smith and there are certain provisions and state statutes that would apply to taking it over. They are still working on it.
- Waiting on a copy of the parking garage debt forgiveness terms agreement signed by the County Commissioners.

BOROUGH SECRETARY:

Secretary Kulick presented the following Resolution:

RESOLUTION 2022-1

Re-Appoint Michael Walsh and Fred Johnson TMA (Towanda Municipal Authority) Board for another 5-year term.

The motion was made by Mr. Roof and seconded by Mr. Kovalcin

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

Resolution 2022-1 – Carried Unanimously

FINANCE & ADMINISTRATIVE REPORT:

President Christini and Council approved the following resolution to employ current Borough Manager, Lauren Egleston for the next 2 years (following municipal code).

RESOLUTION 2022-2

Approve Employment Agreement between Towanda Borough and Lauren Egleston for her to continue as Towanda Borough Manager for another 2 years.

The motion was made by Mr. Kovalcin and seconded by Mrs. Hatch

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

Resolution 2022-2 – Carried Unanimously

FINANCIAL REPORT:

There were no bills to pay at this meeting, as they were paid at the 2021 year-end Special Meeting on December 29, 2021.

President Christini reviewed the Police Pension Plan Performance Summary report. The plan is currently showing good progress.

PLANNING COMMISSION REPORT:

The Planning Commission had a Special Planning Commission meeting on December 8, 2021, for a variance request for an accessory structure in the R-1 residential district at 25 Orchard

Street. The owners asked for a variance for front setback requirements (see Planning Commission minutes of 12/8/2021).

The Planning Commission did not recommend the homeowners' request be approved and the Zoning Hearing Board met on this variance on December 9, 2021. The Zoning Hearing Board granted the variance on the condition that the front of the shed be no closer to Orchard Street than the closest portion of the existing house to Orchard Street, estimated (not to scale) to be about 51 feet from the edge of the right-of-way.

President Christini asked for comments from Council on the draft for the proposed Vacant Property Ordinance that was given to them last month. Mr. Eberlin commented and suggested that the registration fee be \$50 (not \$100), and the fine be \$500 (not \$1,000). He also suggested that in #8. Maintenance Requirements could we include cleaning of all surfaces such as windows, doors, and maintain them in good condition, and any peeling, chipping, flaking, and abraded paint should be repaired.

Mr. Christini asked for a motion to change the fees and add additional wording to the maintenance requirements. Mr. Parks made the motion, seconded by Mrs. Hatch. Motion passed. The draft will be modified and brought back to February's meeting. If approved, it will be passed to Solicitor Smith for his legal review and feedback (if further changes are needed) before being advertised. This could take at least 6 months.

RECREATION REPORT:

Nothing to report yet.

TOWANDA NO. 1 – Believe and Belong buttons

Mr. Schultz bought a box of items and this button was in the box. He is not sure but it appears to be from the 1950s, maybe for an organization or a fire department. He thought it would be nice for borough officials to have some of them, and Manager Egleston and President Christini had over 100 of them made to hand out to Council members to share with the public.

President Christini stated that the Borough has made lots of strides over the years and there seems to be a new energy in Towanda. He encouraged us to think of ways to improve our town more, make it attractive, plus promote it.

TMA/WMA/CBPA REPORTS:

Included in the packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Roof and seconded by Mr. Kovalcin. Meeting adjourned at 8:10 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes February 7, 2022

The Towanda Borough Council was held on Monday, February 7, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:05 PM.

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

Absent: None.

MODIFY POSTED AGENDA: President Christini asked for a motion to modify/add to the Agenda Resolution # 2022-4 concerning application for a DCED grant for aid to help with the costs for updating the Central Bradford Multi-Municipal Comprehensive Plan. (To be voted on at the meeting). Mr. Kovalcin made the motion, seconded by Mrs. Hatch. Motion passed.

CITIZENS TO BE HEARD:

President Christini reviewed a letter from Attorney Christina Fleury that was received on January 3, 2022, and given to Council at last month's meeting. He asked if anyone had any comments. Mr. Schulze asked if someone should talk to Ms. Fleury. President Christini stated we have communicated with her and he will be contacting her to let her know that we will be taking no action on her letter, as it is not specific and we have discussed this already at great length. We have followed the PA 2018 Act 144 Vehicle Code regulations, Section 6109 (special criteria for reserving handicap parking spots, and local authorities may charge a reasonable fee), and we have exceeded the number of handicapped spaces for parking, fulfilling compliance with the federal Americans with Disabilities Act (ADA).

President Christini reviewed a letter from Mrs. Vonda Huffman, Bradford County Domestic Relations concerning an employee who needs a handicapped parking space. She talked to Mr. Sluyter also. With our existing policy she could rent a space for \$75 per month as her private parking space, or park in a handicap space that is free for 3 + 1 hours (with a handicap placard).

Attorney Frank Niemiec was present as Solicitor for the BC Domestic Relations office. He suggested that the borough place a handicap parking spot in front of the BC Domestic Relations office as there are so many people going in and out of there. In addition, he asked for a designated handicap parking space for Mrs. Huffman's employee who currently has special needs. Attorney Niemiec also suggested that Council revisit the parking monthly fee structure, as he feels that \$75 for a handicap parking space is significantly high compared to \$30 for a regular non-handicap parking space.

Mr. Sluyter stated that the parking space for this employee has been approved (she can park in any of the 3 reserved spaces as we have her plate number in our system), and the handicap parking space for the public (who have a handicap placard) should be placed on the northwest corner of Park Street, as this side of the building is safer for unloading wheelchairs rather than on Main Street. A motion was made by Mrs. Hatch and seconded by Mr. Kovalcin to approve. Motion passed.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the January 3rd, 2022, Re-Organizational meeting minutes was made by Mr. Roof and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

The Fire report was included in the packets. Chief Roof stated that they had a busy month and they still need that part for the fire truck.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

Mayor Miller presented Certificates of Recognition to Jeremy Sluyter and his two sons, Rylee & Reese, and Officer Josh Lake for their heroic efforts and bravery during the recent fire at 208 Third Street on January 21st.

Mayor Miller stated that there has been a rash of car break-ins in town around his neighborhood and asked that the Daily Review mention that in the meeting article. Citizens need to be aware of suspicious people and call 911 immediately to have the police check it out.

POLICE CHIEF REPORT:

Chief Epler gave his report.

- The floor in the officer's room and the office have been completed. It looks so much better than the old carpet that was there.
- New computers have been installed to replace some very old ones that they were using. There are some more to go, but they are making progress.
- The Drug Task Force has been active this month with many members of the Towanda Police Department participating and having good results.
- Officer Tom Roberts has been training with the Dept. Officers, 3 shifts a week and is progressing nicely.

JANUARY 2021 – Monthly Report

291	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
17	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
8	NON-TRAFFIC CITATIONS	7	THEFT REPORTS
0	DUI ARRESTS	0	ANIMAL COMPLAINTS
62	DISTURBANCE CALLS	8	VEHICLE DOORS OPENED
11	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
5	OUT OF TOWN ASSISTS	0	K-9 SERVICES
11	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

- Mrs. Hatch and Mr. Saring joined the committee and Mrs. Hatch gave the committee report. She stated that concerning tasers, they will get more information on what the needs are going to be.
- Concerning car computers that were tabled before, Chief Epler talked to the new IT person with questions on maintaining the in-car computers, and the IT person stated that he could handle it. This is a big financial endeavor for the police so they want to be up to date on what is available.
- The Police Department will also need to put a new car in the rotation in 2023. They will look at that in the fall of 2022.
- The police are going to have to do in-person training this year (12 hours per year). Eight and a half is done online and the rest of the hours they are hoping to use the Towanda High School wrestling room.
- Tom Roberts will need to go to "Search & Seizure School" and the Chief is looking for training that is close to home to avoid a high expense on the department.

- The VASCAR system. They had two stopwatches; however, one has been misplaced and one needs calibrating.

Mrs. Hatch also stated that the Civil Service meeting went well.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer, stated that he was never so happy to see Officer Lake behind him at the 208 Third Street fire on January 21st. He commended all the emergency services departments that respond to emergencies. He had a hard time mentally with it for a few days but was glad that he was there and everyone else too. He was also glad that no one was hurt.

President Christini stated that back in September, Council requested a letter be sent to the C2 (Central Business District) and C3 (Highway Commercial District) owner/landlords to supply garbage containers to their tenants, particularly the 400 block of Main Street. Mr. Sluyter stated that the letters were sent and there was one landlord that did supply a can in the alley behind her building but it didn't last (tenants weren't using it). Mr. Christini stated they should probably have flip-top-type trash containers for their tenants to use. He said the downtown area mainly in the 400-block area is a garbage nuisance and feels that we now need to take action thru citations. Mr. Sluyter stated he would start the process.

JANUARY 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		20	20
Permit Fees Paid	\$	3,048.30	3,048.30
Code Inspections Fees	\$	1,723.30	1,723.30
Borough Total after Code Inspections Fees	\$	1,325.00	1,325.00
Permit Work Value	\$	206,500.00	206,500.00
Contractors Registered		3	3
Contractors Registrations Amount	\$	300.00	300.00

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New				
#2 Residential – Other	3	3	13.50	13.50
#3 Commercial – New				
#4 Commercial – Other	1	1	4.50	4.50
TOTALS	4	4	18.00	18.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	8	8	7	7	4	4

Borough Council Reorganization Meeting Minutes
February 7, 2022

1 & 2 Family Rentals	9	9	6	6	6	6
Commercial Rental Units	6	6	6	6	2	2
Commercial Non-Rental	3	3	1	1	2	2
TOTALS	26	26	20	20	14	14

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	6	6
2nd Inspection		
3rd Inspection		
FEES PAID		

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	60	60
Paid	17	17
Dismissed	7	7
Warning	14	14
Abandoned		
Citation		

Tickets by Street Location

	Month	Year-to-Date
Main Street	36	36
Court Street	11	11
Bridge Street	18	18
Park Street	7	7
Pine Street	8	8
Washington Street	5	5
State Street	3	3
Parking Garage	10	10
John B. Merrill Pkwy		
Second Street		
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	11	11
3 Hour Limit	71	71
Parking Outside of Lines	4	4
Permit Required		
Handicap/Disabled		
Non-Space	1	1
Loading Zone		

BOROUGH MANAGER

Borough Manager Egleston reported the following:

1. **Parking**

Jeremy, myself, and council members have been strategizing some alternative parking options in the Commercial Business District. We will offer metered parking through the ParkMobile app for Washington Street from Seebick Alley to Merrill Parkway, Pine Street from Main Street to Merrill Parkway, and Court Street from Main Street to Merrill Parkway. This will add 43 metered parking spots for \$0.50/hour. We have also worked on revising the 3-hour parking ordinance.

The proposed language is the following:

Section 305-74: Three-hour parking. During a parking day, it shall be unlawful for the registered owner of a vehicle to park or cause or allow that vehicle to be parked in a three-hour parking space or spaces in excess of three hours calculated from the time when the vehicle is first parked.

2. **Security Cameras**

We met with Chis Boggs of Boggs Hi-Tech Solutions for security cameras for the building and parking garage. For the 16-channel system for the building with 8 cameras and installation, the quote came in at \$7,970.50. He proposed to split out the camera system for the Veterans Memorial Park for up to 4 cameras with installation at \$3,347.20. He hasn't yet provided us with a quote for a camera system for the parking garage but suggested up to 49 cameras for the building which will also offer up to 8 cameras overlooking the perimeter of the building.

3. **USDA Community Facilities Grant**

I submitted a grant to purchase a new Chevy Silverado 3500HD Truck for the Borough. The application is in Harrisburg, and they have all of the final documentation that we need. We should expect an announcement very soon.

4. **TextMyGov**

The program is up and running and at least 100 people have signed up to receive outgoing notifications from us. As a reminder to sign up to receive notifications from us, you need to type "TOWANDA" to 91896 and say "YES" to opt-in. To report a problem or find out information, you have to text 570-627-6277. Any report that is completed will send an email of the report to myself, Chad, and Jeremy depending on the issue. For any emergency, we still ask that the person calls 570-265-9101.

5. **PennDOT**

Chad and I met with Steve Kehoe of District 3 with PennDOT to discuss our paving projects this summer. Kyle had left a list of streets he felt should be a priority for paving. We are in the process of reviewing that list with John Miller. Then we will regroup with Steve to come up with some estimates for the roads selected to prepare the bid documents.

6. **Municipal Assistance Program Grant**

I've contacted Towanda Township and North Towanda Township to update our Central Bradford Comprehensive Plan which was adopted in 2008. We can apply for a Municipal Assistance Program Grant through DCED to cover up to 50% of the costs and the three municipalities will split the other half. **In order to apply for the grant, we will need to pass a resolution.** I've contacted numerous consultants to receive an estimate. The resolution is as follows:

RESOLUTION 2022-4

Authorize Manager Egleston to apply for DCED grant for aid through the Municipal Assistance Program to help with costs for updating the Central Bradford Multi-Municipal Comprehensive Plan Approach, Timeline and Budget.

The motion was made by Mr. Kovalcin and seconded by Mr. Parks

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

Resolution 2022-4 – Carried Unanimously

7. **Veterans Memorial Park Final As-Built Drawings**

Drawings were completed by Butler Surveying and submitted to the Bradford County Planning Office. Our plans will be presented at their February meeting, pending comments and approval from the reviewing engineer, we should satisfy the County SALDO (Subdivision and Land Development) requirements in the next few months.

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

The property was appraised by Steve Novak at the end of January, and I have the results to share with Council.

An Executive Session to discuss the sale of borough property was called for at 7:55 PM.

The Executive Session ended at 8:02 PM.

BOROUGH SOLICITOR:

- Solicitor discussed the parking ordinance change that Manager Egleston proposed in her report. He stated the language of the three-hour parking rule should be cleaned up to read "three continuous hours". After discussion President Christini asked for a motion to have Solicitor Smith change the wording to "three continuous hours in §305-74. A. as stated in Manager Egleston's report. A motion was made by Mr. Eberlin and seconded by Mrs. Hatch. Motion passed. Solicitor Smith will work on the ordinance amendment.

BOROUGH SECRETARY:

Secretary Kulick presented the following Resolution:

RESOLUTION 2022-3

Appoint Borough Secretary & Borough Manager as liaison between Towanda Borough & Berkeimer of Bangor, PA, for the purpose of sharing confidential tax information with the district for official purposes.

The 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. Saring, Mr. Kovalcin, Mr. Schulze, President Christini, Mrs. Hatch, Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

Resolution 2022-3 – Carried Unanimously

FINANCIAL & ADMINISTRATIVE REPORT:

Motion to pay the January 2022 bills was made by Mrs. Hatch and seconded by Mr. Parks. Motion passed.

UNION SUB-COMMITTEE:

There was nothing to report at this time.

PLANNING COMMISSION REPORT:

- The minutes are included in the packets.
- President Christini stated that the Planning Commission re-organized and Kayla Saxon was appointed Chairman and Kevin Doupe' was appointed Vice-Chairman. The Commission thanked Jim Lacek for his time spent as Chairman.
- The proposed "Vacant Property Ordinance" has the following changes made by the Planning Commission:
 - Under Yearly registration fee: Suggested as \$100 per property instead of \$50, to be listed in Towanda Borough Schedule.
 - Under Fines: \$500 instead of \$1000 if not registered within 30 days of becoming vacant or if in violation of any part of this chapter.
 - Under Maintenance Requirements: b. All exterior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Decayed wood and other defective surface conditions shall be corrected.
 - Under Violations and Penalties: Any owner who violates this chapter of the Code of the Borough of Towanda, Pennsylvania, upon conviction by Magisterial District Judge, shall be required to pay a fine of \$500 instead of \$1000 plus the cost of prosecution, which fine and cost may be collected in any manner provided by law.

President Christini asked Council to make a motion to send the Vacant Property Ordinance to Solicitor Smith for his legal review. A motion to do so was made by Mr. Kovalcin and seconded by Mr. Eberlin. Motion passed.

RECREATION REPORT:

The First Committee meeting will be held next Monday (2/14/2022).

TMA/WMA/CBPA REPORTS:

Included in the packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Roof. Meeting adjourned at 8:35 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes March 7, 2022

The Towanda Borough Council was held on Monday, March 7, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by Vice-President Eberlin.

Present: Mr. Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mrs. Hatch, Mr. Parks

Absent: President Christini & Mr. Roof

CITIZENS TO BE HEARD:

Candace Chilson of 103 York Avenue was present to voice her concern over Mercur Alley and Third Street drainage issues that affect her property. She has lived there approximately 3 years and has constant issues with flooding, mud, water, & basement leakage damages. She said that every time they repair these issues, they repeat them over again.

She stated that she met with Mr. Sluyter, they looked at the deed work and found that Mercur Alley has not been addressed since 1991, and neither the citizens nor the Borough has any responsibility for this alley as it is private. However, it is causing a lot of damage. Her property is next door to the Hatch's and she has spoken to them also. She asked if the borough can look at her situation because "It is really wreaking havoc on our property."

Vice-President Eberlin asked Mr. Sluyter to comment. Mr. Sluyter stated there are different alleyways, whether they are public, private, or abandoned, and this alley is listed as private. He proposed installing curbing to stop the water from coming onto the properties as one possible solution. Mr. Roger Hatch, 101 York Avenue was present and stated that Mr. Sluyter and he had talked about the water moving into his property's carriage house, as it consists of old rock and the water runs into the building and down through & over top of the inside stone and across the wood. Last year they repaired the 2nd floor where the alleyway goes. Mr. Hatch said this is a historical problem. Vice-President Eberlin agreed but stated this is a new problem for Council, and the borough will look at this problem as it is the fair thing to do.

Ms. Chilson stated that she can't afford to keep fixing the water issue and currently she has about 2 inches of mud that her children have to walk through to walk up to her car to go to school every day. She said she is putting money into mulch and plants and they just get washed away. Vice-President Eberlin asked that Ms. Chilson give Council some time to look into this situation and to discuss possible solutions.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the February 7, 2022, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

The Fire report was included in the packets.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

Mayor Miller stated that there was a police committee meeting held tonight which will be discussed later in the meeting. Also, he said he wanted to start the community service award program that he talked about before COVID-19 hit back in 2020. He will meet with Borough Manager Lauren to discuss this soon.

POLICE CHIEF REPORT:

Chief Epler gave his report.

- Officer Roberts has been moved to overlap shifts where he can continue to gain experience with the support of senior Officers while helping out with single coverage issues.
- We purchased two refurbished X-2 Tasers and they have been put into service. They were purchased at a cost of \$899 apiece. That cost included a battery, 2 cartridges, and a holster.
- We had several burglaries into businesses last month. Two have been solved and the suspect's arrested, more arrests coming on one of those cases. There were also two rapes charged and two strangulations charged.
- We have been receiving a number of 104's from CYS. These are time-intensive investigations of child abuse cases that require a forensic interview to be done with the child and many other interviews, along with several meetings with the DA's Office to get a successful ending.
- The 2016 was taken today to Keystone Communication for the repair of the interior. This damage was from last fall's incident with the juvenile who ripped out the wiring and interior headliners.

FEBRUARY 2022 – Monthly Report

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

POLICE COMMITTEE REPORT:

Mrs. Hatch stated gave a summary of the meeting tonight.

- 2 new tasers were ordered, received, and are now in use.
- New car computers – recently received a quote from L-TRON, approximately \$9,000. She asked if the committee needed to get other quotes. Manager Egleston asked SCT Computers for a quote and they stated that \$9,000 was a good price, plus everything is under warranty if they go directly through L-TRON. She suggested getting 1 more quote before they make a decision.
- A new stopwatch was ordered because to have someone come to the station and calibrate one would be \$150, but to order a new one was \$79.99 and it comes calibrated & certified.
- Tasers calibrations – The tasers need to be calibrated every 90 days, so 1 goes out at 45 days, he still has 1 to carry. Plus, our PD is getting together with other local police departments to have the tasers calibrated together.
- There is a PD grant he and Lauren applied for.
- The PD received a quote for video surveillance from SCT for \$4500 for a 24-camera unit. Chief Epler thinks there is a wiser way to do this by maybe getting a larger system that has a few cameras at the station and they will tie in together with cameras installed at the Parking Garage. This would be a better use of our funds.

- As noted in Chief Epler's report, squad car 2016 went in for repairs for approximately 3 to 4 days.
- Mayor Miller asked in the meeting how the department stands as far as service guns and shotguns. Chief Epler stated that down the road we would need to upgrade some of them. Mrs. Hatch stated that half of the guns are generation 3 (the service weapons) and half are generation 4. The generation 4 you can adjust the grip and the generation 3, you can't adjust the grip. Some of the officers find generation 3 hard to use because they can't be adjusted.
- The PD will need a new squad car in 2023 and will probably have a 6 to 9 months lead time for ordering the vehicle

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.
 Citations have gone out this past month for the garbage situation on Main Street.

FEBRUARY 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		5	25
Permit Fees Paid	\$	800	3,848
Code Inspections Fees	\$	0	1,723
Borough Total after Code Inspections Fees	\$	800	2,125
Permit Work Value	\$	11,942	218,442
Contractors Registered		4	7
Contractors Registrations Amount	\$	400	700

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New				
#2 Residential – Other	2	5	9.00	22.50
#3 Commercial – New				
#4 Commercial – Other		1		4.50
TOTALS			9.00	27.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	20	28	16	23	6	10
1 & 2 Family Rentals	12	21	10	16	7	13
Commercial Rental Units	6	12	5	11	3	5

Borough Council Reorganization Meeting Minutes
 March 7, 2022

Commercial Non-Rental	4	7	4	5	2	4
TOTALS	42	68	35	55	18	32

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	12	18
2nd Inspection		
3rd Inspection		
FEES PAID \$	100	100

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	42	54
Paid	30	53
Dismissed	11	18
Warning	13	25
Abandoned	1	1
Citation	6	28

Tickets by Street Location

	Month	Year-to-Date
Main Street	40	69
Court Street	15	22
Bridge Street	11	25
Park Street	13	18
Pine Street	11	16
Washington Street	3	6
State Street	4	7
Parking Garage	5	15
John B. Merrill Pkwy		
Second Street		
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	5	16
3 Hour Limit	76	137
3 Hour Free Parking, Moved Locations	6	6
Permit Required		
Parking Outside of Lines, Direction of Travel	6	19
Permit Required	2	2
Handicap/Disabled	2	2
Non-Space	5	6
Loading Zone		

BOROUGH MANAGER

Borough Manager Egleston reported the following:

1. **Parking**

Jeremy and Manager Lauren had their kick-off meeting with ParkMobile last week. We need to provide information to them regarding the “zones” or streets and the parking garage that we will utilize for metered parking. ParkMobile will integrate with our existing software through UPSafety and handheld device for customers to pay. Signage will be provided through ParkMobile regarding information on how to utilize their system to pay for parking.

2. **Security Cameras**

To date, here are the quotes received for security cameras throughout the Borough.

The Municipal Building:

Boggs Hi-Tech Solution: \$7,970.50

Teledair Hi-Tech Solution: \$8,949 (Includes one camera to Veterans Memorial Park)

SCT Computers: \$6,160

Veterans Memorial Park:

Boggs Hi-Tech Solution: \$3,347.20

Parking Garage:

Teledair Communications and Security, Inc.: \$18,489

Police Station:

SCT Computers Inc.: \$4,300

3. **USDA Community Facilities Grant**

Lauren submitted a grant to purchase a new Chevy Silverado 3500HD Truck for the Borough. Pending final approval, USDA will grant the Borough \$17,500 towards buying the vehicle, and the Borough will cover the balance of \$32,775.00 for the total purchase cost of \$50,275.00 through Bob Fisher Chevy. The vehicle should be ready for the Borough to take ownership within the next month.

4. **PennDOT**

After Steve Kehoe from PennDOT District 3-0, came to meet with Chad and Manager Egleston to review the Borough's potential roads for paving consideration for 2022, he provided them with an estimate for fourteen different projects. Upon review of the estimates, the list of roads that will be submitted for bid proposals next month includes the following:

Barclay/Railroad Street (Main St to Borough Line)

S. 4th Street (Thomas to Dead End)

Mulberry/Western (5th Street to Dead End)

State Street (Main to N. 4th Street)

Maple Street (Main to 3rd Street)

Ward Ave (Third Street to Mill Street)

5th Street (Pine to Bridge)

N. 3rd Street (Huston to Dead End)

Barstow (Main to N. Main)

Oak Street (York to N. 4th Street)

The bid documents along with advertisement and wages will be sent to her by March 18th, giving her time to review and advertise to open for our April 4th council meeting.

5. **Municipal Assistance Program Grant**

Two Consultants provided quotes to complete the Regional Central Bradford Comprehensive Plan in conjunction with North Towanda Township and Towanda Township. One came in at \$61,500 and the other at \$38,000. A Municipal Assistance Program Grant was submitted to DCED requesting \$19,000 from the grant program, and the three municipalities (Towanda Borough included) passed resolutions for \$6,333 to complete the joint Comprehensive Plan. In addition, Senator Gene Yaw, Representative Tina Pickett, and the Bradford County Planning and Mapping Office provided letters of support for the project. Announcements for grant awards are anticipated in the fall of 2022, and then we will determine how to proceed. In 2008, the three municipalities adopted the latest Comprehensive Plan. An up-to-date comprehensive plan can assist with future grants for various projects. Manager Egleston stated that she appreciates the cooperation and last-minute coordination through North Towanda and Towanda Township to get this submitted in time.

6. **305-307 Third Street Property**

On February 25th, the Daily Review published an advertisement to receive bids for the purchase of 305-307 Third Street. There were no bids received.

7. **Local Share Program Statewide**

DCED has created a "statewide" Local Share Program through the Gaming Act funds. Projects must improve the quality of life of citizens in the community and may apply for funding from \$25,000 to \$1,000,000 without a match requirement. We have met with HUNT EAS to develop cost estimates for stormwater drainage improvements on Ann Street to Watts Street close to Huston Street. In order to apply for the grant, a **resolution** has to be passed by Council. Manager Egleston asked that Council pass this resolution so that we may submit the application before the March 15th deadline. The total probable cost is \$929,352.06, which came from HUNT EAS.

RESOLUTION 2022-5

Apply for funding from DCED Local Share Program Grant for Storm Water Drainage Improvements on Ann Street to Watts Street, close to Huston Street.

The motion was made by Mr. Kovalcin and seconded by Mrs. Hatch

The roll was called and recorded as follows:

AYE/YES: Mr. Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mrs. Hatch, Mr. Parks

NAY/NO:
ABSTAIN:
ABSENT: President Christini & Mr. Roof
Resolution 2022-5 – Carried

8. Stormwater Report

We have met with the Property Maintenance Manager at 510 Ann Street to discuss some remedies to stormwater drainage about their detention pond to alleviate immediate issues we have monitored during past (extreme) storm events. We will schedule a follow-up discussion to determine what they are willing to complete. The recommendations should be pretty easy to do.

9. 2022 Chevrolet Silverado MD 4WD Reg Cab Work Truck-Trade In

We have obtained quotes to trade in Truck #4, a 2020 F-550 Super Duty Dump Truck for a 2022 Chevrolet Silverado MD 4WD Regular Cab (Bob Fisher Chevrolet). The 2020 truck is a 12-volt system that does not work for the Borough's needs, as we need a fully hydraulic truck. The Chevy is a diesel, and better suited for Borough operations. Based on three quotes, with trade-in, the Borough would need to approve the purchase for a total price of \$36,356.61. This could come from the liquid fuels fund that currently has \$94,095.92 available for equipment purchases. Manager Egleston asked council to pass a **resolution** to trade in Truck #4, use liquid fuel equipment funds to purchase the 2022 Chevrolet Silverado MD 4WD Regular Cab, and utilize Bradco to upfit the truck for a total of \$36,356.61. Vice-President Eberlin stated that this was discussed in the Finance & Administration meeting and it was decided that this is probably a good time to trade this truck due to the high dollar trades that are currently being offered.

RESOLUTION 2022-6

Trade-in truck #4 & utilize liquid fuels equipment funds to purchase the 2022 Chevrolet Silverado MD 4WD Regular Cab & utilize Bradco to upfit the truck for a total of \$36,356.61

The motion was made by Mrs. Hatch and seconded by Mr. Saring

The roll was called and recorded as follows:

AYE/YES: Mr. Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mrs. Hatch, Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: President Christini & Mr. Roof

Resolution 2022-6 – Carried

10. TextMyGov

Manager Egleston stated that everyone not forget to sign up to receive notifications by texting "TOWANDA" to 91896, and to report an issue by texting "Hi" to 570-627-6277. Several residents have reported garbage and street light outages. Mr. Strickland has been driving around checking for outages before daylight and he found 28 street lights that were out and they have been reported to Penelec.

11. Snow Emergencies

Manager Egleston thanked the Borough Police Department for assisting our Plow Crew in getting vehicles removed from roads during the last Snow Emergency events; it has helped with our ability to remove snow from these streets more efficiently. Her recommendation would include additional streets for future snow events, including; Poplar Street (Convent Street to Western Avenue) & 4th Street (from Bridge Street to Elizabeth Street). She asked our Parking Committee to meet again regarding these changes.

12. Police Updates

- a. Patrol Car Computer quote
 - i. L-Tron Quote - \$9,013.77
- b. Tasers:
 - i. Accredited Security - \$1,798 for two tasers (obtained & in-service)

13. DCNR YMCA Gymnasium Grant

The project has been completed, and a final inspection with Christine Dettore from DCNR is scheduled for April 4th. As long as the inspection goes well, we will receive the remaining 10% of grant funds. We are waiting for the benches to arrive and that could be mid-July.

14. Riverside Cemetery

Manager Egleston has met with Elizabeth (Betsy) McKean of the Riverside Cemetery Association to discuss the ongoing projects and maintenance at the cemetery. We will work together to complete the EMHR Mini-Grant for signage at the cemetery.

15. Hallock & Shannon, PC

Hallock & Shannon, PC came to our office to audit the Borough and TMA accounts on February 22nd & 23rd. They were very complimentary of our records, and tax records this year. Awaiting a final report, but do not anticipate any findings. Our staff and tax collector did a great job!

BOROUGH SOLICITOR

Borough Solicitor Smith reported the following:

- Amended agenda item which is a draft ordinance amending Chapter 305, Article XI, pertaining to commercial zone parking regulations to add metered parking spaces on Court, Pine, and Washington Streets under sections 305-71. A. (2), (k), (l), & (n) respectively.
- Delete Sections 305-74. A., pertaining to illegal parking in 3-hour parking spaces and **re-place** with a provision making it illegal to park in a 3-hour parking space for more than 3 consecutive hours calculated from when a vehicle is first parked.
- 305-307 Third Street - Since there were no bids, the statute allows us to advertise again and if there are no bids within 15 days for a second time, we can do a private sale of the property. *A motion to advertise the property a second time was made by Mr. Kovalcin and seconded by Mr. Parks. Motion passed.*
- Riverside Cemetery acquisition – Attorney Mark Smith has decided to not be involved in the Riverside Cemetery Association (RCA) in the future, and executive director Marguerite Fox Picou has recently passed away. Solicitor Smith does not know if the 2 remaining board members will keep the association going or not, and has asked Attorney Smith to send him a copy of the by-laws.

BOROUGH SECRETARY

Borough Secretary Kulick stated that the Borough Spring Clean-Up will be held on Friday, May 13th, and Saturday, May 14th this year.

FINANCIAL & ADMINISTRATIVE REPORT:

Motion to pay the February 2022 bills was made by Mr. Parks and seconded by Mrs. Miller. Motion passed.

Vice-President Eberlin stated that this year's Per Capita and Occupation Tax will be delayed being sent out due to an error by the printing company. The tax collector normally sends them out in the property tax envelope. However, they should be out in a couple of weeks.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

- Vice-President Eberlin read a letter sent to Council by James B. Lacek who is regrettably resigning from the Planning Commission. *He asked Council to make a motion to accept Mr. Lacek's resignation. A motion to do so was made by Mr. Kovalcin and seconded by Mrs. Hatch. Motion passed.*

RECREATION REPORT:

Mr. Kovalcin stated the Committee will have more information next month on the planned activities. Also, Vicki Wells has resigned from the Rec Board and she will be missed. The group honored her with a dinner.

TMA/WMA/CBPA REPORTS:

Included in the packet.

ADJOURNMENT:

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



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
April 4, 2022**

The Towanda Borough Council Meeting was held on Monday, April 4, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Christini.

Present: Mr. Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, Mr. Parks

Absent: Mr. Roof

BID OPENING: Paving Project Contract

We received 3 sealed bids which Manager Egleston opened in alpha order. The M. R. Dirt representative attended the bid opening. The bid amounts were as follows:

#	Bidders	Price	Bid Bond Included
1	Bishop Brothers Construction	\$338,460.21	Yes
2	Glenn O. Hawbaker	\$407,266.20	Yes
3	M. R. Dirt	\$548,275.75	Yes

Bishop Brothers Construction was the lowest bid received, and Manager Egleston asked Council to approve this lowest bid, pending review by a PennDOT Municipal Services Representative to determine that the bid is in compliance with the specifications. ***Mrs. Hatch made the motion to accept this bid pending review, and it was seconded by Mr. Kovalcin. Motion passed.***

As far as the Bid Opening for the property on 305-307 Third Street, there were no bids received.

CITIZENS TO BE HEARD:

Hans and Heather Heyer, owners of H&H Knight Out LLC., located at 3 Bridge Street, were present as a follow-up to their letter request for a loading zone area in front of their business for doing deliveries of food and to unload inventory and supplies. ***A motion was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed. Mr. Sluyter will work with the Heyers on the exact location of the sign.***

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the March 7, 2022, Regular meeting minutes was made by Mr. Parks and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent and the Fire report was included in the packets.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

Mayor Miller stated that Christine Griffith of 200 Thomas Street attended the Police Committee meeting held earlier tonight and discussed with the committee about starting a neighborhood crime watch. She and a small group of people will talk to the police department so the department will know who is involved in this group. They have been doing this for a while and she has purchased some signage already, but has asked the police to kick in for more signage if

needed. The Police department fully supports it. Mayor Miller stated that the group welcomes any citizen who is interested in helping out.

Mayor Miller stated that Saturday, April 30, 2022 is opening day for Towanda Little League.

POLICE CHIEF REPORT:

Chief Epler gave his report.

- They had 2 burglaries at Towanda businesses last month. The same person who has been charged with both crimes is currently in Bradford County Jail. This is the same person that was arrested for the Keystone Theater and the Main Street Laundry Mat burglaries who was out of jail on supervised bail. That is 4 burglaries in Towanda (in 30 days) by that same person.
- The stolen vehicle from the Main Link parking lot was recovered in Athens Township after being abandoned. It was found on a “no winter maintenance” road, and the driver struck a tree and rolled over several times. Two other individuals were in the car with him and were hurt and went to the RPH Emergency Room for treatment. The suspect has been arrested and he was out on bail from firearms charge from last month. He is currently in Bradford County jail.
- Towanda PD arrested a male for aggravated assault for stabbing another male several times, including once in the back. He is also currently in Bradford County jail.
- The Drug Taskforce has continued to be active this past month. Chief Epler will be meeting soon with the task force to see how they will proceed with these arrests. The bulk of what has been taking place is in and around Towanda.
- The 2016 Explorer police vehicle was taken to Keystone Communication for the headliner repair and is back in service.
- Officer Hennessy and the K-9 Hades did a drug sniff (a ritual before a class trip) on the THS Junior’s and Senior’s luggage prior to them leaving on their class trip to Florida.
- Chief Epler stated they covered a lot of topics at the Police Committee meeting tonight. He presented to the committee a couple proposals that he will forward to Council to cover a second bid on the in-car computers. Chief Epler asked the county DA if he would give the department some of the money from an incident that occurred back in September where they executed a search warrant for marijuana and discovered almost \$17,000 in currency, in addition to a stolen handgun, and additional other items used in illegal sale and distribution. The DA agreed. Therefore, Chief Epler will give him a proposal of the cost the department had in mind for the in-car computers.

MARCH 2022 – Monthly Report

301	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
14	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
8	NON-TRAFFIC CITATIONS	18	THEFT REPORTS
1	DUI ARRESTS	2	ANIMAL COMPLAINTS
83	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	7	WARNINGS ISSUED
2	OUT OF TOWN ASSISTS	0	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Hatch stated gave a summary of the meeting tonight.

- The bulk of the meeting was spent with Mrs. Griffith and Sergeant Lantz concerning the Neighborhood Watch Program.
- New car computers – Chief Epler came back to the committee with another quote from Advanced Electronic Design Inc., for 2 RhinoTab®F5 UltraRugged® Fixed Mount Tablets, on dash mounts, printer capabilities, and other necessary accessories. This system was a little more money than the L-Tron Corp. quote, but it is built to order (to our officers' specifications).
- Mayor Miller and Mr. Saring attended the finance meeting and they will have Officer Lake go look at new shotguns and get quotes as soon as possible.
- Concerning the neighborhood crime watch, Mayor Miller gave Mrs. Hatch information on what they will be doing. They will be meeting over the next couple of weeks to identify the other borough wards and the people who will be involved in those wards.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.

MARCH 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		13	38
Permit Fees Paid	\$	1,465	5,313
Code Inspections Fees	\$	125	1,848
Borough Total after Code Inspections Fees	\$	1340	3,465
Permit Work Value	\$	77475	295,917
Contractors Registered		10	17
Contractors Registrations Amount	\$	1000	1700

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New	1	1	4.50	4.50
#2 Residential – Other	3	8	13.50	36.00
#3 Commercial – New				
#4 Commercial – Other		1		4.50
TOTALS		10	18.00	45.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	6	34	6	29	4	14
1 & 2 Family Rentals	15	36	13	29	8	21

Borough Council Meeting Minutes
 April 4, 2022

Commercial Rental Units	9	21	9	20	4	9
Commercial Non-Rental	3	10	3	8	2	6
TOTALS	33	101	31	86	18	50

Rental Dwelling Unit Inspections	Month	YTD
1st Inspection	9	27
2nd Inspection		
3rd Inspection		
FEES PAID \$	50	150

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	39	93
Paid	22	103
Dismissed	10	36
Warning	9	37
Abandoned	1	3
Citation	2	44

Tickets by Street Location

	Month	Year-to-Date
Main Street	35	122
Court Street	7	29
Bridge Street	17	46
Park Street	9	28
Pine Street	13	33
Washington Street	1	7
State Street	3	13
Parking Garage	2	27
John B. Merrill Pkwy	1	1
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
--	-------	--------------

Expired Meter	3	29
3 Hour Limit	65	225
3 Hour Free Parking, Moved Locations	7	15
Permit Required		2
Parking Outside of Lines, Direction of Travel	3	12
Snow Emergency-Second- ary Roads		7
Handicap/Disabled	6	9
Non-Space	4	14
Loading Zone		

Borough Manager Egleston reported the following:

1. **Parking**

We have provided ParkMobile the necessary information to begin with our metered streets and parking garage signage. The revised parking ordinance was advertised on March 26th, but we revised it to add more metered spots. The streets to be metered include: Washington Street from Seebick Alley to Merrill Parkway, Pine Street from Main Street to Merrill Parkway, and Court Street from Main Street to Merrill Parkway. This will add 51 metered parking spaces to the Central Business District at \$0.50/per hour, Monday-Friday from 8 a.m. through 5 p.m. Customers can pay via their phone or computer through ParkMobile's website or app. There will also be a QR code they can scan with their phone to pay for their spot. Customers will need to list their license plate number to reserve their spot. ParkMobile does charge an additional fee to customers per each transaction. Manager Egleston walked around downtown today and stopped at many businesses to inform them of what the borough is proposing and she was very well received. The only concern was the elderly using the app and those that don't have phones. With these modifications, Solicitor Smith can

2. **USDA Community Facilities Grant**

I am still waiting on the final approval for the Chevy Silverado Truck, but have been assured that when the vehicle is ready for us to pick up, we will be able to do so without penalty or losing the \$17,500 grant towards the vehicle. The Borough will cover the balance of \$32,775 for the total purchase cost of \$50,275 through Bob Fisher Chevy.

3. **PennDOT**

We have approached PennDOT with a potential property acquisition, and I would like to discuss the opportunity with Council before moving forward.

4. **305-307 Third Street Property**

The second advertisement was submitted to the Daily Review to solicit bids for the purchase of 305-307 Third Street.

5. **Hallock & Shannon, PC**

Hallock & Shannon, PC came to our office to audit the Borough and TMA accounts on February 22nd & 23rd. The Financial Report is available for review if anyone would like to take a look at it. There were no findings. It will be posted in the newspaper.

6. **Towanda Borough Parks Master Plan**

We have advertised for RFPs (Request for Proposals) for Professional Services to develop a Parks Master Plan for the Borough Parks, and proposed Trail project. Proposals are due back

by Friday, April 8th at 3 PM. Numerous firms requested the materials and hopefully we will receive some competitive pricing.

7. **Bradford County YMCA**

Charity Field, Director of the YMCA, has accepted another position with the Twin Tiers Community Foundation. Her last day was March 31st. We are sad to see her go, but want to wish her the best. I will meet with her replacement once they have been selected to bring them up to speed. President Christini stated that Council appreciates the contributions Charity has made these last 10 years. She has taken the local YMCA to the next level of growth. Mr. Eberlin stated that if anyone knows of a candidate that may be interested in applying for Charity's position and might be a good fit, to let him know, as he is on the local YMCA board. He also stated that this YMCA is the 1st branch to get back to pre-COVID membership levels.

8. **Local Share Program Statewide**

DCED has created a statewide Local Share Program through the Gaming Act funds. Council did approve the resolution last month for a stormwater grant. The program was allocated \$140 million for distribution this year. We submitted the grant for stormwater improvements on Ann & Watts Street for \$929,352. Grants for consideration may range between \$25,000 and \$1,000,000 without any matching funds. DCED received 1,900 applications for approximately \$1 billion in requests. It's unclear how many larger projects will be selected for funding, but it was encouraged to engage your legislators (which we did do) for the larger projects in the process.

At 7:50 PM, President Christini called for an Executive Session to discuss a property acquisition issue.

The Executive Session ended and Council came back in order at 7:58 PM.

BOROUGH SOLICITOR

Borough Solicitor Smith reported the following:

- There will be a change concerning part of the ordinance amending Chapter 305, Article IX, pertaining to commercial zone parking regulations to add metered parking spaces on Court, Pine, and Washington Streets under sections 305-71. A. (2), (k), (l), & (n) respectively. Plus, he will add the loading zone that will be located on Bridge Street near H&H Knight Out LLC in the revision.

(k) Court Street between Main Street and Merrill Parkway: three-hour parking spaces will be **23** metered parking spaces instead of 16.

(l) Pine Street between Main Street and Merrill Parkway: three-hour parking spaces and 14 metered parking spaces (**no change**).

(n) Washington Street between **Seebick Alley** and Merrill Parkway: three-hour parking spaces will be **14** metered parking spaces instead of 16.

Section II. Chapter 305, Article IX, Section 305-74.A. shall be deleted in its entirety and replaced with the following:

Section 305-74.A. Three-hour parking. During a parking day, it shall be unlawful for the registered owner of a vehicle to park, or cause or allow that vehicle to be parked in one or another three-hour parking space in excess of three consecutive hours calculated from the time when the vehicle is first parked.

Section III. This Ordinance shall be effective immediately and shall remain in force until modified, amended or rescinded by the Borough of Towanda, Bradford County, Pennsylvania.

Motion to authorize Solicitor Smith to re-advertise the revision with these changes was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed. Solicitor Smith will readvertise the amended ordinance again with these changes.

- Concerning 305-307 Third Street - Since there were no bids, the statute allows us to do a private sale of the property.
- Concerning Mercur Alley and Ms. Chilson's drainage issues, public record has it as a subdivision since the 1800's. The owners have the use and also the maintenance responsibilities. There is no record of it being anything other than a private alleyway. Solicitor Smith stated that he will write Ms. Chilson a letter explaining this to her.
- Riverside Cemetery acquisition – Solicitor Smith received a copy of the by-laws (states 5 members) and charter. They may have 1 more volunteer member to add that will make them a 3-member association, but it doesn't look promising that they will be able to continue. It's up in the air right now.
- Solicitor Smith is working on the Vacant Property Ordinance.

BOROUGH SECRETARY

Borough Secretary Kulick had nothing to report.

FINANCIAL & ADMINISTRATIVE REPORT:

Motion to pay the March 2022 bills was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

- President Christini stated that they had 1 person apply for the opening on the Planning Commission behind Jimmy Lacek. Mr. Roger Hatch, 101 York Avenue, sent a letter of interest to Council with the request to join the Planning Commission. There were no other interested candidates, therefore a motion was made by Mr. Kovalcin and seconded by Mrs. Miller to nominate Mr. Hatch to be on the Planning Commission. Motion passed.

RECREATION REPORT:

Mr. Kovalcin stated the Committee has 1 magician and it looks like 7 bands are lined up for the summer schedule. Mr. Parks has offered to join the Recreation Committee behind Vicki Wells.

TMA/WMA/CBPA REPORTS:

Included in the packet.

Note: The Borough "Spring Clean Up" will be held on Friday, May 13th and Saturday, May 14th. Information will be in the newspaper and it is on-line also.

ADJOURNMENT:

Motion to adjourn was made by Mr. Saring and seconded by Mr. Parks. Meeting adjourned at 8:28 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
MAY 2, 2022**

The Towanda Borough Council Meeting was held on Monday, May 2, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:05 PM by President Christini.

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

Absent: Mr. Eberlin & Mr. Kovalcin

CITIZENS TO BE HEARD:

We received a phone call and a follow-up email from Denise Dodd about safety issues when crossing the crosswalks of Merrill Parkway to get to the pedestrian walkway. She asked that Council approve "caution" signs to get drivers' attention to watch for people and to slow down or stop to let them cross. Chief Epler stated that they had new lines painted and have stepped up enforcement already on the parkway. Chief Epler and Manager Egleston will work on signage to be put in the main crosswalk areas for better safety.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve the April 4, 2022, Regular meeting minutes was made by Mr. Roof and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that the department was busy after the last snowstorm on April 19th with downed trees and branches in roadways. Also, the part (DEF-Diesel Emissions Fuel Sensor) for the new fire truck is not in yet, but they have the part number and are trying to find a faster way to get it. Everything is in good working order.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

Mayor Miller thanked all the volunteers and coaches that participated in the Little League Opening Day this past Saturday.

"Mayor for a Day" was also part of the winnings again this year at the Black Knight Bash online auction that was held in April. This includes a tour of the new water plant, the sewer plant, the police department, the borough building, and attending a borough council meeting.

POLICE CHIEF REPORT:

Chief Epler gave his report.

- The Drug Taskforce was again active this month. Several suspects have been arrested this last month for drug activity and the Task Force is continuing to work on targets. I attended a meeting with other Police Chiefs and the Drug Task Force Managers to cover upcoming operations.
- I have been meeting with District Attorney Al Ondrey about recovering monies seized in the drug bust last summer. Mr. Ondrey has OK'd the turning over the cost of the 2 new in-car computers. Those computers have been ordered with expected delivery in approximately 3 weeks.
- Along with the new computers, Towanda Borough Police has entered into a contract with the State to receive the TraCS (Traffic & Criminal Software) system for E-filing citation and crash reporting.

- The shotguns are being upgraded to meet the requirements of the Police Department. They are missing 1 part for all three guns that are on back-order.
- Officer Thomas Roberts has tested and is going to be hired full-time with Sayre Police Department starting July 1st. Sayre PD is going to reimburse Towanda for 1/2 the cost of the body armor (they are going to buy it from us) that he just received. In addition, Sayre PD is going to allow Roberts to continue working part-time with Towanda PD, with priority to the Sayre PD schedule.
- Chief Epler provided the 2021 year-end report to Council.

APRIL 2022 – Monthly Report

291	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
25	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
10	NON-TRAFFIC CITATIONS	15	THEFT REPORTS
0	DUI ARRESTS	3	ANIMAL COMPLAINTS
68	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
1	VEHICLE ACCIDENTS	9	WARNINGS ISSUED
3	OUT OF TOWN ASSISTS	0	K-9 SERVICES
7	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- Mrs. Hatch added that the 3 guns (\$250 each) Chief Epler talked about were purchased locally for \$750 vs a quote of \$950, for a savings of \$200. This purchase was a good buy and it supports local businesses.
- The new computers are ordered and should arrive within the next couple of weeks. The software is in the works and when it arrives, and the new computers are up and running, someone from the State Police will come in and train them.
- The 2 new tasers are working fine.
- Mayor Miller and Mr. Saring will be meeting with the Neighborhood Watch Program group within the next couple of weeks to work on people placement and plans. They will meet again at June's police committee meeting.
- Ms. Egleston added that the police department will be getting a new server in June, and she and Chief Epler will get together to discuss a new police vehicle.
- Mrs. Hatch received an email from Mr. Eberlin concerning a document with part-time police officer rates across the state of Pennsylvania. He wanted the committee to discuss the document and come up with a recommendation to bring forward a pay rate increase for our part-time officers. The committee recommended a rate of \$16 to \$22 per hour. The lower end is a start point for officers that come out of the academy with no experience, and the Chief can give them increases as they gain experience.
A motion was made by Mr. Parks and seconded by Mrs. Miller to adjust the salary range for part-time officers to be from \$16 to \$22 per hour. Motion passed.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.

- Mr. Sluyter also is concerned with the wording in the Rental Properties Code, **Chapter 221. Rental Properties § 221-3. Duties of owners and/or managers of residential rental property. A. # (8) Schedule**, through the Borough Code Enforcement Office, a date and time for an inspection of the rental dwelling unit whenever a change in tenants occurs unless a satisfactory inspection has been completed within the previous six months, in which case the inspection may be waived at the discretion of the Code Enforcement Official. [Amended 12-6-2010 by Ord. No. 2010-10]
- Mr. Sluyter stated that he would like to see Council amend the code to make it clear that the property needs to pass inspection prior to a new tenant moving in.
- In addition, Officer Bellows talked to Mr. Sluyter adding a check box option to the parking tickets for “Abandoned Vehicles”. He will talk to Solicitor Smith about it.
- Mr. Sluyter also told Council that 36 Elm Street was being demolished and the lot will be leveled. A new home may be going in there.

APRIL 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		23	61
Permit Fees Paid	\$	2,740	8,053.30
Code Inspections Fees	\$	875	2,723.30
Borough Total after Code Inspections Fees	\$	1,865	5,330
Permit Work Value	\$	196,127	492,044.34
Contractors Registered		12	29
Contractors Registrations Amount	\$	1,200	2,900

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other	3	11	13.50	49.50
#3 Commercial – New	3	3	13.50	13.50
#4 Commercial – Other	1	2	4.50	9.00
TOTALS	7	17	31.50	76.50

Borough Council Meeting Minutes
 May 2, 2022

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	15	49	12	41	10	24
1 & 2 Family Rentals	16	52	13	42	5	26
Commercial Rental Units	8	29	7	27	2	11
Commercial Non-Rental	4	14	4	12	2	8
TOTALS	43	144	36	122	19	69

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	8	27
2nd Inspection		
3rd Inspection		
FEES PAID \$	50	200

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	64	116
Paid	27	125
Dismissed	17	46
Warning	5	38
Abandoned	4	5
Citation	0	44

Tickets by Street Location

	Month	Year-to-Date
Main Street	47	141
Court Street	9	36
Bridge Street	18	57
Park Street	8	35
Pine Street	8	35
Washington Street		9
State Street	3	13
Parking Garage	18	35
John B. Merrill Pkwy	2	3
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	20	38
3 Hour Limit	70	262
3 Hour Free Parking, Moved Locations	5	19
Permit Required	2	4
Parking Outside of Lines, Direction of Travel	2	14
Snow Emergency-Secondary Roads		7
Handicap/Disabled	2	11
Non-Space	6	15
Loading Zone		

Borough Manager Egleston reported the following:

1. **Parking**

We have provided ParkMobile with the necessary information to begin with our metered streets and parking garage signage and ordered the signs. The streets to be metered include: Washington Street from Seebick Alley to Merrill Parkway, State Street from Main Street to Merrill Parkway, and Court Street from Main Street to Merrill Parkway. This will add 51 metered parking spaces to the CBD at \$0.50/per hour, Monday-Friday from 8 a.m. through 5 p.m. Customers can pay via their phone, or computer through ParkMobile’s website or app, or by calling a 1-800 phone number. If people don’t own a “smartphone”, they can pay by either calling the 1-800 phone number or if they have texting capability, they can pay that way. There will also be a QR code they can scan with their phone to pay for their spot. Customers will need to list their license plate number to reserve their spot. ParkMobile does charge an additional fee to customers per transaction.

In addition, Ms. Egleston, Mr. Sluyter, and Solicitor Smith discussed a visibility issue of concern when turning onto Bridge Street (between Main Street and Merrill Parkway). The area is very tight and difficult to turn into, and there have been accidents and near-accidents. *After discussion, Council voted to remove 2 parking spaces. A motion was made by Mrs. Hatch and seconded by Mr. Saring. Motion passed.*

2. **USDA Community Facilities Grant**

On Friday, April 22nd, USDA approved our grant for \$27,600 towards the new Borough Truck. The Borough will cover the balance of \$22,675.00 for the total purchase cost of \$50,275.00 through Bob Fisher Chevy. The new truck arrived on Monday, April 25th. Talk about perfect timing! The following Resolution was approved:

RESOLUTION 2022-7

Authorization to approve a grant from the USDA for \$27,600 toward the purchase of a 2022 Chevy Silverado 3500 for the borough sewer crew.

The motion to approve was made by Mr. Saring and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

AYE/YES: Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Schulze, President Christini, Mrs. Hatch, Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Eberlin, & Mr. Kovalcin

Resolution 2022-7 – Carried

3. **Paving**

Bishops Brothers Construction, Inc has been awarded our paving project for the summer. We have been working on stormwater work that we need to complete before paving. We do not have a schedule at this time from Bishops but will coordinate with residents once we do. We have also completed the work needed on Means Street and Second Street to College Ave, so that we may consider including these two streets for paving. We initially had these two on the list to pave, but were afraid we wouldn't be ready in time, (also unsure where costs would come in). And, John Miller to the rescue, and his inability to sleep at night until the job was done! He installed new stormwater catch basins and piping, replaced the sewer lateral to our building, and the water crew completed a new sprinkler system valve for our building.

4. **Towanda Borough Parks Master Plan**

We received two proposals for the Parks Master Plan. One came from Stiffler & McGraw for \$74,820, and the other from Delta Engineers, Architects, and Surveyors for \$47,252. The Borough has been awarded approximately \$27,500 in funding through the DCED's Greenways, Trails, and Recreation Program. Speaking with our grant consultant, it was advised to readvertise the RFP and request specific line items for the inclusion of the T ASD Memorial Park and the Riverside Cemetery, as these were added to the approved scope of work in the grant. Manager Egleston will redraft the RFP and will work with our DCED consultant to approve and she will readvertise it again.

5. **EDA Success Story**

In 2018, the EDA provided \$3 Million in grant funding towards the construction of our new water treatment plant. The NE Director of EDA reached out to me to feature a Success Story of the grant funds. A copy of the article is included in the packet.

6. **DCED Municipal Assistance Program Grant**

In February, we submitted a grant on behalf of Towanda Borough, North Towanda Township, and Towanda Township to update our Central Bradford Comprehensive Plan. We received a quote for \$38,000 to complete the update. We requested \$19,000 in grant funds (50%), and the three municipalities will split the other half if awarded the grant. The DCED grant analyst reached out to me to discuss our application and felt we submitted a very strong case for the funding and should hear (hopefully) favorable results soon.

7. **Mowing**

We solicited bids for mowing to Riverside Cemetery, Wysox Municipal Authority, and Towanda Municipal Authority areas. The following were awarded:

- Riverside Cemetery-Smiley's Cleaning Service, Inc @ 790.00/per month (as needed)
- WMA-Black Knight Quarries @ \$720.00 for three (3) times/per month
- TMA-M&R Maintenance and Rentals-\$642 per cut

We are also seeking 1-2 Seasonal Groundskeepers for the Borough at \$12-14/per hour M-F from 7:00 to 3:30. We placed an advertisement in the Daily Review and posted it on our Facebook page.

8. **New Electric Contract Signed**

Our Electric Contract with AEP ends in November 2022. Manager Egleston has been working with Amerex Energy on new pricing for a new contract. It isn't the best news, as rates have drastically increased. We will be taking a hit for the newest contract beginning on 12/1/2022 for 24-months with AEP at \$0.07415/kWh, and then beginning 12/2/2024, entering into another 36-month contract at \$0.0615/kWh. After spending months reviewing rates, and witnessing a drastic rate increase over the last month or so, this became the best option, and the lowest rates we had seen in some time.

9. **Towanda Lions Club & Merrill Parkway**

Manager Egleston spoke at the Towanda Lion's Club meeting on April 26th. The Club is interested in partnering with the Borough on a project. A suggestion to seal/pave the cracks on the Merrill Parkway Path was made, and the Lion's Club could assist us with the purchase of material and maybe rental equipment for us to complete the job. Once we get some pricing and estimates, we will re-connect with the Lion's Club and their generous offer.

10. **TASD K-5 Classes to Visit the Borough**

Five K-5 classes will visit the Borough during their Community Helpers Field Trip on May 11th. We plan to show them our street sweeper, and TMA's new Vacuum Truck. Manager Egleston has also ordered more "Towanda No. 1 Believe & Belong" pins for them.

11. **Mural Projects**

Vicki Wells is working on a Butterfly Mural at the Third Ward Playground. She has a few volunteers to complete the project and she requests donations of latex paint in various colors. If interested, please reach out to her directly.



While Manager Egleston visited with businesses downtown to discuss our Parking, she also met with Mark Beauchemin, Co-Executive Director of the Main Link on Pine Street. She told him about our "Towanda Pin" and how we wanted to have a mural done on a building downtown. He offered the back of their building as a spot. She has been in touch with Renae Chamberlain, the Arts in Education Program Director, and local Art Teachers to complete the project. Ed Boardman photoshopped a picture of what it could look like, see below!



BOROUGH SOLICITOR

Borough Solicitor Smith reported the following:

- Solicitor Smith stated he heard something about the loading zone time issue. Manager Egleston stated that the Knight Out II owners feel that the 15-minute loading zone time is not quite enough time for them to unload. Solicitor Smith stated that we authorized this loading zone in the April Council meeting, however, this was not part of Chapter 305, Article IX Commercial Zone amendment. *Council discussed changing the time limit to 30 minutes, and a motion was made by Mr. Saring and seconded by Mr. Parks to increase the loading zone time limit to 30 minutes. Motion passed.*
- Solicitor Smith had a draft of Chapter 305, Article IX Commercial Zone Parking where changes were made last month to the metered parking section of the code. There were changes to the number of spaces on streets in Section 305-71. A.(2) (j), (k), (l), (m) & (n). *A motion was made by Mrs. Hatch and seconded by Mr. Saring to have Solicitor Smith move forward and advertise this Chapter to be amended. Motion passed.* Solicitor Smith will move forward on getting this readvertised.
- Solicitor Smith had a drafted letter that he will send to Mrs. Candace Chilson, 103 York Avenue in answer to the Mercur Alley drainage issue that affects her property. He reviewed the Borough and public records as to whether Mercur Alley is a public way that is to be maintained by the borough. He concludes that it is not. He provided a copy of a subdivision plat of "Kirby & Moody's Estate" dated August 1883 that is recorded in the Bradford County Recorder of Deeds office. The subdivision lays out a 20-foot-wide alley which became known as Mercur Alley. As a subdivision of private property, all persons who purchased land out of the subdivision would have the right to use the alley and the duty to maintain it. The only servicing of the alley by the borough has been snow plowing so that emergency vehicles can access the alley when necessary. He has found no record of any other consistent maintenance of the alley by Towanda Borough. Also, he stated there have been no events that occurred that would make the alley a public thoroughfare.

BOROUGH SECRETARY

Borough Secretary Kulick reminded everyone that the Borough "Spring Clean Up" will be held on Friday, May 13th, and Saturday, May 14th. Information has been in the newspaper and online also.

FINANCIAL & ADMINISTRATIVE REPORT:

The motion to pay the April 2022 bills was made by Mr. Roof and seconded by Mrs. Hatch. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

- President Christini briefed Council on the April 19th meeting. Roger Hatch, the new member behind Jimmy Lacek was unable to attend due to traveling out of town.
- There were a couple of things that were discussed at the meeting. Manager Egleston was present at this meeting and updated us on the Regional Comprehensive Plan grant status and the companies that produce these plans.
- Also, she talked about the Site Master Plan project. It will be rebid, as the 2 bids that we received had a wide range of difference between them. She will continue the work on that.

RECREATION REPORT:

Mr. Kovalcin stated the Committee has the entertainment list completed and the first performance will be on June 16th at 7 PM at Tommy Fairchild Park (formerly Riverfront Park).

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

April Maynard is on the Library Board and will include the meeting minutes when available. President Christini gave a big thank-you to April for doing this, as it keeps Council in the know.

ADJOURNMENT:

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



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes June 6, 2022

The Towanda Borough Council Meeting was held on Monday, June 6, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 PM by Vice-President Eberlin.

Present: Vice President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mrs. Hatch & Mr. Parks

Absent: Mr. Roof & President Christini

CITIZENS TO BE HEARD:

BobbiJo Smiley of 4 William Street spoke about being unable to park in front of her home. She has no driveway to pull into and claims that she was told she would have a parking space when she bought the house. Allied Services has a community living home at 12 Mix Avenue and the employees park in front of and nearby her home regularly. She would like to have a space designated for parking for her and her neighbors that do not have off-street parking. Vice-President Eberlin stated that he does understand her, and he will have Manager Egleston and Mr. Sluyter look into her parking situation and get back to her.

Reggie Douglas, a Trustee of the 1st Presbyterian Church was present with a concern about parking spots (the church does not have a parking lot) during the week the church as numerous meetings and outreaches for the community that is affected by paying for parking on streets on either side of the church (Pine & Court Streets). A lot of the church members are elderly and it is a hardship for them to walk from the parking garage to the church. Mr. Douglas's suggestion is to stay with the pay for parking on those 2 streets, but keep free parking for a short time (2 or 3 hours). That would solve the church's problem.

Cathy Guffy of 130 Charles Street is a member of the 1st Presbyterian Church also and she gave a couple of examples. One elderly lady who is severely ill and she attended two different meetings in the church and received a ticket because she was over the three-hour limit. Therefore, she parked in the parking garage and walked with a cane to the church which was not a good situation for her to be in. The church also has a group of women who meet mostly weekly except in winter when it is icy, and they are in their 80s and 90s with mobility issues. In addition, they don't have smartphones. If they do, it is for emergencies. Mrs. Guffy can see how the parking is impacting them. She stated that they also have staff that periodically need to bring items into the church or load items like recycling material. Also, they have a kids club on Wednesday evenings throughout the school year that starts at 5:30 PM, but some adults come in earlier to get the meal and other preparations ready.

Vice-President Eberlin thanked her and Mr. Douglas for all the good things the church is doing and if there is an option they will discuss and consider it. Manager Egleston stated that we realize that under ParkMobile it is geared more toward smartphones but it is also driven by a 1-800 number (on the signs) that they can call from any phone to pay for parking. She stated we are looking down the road at possibly adding actual physical meters on the streets, but they have been busy working on a solution that will still have three-hour free parking on Main Street, but also give people options where they could walk within a block anywhere on Main Street where they could pay for the remaining part of the day. The borough feels the current metered parking is the most cost-effective way to get started and we will probably be looking at other alternatives as we continue to do the metered parking on the side streets that wouldn't necessarily require a smartphone but we want to make sure it will work before we install it.

Charlotte Parks of Kali's Mission presented the report. She stated that there have been 19 Towanda Borough cats spayed and neutered since April 2022. They have been found on Riverfront Park, Poplar Street, Ward Avenue, North Main Street, and Tidd Alley. On June 8th they will be in the borough trapping at Riverfront Park, Second Street, North Main Street, and Elizabeth Street. For fundraising, they will have a concession stand at Tommy Fairchild Park (formerly Riverfront) during the Thursday night "Concerts in the Park" Series selling water, soda, chips, and hot dogs with toppings. They are continuing the "Got Sneakers" program where they collected used donated sneakers to send overseas to people in need. This program pays \$.50 to \$3.00 per pair of sneakers (to Kali's Mission). They also submitted their 2023 United Way Grant application. Also, Mrs. Parks stated that they will start trapping for Wysox Township (at the trailer park) and Dushore borough soon.

In conclusion, Mrs. Parks thanked Towanda Borough council members for supporting Kali's Mission and said "they could have never done it without the borough's support." "Towanda Borough is the key to making this program work in other places."

Manager Egleston introduced Erica Locke, a summer intern from Bradford County Action, who has been here for a week. We have kept her busy so far.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve May 2, 2022, Regular meeting minutes was made by Mr. Saring and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent but the report was included in the packet. Mr. Parks stated they are still waiting for the part for the new fire truck to arrive.

FIRE BOARD REPORT:

Mr. Parks stated that they had a meeting but he had nothing to report.

MAYOR'S REPORT:

Mayor Miller thanked the police and fire department and Guthrie EMS for coming out for the parade for Porschia Bennett, Towanda High School senior who earned her second consecutive Pennsylvania Interscholastic Athletic Association (PIAA) championship Friday in the high jump at Shippensburg University. The mayor proclaimed May 27th Porschia Bennett Day in Towanda Borough to celebrate her win. There was a big turnout for the parade and lots of "Black Knight Pride."

Also, Mayor Miller stated that the concert series will start on June 16th.

POLICE CHIEF REPORT:

Chief Epler gave his report.

- Towanda Borough Police received training from the Pennsylvania State Crash Reporting Law Enforcement Liaison on the TraCS system, along with E-filing citations and crash reporting. The TraCS system is up and running and we have used it on several citations, although we have to use it in station until our new In-car computers arrive.
- Officer Roberts and I attended a round table discussion at the Guthrie Memorial Campus for an armed hostile male scenario.
- Seatbelt and DUI enforcements were conducted during the month.

- We had a bomb threat at the Towanda High School this month. The Towanda Area Schools and Towanda Police Dept worked great together and a detailed investigation was performed and the suspect has been identified and charged. The decision to clear the High School with 2 bomb dogs was made even though the suspect was on video throughout their travels while in the school. This was done as an extra measure of caution.
- Officer Hennessy was busy this month with Career Days, a drug sniff, and a presentation for Community Helpers Day for Kindergarten Students at the J. Andrew Morrow Primary School. He also assisted with St. Agnes school's lockdown drill.

MAY 2022 – Monthly Report

350	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
37	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
10	NON-TRAFFIC CITATIONS	12	THEFT REPORTS
2	DUI ARRESTS	7	ANIMAL COMPLAINTS
92	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	11	WARNINGS ISSUED
3	OUT OF TOWN ASSISTS	1	K-9 SERVICES
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- She stated that Chief Epler covered everything that they covered in their meeting.

CODE ENFORCEMENT/ PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.

MAY 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		16	80
Permit Fees Paid	\$	1,765	9,818.30
Code Inspections Fees	\$	675	3,398.30
Borough Total after Code Inspections Fees	\$	1,090	6,420
Permit Work Value	\$	94,148	586,192.34
Contractors Registered		21	50
Contractors Registrations Amount	\$	2,100	5,000

UCC Reportable Permits

Month YTD \$ Fees \$ Fees YTD

Borough Council Meeting Minutes
June 6, 2022

#1 Residential – New		1		4.50
#2 Residential – Other	1	12	4.50	54.00
#3 Commercial – New		3		13.50
#4 Commercial – Other	2	4	9.00	18.00
TOTALS	3	20	13.50	90.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	35	84	33	74		24
1 & 2 Family Rentals	28	80	25	67		26
Commercial Rental Units	14	43	14	41		11
Commercial Non-Rental	10	24	8	20		8
TOTALS	87	231	80	202	0	69

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	10	45
2nd Inspection		
3rd Inspection		
FEES PAID \$	0	200

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	62	146
Paid	26	181
Dismissed	12	59
Warning	9	47
Abandoned	0	1
Citation	0	57

Tickets by Street Location

	Month	Year-to-Date

Main Street	43	196
Court Street	8	54
Bridge Street	18	81
Park Street	11	47
Pine Street	11	62
Washington Street	1	14
State Street	3	18
Parking Garage	12	50
John B. Merrill Pkwy	2	7
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	13	51
3 Hour Limit	78	350
3 Hour Free Parking, Moved Locations	7	27
Permit Required	1	5
Parking Outside of Lines, Direction of Travel	1	14
Snow Emergency-Second- ary Roads		7
Handicap/Disabled	1	13
Non-Space	7	22
Loading Zone	1	2

Borough Manager Egleston reported the following:

1. **Parking**

ParkMobile is up and running in our Parking Garage. After we adopt the revised parking ordinance, we will be able to go live with the metered parking spots along Washington Street, Pine Street, and Court Street. In the Parking Garage, guests will need to enter the parking stall number (110-132) and then select the amount of time they wish to park and proceed to checkout. For the other zones (street parking) they will need to enter their license plate number, and then proceed to checkout. The Towanda Borough Parking Map is also updated.

Manager Egleston presented the advertised Ordinance 2022-1 (Solicitor Smith-on vacation):

ORDINANCE 2022-1

An ordinance amending Chapter 305, Article IX of the Code of the Borough of Towanda pertaining to Commercial Parking Regulations to add metered parking on Court, Pine & Washington Streets. Other various changes in this ordinance were amended and advertised before tonight's vote.

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Parks

The roll was called and recorded as follows:

AYE/YES: Mr. Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mrs. Hatch, & Mr. Parks
NAY/NO:

ABSTAIN:
ABSENT: Mr. Roof & Mr. Christini
ORDINANCE 2022-1– Carried

2. **USDA Community Facilities Grant**

We received the check from USDA through the Communities Facilities Grant Program for \$27,600 to cover a portion of the 2022 Chevrolet Silverado work truck purchased for John Miller's crew.

3. **Paving Projects and Street Prep**

Bishops Brothers Construction, Inc has been awarded our paving project for the summer. Ten to twelve Streets are included in the paving project. We have been working on stormwater work that we need to complete before paving. State Street stormwater work has been completed, and Means Street has had the storm, sewer, and water work completed in preparation for paving. Stormwater work has begun on Ward Avenue.

4. **DCED Municipal Assistance Program Grant**

The Borough was awarded a \$19,000 grant to cover 50% of the costs to update the Central Bradford Region Comprehensive Plan with Towanda Township and North Towanda Township. Once the project goes out to bid, the three municipalities will share the remaining costs to complete the project.

5. **Mowing**

We are also seeking 1-2 Seasonal Groundskeepers for the Borough at \$12-14/per hour M-F from 7:00 to 3:30. We placed an advertisement in the Daily Review and posted it on our Facebook Page.

6. **2022 BCA Administrative Intern**

The Borough received an intern through Bradford County Action for the summer. She has been working on several different projects and will assist staff with various tasks. We have been very pleased with her work ethic and eagerness to help and look forward to seeing what she can help us get done this summer.

7. **Towanda Lions Club & Merrill Parkway**

The Towanda Lions Club is interested in partnering with the Borough on a project. A suggestion to seal/pave the cracks on the Merrill Parkway Path was made, and the Lion's Club could assist us with the purchase of material and maybe rental equipment for us to complete the job. We received a quote from M&R Maintenance and Rentals and shared that with the Lion's Club. They will meet in a few weeks to discuss how they will contribute to the project.

8. **724 Main Street Façade Renovations**

The Siding and Materials we ordered through CC Allis have been delayed. They were set to arrive on May 20th, but have been delayed at the port. We should see them in the next week or two.

9. **Pennsylvania State Association of Borough's Conference in Hershey**

Diane, Stacy, and I attended the PSAB Conference in Hershey from May 23rd-25th. We attended several sessions that we found to be informative and spark some new ideas for us to consider here, and learn about some legislative updates.

10. **PennDOT Property Acquisition**

Manager Egleston called for an Executive Session at 7:51 PM. Executive Session ended at 7:58 PM, and the meeting was called back in order by Vice-President Eberlin.

BOROUGH SOLICITOR

Borough Solicitor Smith was on vacation.

BOROUGH SECRETARY

Borough Secretary Kulick had nothing to report.

FINANCIAL & ADMINISTRATIVE REPORT:

The motion to pay the May 2022 bills was made by Mrs. Hatch and seconded by Mr. Kovalcin. Motion passed.

Vice-President Eberlin handed out a sample of a Quality-of-Life Ticketing Ordinance for Danville and Blawnox Boroughs. In addition, were samples of tickets from the City of Scranton and Danville Boroughs. There is always a lot of talk about garbage, snow, and grass issues and the time-liness of the process on the Magistrate's side (using citations) in spending time in court without any resolution. A Quality-of-Life Ticketing Ordinance bypasses the Magistrate process which would give Mr. Sluyter another tool to use. We are just bringing this to Council's attention for the future.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

There was no meeting in May 2022.

RECREATION REPORT:

Mr. Kovalcin stated that the first Concerts in the Park will start on June 16th. Concessions and Ice Cream will be available.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

Included in Packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Parks. Meeting adjourned at 8:03 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes July 5, 2022

The Towanda Borough Council Meeting was held on Tuesday, July 5, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:03 PM by President Christini.

Present: Vice President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch & Mr. Parks

Absent: None.

CITIZENS TO BE HEARD:

BobbiJo Smiley of 4 William Street was present to follow up on her lack of parking concern in front of her residence. At the meeting she attended on June 7th, she stated that parking in front of her home is difficult due to Allied employees, the eye doctor customers, and people parking on William Street while they walk on the Merrill Parkway. She said that 3 property owners have the same issue as her (they were present and spoke also). Ms. Smiley stated that she does not have a driveway, and the people next to her do not have a driveway either. When she gets home from work some days and nights there are cars parked in front of her home and she has to park up the street leaving her car at that spot and walk to her home.

Fran Walker of 6 William Street stated that she shares Ms. Smiley's concern too. In addition, she stated there is a house behind her that she was offering to buy at one point in time. The owner offered her a price and she agreed but her bank told her it was not worth the asking amount. The property is starting to smell and it is a real eyesore. She said the smell drifts over to her yard (The house at 303 JB Merrill Pkwy is half burned down due to a fire that occurred in October 2019). She said this property would have been good for her and her neighbors with the current parking issues, but she can't afford it now. It smells, there are windows with no coverings and the roof is partially caved in. In addition, Mrs. Walker said on the back side where the fire happened, the kitchen window has a tarp over it that is starting to split and you can smell the fire soot.

President Christini asked Mr. Sluyter if the home was condemned. Mr. Sluyter stated that it was condemned but the owner opened a 6-month building permit that is still open. Mr. Christini stated that they can't have open windows and doors to which Mr. Sluyter said he would check on it tomorrow, but when he talked to the owner a couple of weeks ago for an update of what work was going on, the owner stated that they were currently there doing the windows. Council will have this addressed.

In commenting on Ms. Smiley's parking issue, Mr. Sluyter said there are heavy parking restrictions in any C-2 area, and resident and reserved 9-hour parking in R-2, but there isn't anything in the R-1 district. The majority of Second Street is R-2 and R-3 with parking regulations for tenants and reserves, but there is nothing listed in R-1 that he has found. Mr. Christini stated that maybe we should look into that.

Rachel Stahle of 10 Mix Avenue was the next citizen to speak. She said that if Council was going to do a parking study, the area between Chestnut and Mix Avenue onto William Street is much narrower here than the rest of William Street. She stated that tractor trailers come in this part of William Street, so if there is parking on both sides, it would be tricky. She added that maybe we could prohibit them from coming in on William Street, as usually, they are going to NAPA Auto Parts store. She feels there are alternate ways they could use to get to NAPA. Ms. Stahle also stated that when she moved into her home there was no parking space and she made a parking space on her home's property because she would come home from the grocery store and in front of her home (on Mix Ave) there were parked vehicles. She removed the grass and made a stone parking spot, as she felt it was the only choice she had other than parking illegally. Also, Ms. Stahle was concerned about other businesses that might come into the neighborhood in the future. Mr. Sluyter stated that it is doubtful as the 2 businesses that are near her are grandfathered and would not be a permitted use now.

President Christini stated he was sorry for the troubles they were having with parking and he suggested that Council send it to the Planning Commission to study the possibility of reserve parking space in R-1, as

Mr. Sluyter said it does not exist and this has been something that has been brought up over the years. The Commission would look at ordinances that other municipalities have done and discuss where this type of parking might be needed. As far as changing the traffic flow direction, this may be too drastic and be harder to do with a greater impact.

Mr. Kovalcin made a motion and Mr. Saring seconded to have the Planning Commission investigate reserve parking possibility in the R-1 district.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve June 6, 2022, Regular meeting minutes was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that last week Towanda, North Towanda, Wysox, and Athens fire company volunteers cleared some of the trees out of the river where people were getting stuck. The part for the new fire truck recall (D&L sensor) finally came in.

FIRE BOARD REPORT:

Mr. Parks stated there was no meeting last month.

MAYOR'S REPORT:

Mayor Miller stated that he is working on coordinating the "Mayor for a Day" schedule.

POLICE CHIEF REPORT:

Chief Epler gave his report.

- The TraCS citation system is being used and is working nicely. I have called and emailed the company about where our equipment is and they finally reported that they are waiting on computer chips. The rep gave me a workaround for getting demo's in and they will be replaced when the new ones arrive. So, at this time we are waiting on the Demo units.
- The drug task force arrested several defendants for drug charges incurred from the illegal sale of narcotics.
- Officer Hennessy is out of school and is back in the rotation for the summer. Vacation hours are being used by the Officers.
- Officer Hennessy put on a demonstration for K through 6th grades for the Christian Camp held at Sheshequin / Ulster Rec Center.

JUNE 2022 – Monthly Report

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

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- The new shotguns have been built and we are waiting on new adapters for the guns.
- Staffing concerns were discussed, and with Patrolman Roberts leaving the part-time position here and going to Sayre PD full-time they had to move some officers' shifts around. Sargent Lantz, (who took time out of his vacation this week to attend the meeting) came to the meeting to help the committee understand the staffing needs. The Committee is asking that the Civil Service Committee be activated and get a testing date scheduled for Fall 2022, so there is an active candidate list for any future openings. The force is in a position where the officers are out in the

field in a position where they are by themselves. Mr. Eberlin said that he is on the Civil Service Committee (with Alec Garden & Mark Henry) and they will set up a meeting to discuss getting a testing date set.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.

JUNE 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		27	104
Permit Fees Paid	\$	3,115	12,803.30
Code Inspections Fees	\$	575	3,973.30
Borough Total after Code Inspections Fees	\$	2,540	8,830
Permit Work Value	\$	191,825	778,017.34
Contractors Registered		28	78
Contractors Registrations Amount	\$	2,800	7,800

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other	3	15	13.50	67.50
#3 Commercial – New		3		13.50
#4 Commercial – Other	2	6	9.00	27.00
TOTALS	5	25	22.50	112.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	9	93	8	82		24
1 & 2 Family Rentals	15	95	12	79		26
Commercial Rental Units	12	55	10	51		11
Commercial Non-Rental	5	29	5	25		8
TOTALS	41	272	35	237		69

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	16	61
2nd Inspection	2	2

3rd Inspection	0	0
FEES PAID \$	0.00	200.00

PARKING:
Tickets by Status

	Month	Year-to-Date
Issued	45	96
Paid	14	216
Dismissed	12	72
Warning	20	67
Abandoned	6	15
Citation		121

Tickets by Street Location

	Month	Year-to-Date
Main Street	21	234
Court Street	15	103
Bridge Street	16	101
Park Street	4	57
Pine Street	22	86
Washington Street	6	22
State Street	2	20
Parking Garage	3	53
John B. Merrill Pkwy	2	8
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	44	166
3 Hour Limit	36	421
3 Hour Free Parking, Moved Locations	2	28
Permit Required		6
Parking Outside of Lines, Direction of Travel	1	16
Snow Emergency-Second- ary Roads		7
Handicap/Disabled	2	17
Non-Space	1	24
Loading Zone	5	7

Mr. Sluyter informed Council that Allied Services may be applying for a variance (Planning & Zoning issue) on property they purchased at 712-714 Second Street in the R-1 District. The property is a 2 unit (home & garage apartment), and Mr. Sluyter thought that Allied wanted to house 3 clients with 1 to 2 staff employees. He talked to Mr. Ames, Vice-President of Community Services about it and Mr. Ames stated that if it doesn't get approved then they will probably sell it, as this would be their oversight.

President Christini asked Mr. Sluyter how he handles "Text My Gov" complaints. Mr. Sluyter stated that they come in as an e-mail notification to him, and there is a separate module on iWorq system where he imports it into the Property Maintenance section. He then writes a letter for the case if one hasn't already been mailed. In some cases that were on the report, there was a letter sent previously. President Christini asked if a letter is sent every time a complaint comes in. Mr. Sluyter gave an example: Say for 1 Main Street, if he writes a letter on Monday, then someone sends him a "Text My Gov" complaint on Wednesday, he would not send another letter for the same complaint because he just sent it on Monday. President Christini asked if there was a letter in the property files for every case in his report to which Mr. Sluyter stated "yes". Along those lines President Christini asked for every maintenance issue in his case report is there a letter corresponding to the case date in the property file? Mr. Sluyter stated that if there were three cases for the same address, he would do one letter on the initial date.

President Christini asked Mr. Sluyter about the older cases and if there was a letter in the file for all the old maintenance issues. Mr. Sluyter stated "Yes", so they would not be on the report unless there was a letter sent out. He said even the ones that are not on "Text My Gov" don't show on the report unless a letter goes out. President Christini asked Mr. Sluyter how he handled ones that repeat, for example where the grass is piling up and there is not necessarily a citation. Mr. Sluyter gave an example that was on the report where high grass was cited 2 times. Mr. Sluyter stated in one of the cases pointed out, there was no letter written. President Christini stated that a point he wants to make is that for every issue in the maintenance report there should be a letter in the property file.

President Christini asked Mr. Sluyter about 105 Second Street, the apartment house with the broken windows, and the open front door if there was a letter in the file for that. Mr. Sluyter stated there was a letter for that address and the owner did go down and boarded the window. President Christini said that the door was currently open to which Mr. Sluyter stated that it sounds like it's open & close as there is another property on North Main that is owned by the same people that keeps getting broken into just about every day. Mr. Sluyter said he addresses the problem with the property owner but he does not know if the owner just shuts the door and locks it or not. Mr. Kovalcin asked Mr. Sluyter when the last time was that he was at the 105 Second Street property. Mr. Sluyter stated that he did not go there last week. President Christini suggested that any letters that go out on these condemned properties should state that the doors are to be screwed shut with a type of screw that they cannot get open. He said that Chief Epler knows that things are happening on those properties and President Christini hopes there are letters in their property files.

In addition, President Christini asked Mr. Sluyter how the Red Rose Diner on Main Street is being handled. Mr. Sluyter stated that he called the owner and the owner stated that he had already paid a local contractor to start the job. Mr. Sluyter called the contractor for a start date and the contractor said he would get to it next week. Mr. Sluyter told him he needed to rope it off because it is a hazard and the contractor did the yellow tape, and it has been longer than a week and the contractor hasn't done any work yet. Mr. Christini stated that this is a good example of Quality of Life Ticketing because it would be a one-hour fix-it job with a dollar's worth of wood. These guys are not taking action on many unsafe things. President Christini asked Mr. Sluyter if he sent a letter to the owner (is there a letter in the file)? Mr. Sluyter stated that he would follow up on that as he was not sure if there is or not. President Christini stated that there should be a letter in every file for every case that is on the Code Report and it should show a date given that says how long they have to fix it.

Also, President Christini stated that the Code report has about 34 issues dating from 2021 and older that are still on the report, and some are for rubbish. He asked Mr. Sluyter to explain why there are "rubbish" violations still on the report from the year 2021, as there were several listed from April, May, June, and September 2021. President Christini stated that either they are resolved and they should come off the list, or where the owners were cited, there should be a citation number. Mr. Sluyter stated that it could be an oversight on his part and he just did not close it out, as he was not disagreeing with President Christini if there are some cases on there.

Mr. Christini stated again there were 34 on the report and asked Mr. Sluyter to go through the report and clean it up. He stated if there's anything that is open, cite them, if there's anything that is closed, remove it. President Christini stated that we want the borough to get cleaned up and if there are items on this report that have been on there for over a year to three years they should be dealt with. He asked if anyone disagrees with him to say so. Again, President Christini does not see any reason why these things are still on the report and stated it's a clerical issue.

Mr. Eberlin stated that the report itself should make us all think about a Quality of Life ordinance. Mrs. Hatch asked Mr. Sluyter if it was weeks to get through the steps in the code violation process. Mr. Sluyter stated that there are 10 days from the time the letter is mailed out for the violation to be taken care of, but with the mail being how it is, he makes sure to give them a couple of extra days. Sometimes things get taken care of in 12 days, sometimes not. Mrs. Hatch stated that the Quality of Life Ticketing ordinance seems like would make things happen much quicker. She also stated that there is a level of care that some property owners have and some don't. This may help get people to care and will make it happen quicker. President Christini stated that there are lots of ways we can get communication to landlords. If they don't get the ticket that is put on the door, it could be sent via registered letter and if they get maybe three tickets, it adds up, and then it goes into a citation. Consensus is that the Quality of Life Ticketing ordinance would streamline Mr. Sluyter's job and save him from writing letter after letter with unresolved issues going on for months (from grass to snow).

Mrs. Hatch made the motion and Mr. Kovalcin seconded it to request the Planning Commission to investigate a Quality of Life Ticketing Ordinance. Motion Passed.

BOROUGH MANAGER EGLESTON REPORT:

1. Parking

Manager Egleston stated that ParkMobile is up and running in our Parking Garage and side streets. We've added signs to the metered parking streets (Court, Pine, and Washington) clarifying the rules. In the Parking Garage, guests will need to enter the parking stall number (110-132) and then select the amount of time they wish to park and proceed to checkout. For the other zones (street parking) they will need to enter their license plate number, and then proceed to checkout. She also met with the Presbyterian Church on Court Street to help try to resolve their issues with day visitors and groups concerning options to pay through ParkMobile. The church secretary has a computer and Manager Egleston told her that she could use ParkMobile online to reserve and pay for parking for these visitors and group meetings.

Erica Locke, our Summer Intern has been tracking our parking trends and shared her findings. She presented a very informative report that covered May through June 2022. She did a parking duration review which showed parking that was extended by people who may have been in a spot longer than originally paid for. She also stated for daily trends, 11 o'clock seems to be the most popular hour people are downtown. She also summarized the last 6 weeks' transactions, parking amount, and the specific zone (there are 9) usage. She tracked the average payment amount per zone, average time spent per zone, the most common payment amounts by zone, and the most common time usage per zone. She found that the average time a vehicle parks is about 4 hours. In addition, over the past 6 weeks, Ms. Locke tracked the ParkMobile transactions versus the parking tickets. The parking tickets are getting lower and the transactions to pay for parking are rising which means people are using ParkMobile. (Her charts are included). Council praised Ms. Locke for her assistance with the parking program as well as for charting the Bradford County Veterans Memorial Park. She has done a phenomenal job.

2. Paving Projects and Street Prep

Manager Egleston stated that Bishops Brothers Construction, Inc is hoping to begin paving in late July. We have been working on stormwater work that we need to complete before paving. We've also been busy addressing potholes and will begin painting parking lines, and crosswalks soon.

3. Towanda Lions Club & Merrill Parkway

Manager Egleston stated that the Towanda Lions Club will provide \$2,000 towards filling and sealing the cracks on Merrill Parkway. They will donate \$1,000 for 2022 and \$1,000 for 2023 towards the project. She said she appreciates the Lions Club for stepping up to help us out with this. We did receive one estimate for \$2,400. Manager Egleston will look into the cost of seal-coating the entire walkway and will be meeting with the Towanda Rotary Board to see if they would also be interested in assisting with the project.

4. **724 Main Street Façade Renovations**

Manager Egleston gave an update on the painting and staining of the municipal building. We were having an issue with salt bleeding through the stain and need to apply a primer to block it on the brick exterior. So far, we have received LOTS of compliments on the improvements and we are all eager to see it done! We have been seeking quotes for a larger garage door out back to widen and lengthen the door to fit some of our larger equipment, and pricing for installation/construction. Once the door goes up, we will side that wall with the same material installed out front. Things are moving along as the borough crew becomes available to work on it, and she is hoping to have the 3 sides done in August.

5. **PennDOT Meeting**

Manager Egleston said they met with PennDOT to look at SR 1039 North Main Street, Locust, Williams, and a portion of Packer as a possible Turnback Project. They did come back with a quote where they would completely redo the storm drains, pave and add new street curbing. John Miller, Chad Strickland our Engineer, and a PennDOT official walked it and they had some additional concerns from the initial estimate, so it's back to the drawing board for now. We may have to use our ARPA funds to tie in to include some of William Street's storm drainage issues with this project.

6. **Riverfest**

August 25th-27th will be the dates for this year's Riverfest, which is a week later than normal. This was due to scheduling a new carnival company. Sponsorships are coming in and have covered the fireworks display on Saturday. Other events through the festival include; Bingo, Axe Throwing, Mechanical Bull, 5K run/walk, possibly kayaking, and STEM activities. Entertainment includes; the Towanda K-Dettes, Twisted Years, Diana & the Crew, Karaoke Contest with Ben'Jamin DJ Service, Kevin Doupe, Jeremy the Illusionist, Devin Sherman, Prairie Dogma, and The Tonight Band.

Manager Egleston stated that the Borough received the 2021 reporting year Act 13 allocation funding in the amount of \$120,387.32, which was much higher than the 2020 reporting year, which was \$69,653.84. In the 2022 budget Manager Egleston and former Manager Lane projected it at \$65,000. Probably the increase was due to skyrocketing fuel prices and more gas activity going on. As always, we deposit this money in our Special Capital Reserve fund.

BOROUGH SOLICITOR

Borough Solicitor Smith stated that he met with the Planning Commission, and looked into getting the Vacant Property Ordinance going. He is currently in the process of revising it.

BOROUGH SECRETARY

Borough Secretary Kulick suggested a date for the Borough Picnic this year of August 12, 2022. This was agreed by Chief "Chili" Roof and the fire company volunteers.

FINANCIAL & ADMINISTRATIVE REPORT:

The motion to pay the June 2022 bills was made by Mrs. Hatch and seconded by Mr. Saring. Motion passed.

Mr. Eberlin mentioned the per-capita & occupational taxing (nuisance tax), and the difficulty in keeping it up to date. We no longer know who lives where and we probably are only taxing about 20 percent of our borough. We will be looking at doing away with this tax, but we need to look at the impact it will have on the budget. We may have to increase taxes to make up for the lack of per-capita and occupational tax. It is a huge liability for the borough to not know who lives where and the tax collection is taxing a small portion of the borough because we don't know who lives where. It is a mess that needs to be cleaned up and his thoughts were to get rid of it to clean it up unless we come up with a way to track people. However, he said that 60 percent of the borough are tenants, so how do you keep track of that? It's impossible. Therefore, this will be discussed when we start the budget talks. Mr. Eberlin also stated that if we taxed everyone that is living in the borough it would probably amount to \$15,000 to \$20,000. This is not a big sum but it is significant enough that we should take a look at and discuss it.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

There was a meeting in June and a draft of the meeting minutes was included in the packet. President Christini stated that we welcomed Roger Hatch as a new member of the Planning Commission. Manager Egleston reviewed the Regional Comprehensive Plan and in the near future, an RFP (Request for Proposal) will be drafted. Also, Manager Egleston, discussed the Site Master Plan that will be readvertised. She will be meeting with a DCNR official that will help her with the RFP for this project.

RECREATION REPORT:

Mr. Kovalcin stated they had the Magician last week. He was very well received and did a good job.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

Included in Packet. There will be no meeting in July and August.

ADJOURNMENT:

Motion to adjourn was made by Mr. Kovalcin and seconded by Mrs. Miller. Meeting adjourned at 8:13 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
August 1, 2022**

The Towanda Borough Council Meeting was held on Monday, August 1, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Christini.

Present: Vice President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch & Mr. Parks

Absent: None.

CITIZENS TO BE HEARD:

Alex Piechocki of 15 Locust Avenue spoke about his concern about the potholes on his street. He stated that there is a major pothole at the intersection with York Avenue & Locust Street. He said when you make the left-hand turn onto York Avenue from Locust one of your car tires is going to hit it, and when it is raining the hole is level with the pavement and you can't see it. There is a lot of use of this street because of activity at the Third Ward Playground. He stated that he counted 40 potholes starting at North Main Street & Locust to York Avenue. Manager Egleston stated that this street is on the list to be repaved this summer.

Dixie Cabucci of 103 Second Street was present to talk about a parking situation. Mrs. Cabucci stated that she got a fine excused a couple of months ago when she claims she was downtown for a total half-hour parked in two different places. Today she stated she went to the bank on Main Street for 5 minutes (parked in front of the bank), then drove over to Rainbows End to drop off some clothes (on the opposite side of Main Street) for approximately 15 minutes. She then went home and this afternoon she went back downtown to check on a garbage situation at her tenant building on Main Street, and to sweep up the garbage. When she went back to her car, she found a ticket issued to her at 2:57 PM.

She stated that she did not have her handicap sign in the car hanging but had it on the dash. She asked what the rules are on handicap parking and before she came to the meeting tonight, she said that she read the signs posted for parking in the Borough. She read the "Three Hours Parking", which was in big letters. She then read the bottom part of the parking signage. She said she doesn't understand the parking, and stated that she hears all kinds of complaints about parking and feels she is being penalized.

President Christini explained the ordinance is three-hour parking from the time you first park your car if you park in a three-hour zone. The other option is you can park and pay on the side streets or the parking garage for as long as you want. These options that are in effect now are better due to there being open spaces. The open spaces provide parking for customers who come to town to do business. This makes parking fair and consistent. Mrs. Cabucci stated that she understands the rules, but does not agree with them because she doesn't want to walk a block when she donates to Rainbows End or is delivering cleaning supplies for her rentals. She said that she does have a handicap placard and she was told that the state law is - one can park for free for 1 hour over the local ordinance (which would be 4 hours in Towanda Borough). Mr. Sluyter told Mrs. Cabucci that if the ticket she received was under the 4 hours allowed for handicap parking, it could be forgiven. President Christini also stated that the current system provides for open spaces in every zone at any time of the day and it is better than it was 20 years ago. Mrs. Cabucci can use her handicap parking placard when she is downtown for up to 4 hours. However, she noted that her total time from the morning parking, and then when she came back downtown later in the afternoon was over 4 hours, and she did pay the \$30 fine. Again, she stated that she understands but does not agree.

President Christini read a letter from Reverend Rachel Stahl of 10 Mix Avenue expressing her interest in serving on the Planning Commission. There are currently no openings on the Planning Commission, but we will note this in the August minutes and if there is an opening the process would be to advertise and consider her interest.

APPROVAL OF PREVIOUS MONTH'S MINUTES:

Motion to approve July 5, 2022, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated they had a busy month. On Sunday afternoon they had 2 calls on the river. One could have ended badly. One was in the area where the rapids have trees in the water (the area where they worked on cutting trees down last month), the kayakers must not have been familiar with the right side of the river and the "sweeper" trees. They got caught in these trees and the fire department was able to get them to safety.

The second call was in the afternoon, some canoers came down and got tangled in the "sweeper" trees (7 people), and 6 of them went underwater in the trees. They could see that 2 of them were kids who were "scared to death". Chief Roof stated that people coming down the river should use the left-hand side. The firemen are going to go back down and work on clearing out the trees again on Wednesday, and this time the PA Fish Commission is going to help with clearing the trees. Chief Roof noted that none of the kayakers or canoers had PFDs (Personal Flotation Devices) on.

Also, Chief Roof stated that they are changing all the lights in the station to LED with work being done by a company from Athens. The fire company received a nice discount through Penelec and this should lower the electric bill.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting but there is nothing to report.

MAYOR'S REPORT:

Mayor Miller stated called for an Executive Session at 7:35 PM to discuss a police personnel issue. Executive session ended at 7:45 PM.

Mayor Miller stated there was a situation on South Main Street where 2 vehicles were parked end to end in a driveway that caused the sidewalk to be blocked. The person who was walking along there had to go out into the roadway and was almost hit by a car. President Christini stated that he believes that one cannot block a sidewalk and it would be a matter for the police.

Mayor Miller also stated that he will have a couple of Community Service Recognitions to present next month.

POLICE CHIEF REPORT:

Chief Epler was on vacation, therefore Mayor Miller reviewed the report.

- I received an email that the in-car computers were to be shipped on the 28th of July from Patrol PC.
- The final part that we were waiting on for the upgrade to the shotguns came back in stock and was ordered, received, and installed. The upgrade is now complete.
- The station's air conditioner had problems and Saring Company was called to repair it. Joe was able to get us back up and running.
- The problem we had with Watchguard's 4RE unit (unit that records in-car video) which was in 2016, has been resolved with it being replaced after a lengthy troubleshooting period and dealing with a warranty issue.
- The drug task force arrested several defendants for drug charges incurred from the illegal sale of narcotics. (ongoing)
- Officer Hennessy and the K9 did several sniffs/searches this month, one for us, one for the drug task force, and one for Athens Twp. He also did presentations for CHOP at 2 Elizabeth St. and FLEA (Family Live Enrichment Adventure) at Mt. Pisgah.

JULY 2022 – Monthly Report

243	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
10	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
6	NON-TRAFFIC CITATIONS	10	THEFT REPORTS
0	DUI ARRESTS	3	ANIMAL COMPLAINTS
79	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED

3	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
7	OUT-OF-TOWN ASSISTS	2	K-9 SERVICES
6	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight. Chief Epler was on vacation.

- Mrs. Hatch said that the Civil Service testing date needs to be scheduled. Vice President Eberlin stated that it should be soon.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.

- He stated that he was hoping this week to start with iWorkQ system for permits.

Issues from last month:

- Mr. Parks asked Mr. Sluyter about the 3rd floor of the property at 333 William Street. Mr. Sluyter stated that the floor has been condemned for a long time, and he will check with the owner on it.
- The Red Rose Diner hole in the porch has been fixed
- The old Mulberry School (15 Mulberry Street). They met with the demo contractor and the building needs an asbestos inspection before it can be demolished.
- 16 North Main Street has been padlocked.
- 101 North Main Street – Cleaning up started today.
- 105 Second Street – Padlocks on all the doors, but there was 1 broken window that has not been boarded up.
- 2019 North Fourth and 402 Third Street have not been mowed yet this summer.

JULY 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS

		MONTH	YTD
Permits Issued		18	122
Permit Fees Paid	\$	3,105	15,908.30
Code Inspections Fees	\$	375	4,384.30
Borough Total after Code Inspections Fees	\$	2,730	8,696.60
Permit Work Value	\$	136,648	914,665.34
Contractors Registered		10	88
Contractors Registrations Amount	\$	1000	8800

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other	5	20	22.50	90
#3 Commercial – New		3		13.50
#4 Commercial – Other	1	7	4.50	31.50
TOTALS	6	31	27	139.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	15	108	13	95	8	32
1 & 2 Family Rentals	17	112	15	94	6	32
Commercial Rental Units	12	67	11	62	3	14
Commercial Non-Rental	3	32	3	28	2	10
TOTALS	47	319	42	279	19	88

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	10	71
2nd Inspection	2	4
3rd Inspection	0	0
FEES PAID \$	150	350

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	52	72
Paid	47	292
Dismissed	29	107
Warning	7	74
Abandoned	7	19
Citation	8	170

Tickets by Street Location

	Month	Year-to-Date
Main Street	33	239
Court Street	50	110
Bridge Street	15	106
Park Street	8	58
Pine Street	23	91
Washington Street	8	23
State Street	2	20
Parking Garage	3	53
John B. Merrill Pkwy	1	8
Second Street		7
Mix Avenue		
C&N Lot		

Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	86	181
3 Hour Limit	48	427
3 Hour Free Parking, Moved Locations	0	28
Permit Required	1	6
Parking Outside of Lines, Direction of Travel	1	16
Snow Emergency-Second- ary Roads		7
Handicap/Disabled	3	17
Non-Space	2	25
Loading Zone	2	8

Judy Pousen was commended for doing a good job on the Parking.

BOROUGH MANAGER EGLESTON REPORT:

1. **Parking**

ParkMobile is up and running in our Parking Garage and side streets. We've added signs to the metered parking streets (Court, Pine, and Washington) clarifying the rules. In the Parking Garage, guests will need to enter the parking stall number (110-132) and then select the amount of time they wish to park and proceed to checkout. For the other zones (street parking) they will need to enter their license plate number, and then proceed to checkout.

2. **Veterans Memorial Park**

Butler Surveying prepared Final-As-Built Drawings for the Veterans Memorial Park to close out the Land Development Application at the Bradford County Planning office. They also developed a brick plot for all of the individual brick pavers. Erica created a new spreadsheet with the brick paver information and simplified the process. We will now be able to create a "kiosk" with all of the information. We also met with the Bradford County Planning and Mapping office to discuss the data and how to integrate it into their GIS database.

3. **Bradford County Action-Youth Program Internship**

As you know, Erica Locke joined us this summer through the BCA Internship program. She is returning to Ursinus College in August as a Junior. Her last day was July 29th. She has been a wonderful asset to the Borough and Authority on numerous projects that she spearheaded and completed promptly and quickly. We will miss her!

4. **DCNR Grant YMCA Gymnasium Floor Closeout**

On July 19th, DCNR Regional Advisor, Christine Dettore came for a site visit to the YMCA to inspect the Gymnasium improvements funded through the C2P2 Small Communities Program. The grant provided \$70,000 towards a new gymnasium floor with lines and markings, new LED lighting in the gym, benches, nets, and new ADA parking improvements. The YMCA Capital Campaign raised \$40,000 to complete the project. The inspection passed, and all documentation has been uploaded into the DCNR Grants Portal, and we should be able to draw down the final 10% of funding to finish out the project.

5. **SCI Pool**

The pool has been leaking pretty badly, and the age is showing. It's time to consider completing a feasibility study on the pool and bathroom area. Manager Egleston is working on getting some proposals to conduct the study.

6. **Parks Master Plan RFP**

Manager Egleston is working on a revised RFP for the Parks Master Plan, per DCED's request because of the potential changes to the scope of work with the school property and Riverside Cemetery. She will try to have it re-advertised before our September council meeting.

7. **Paving Projects and Street Prep**

Bishops Brothers Construction, Inc is scheduled to begin our paving project the week of August 15th. They will start with State Street and Ward Ave. We will coordinate these efforts with the School District, residents, etc. Water, Sewer, and Borough crews have been busy with repairs to the streets that are to be paved. Parking lines and crosswalks will be completed soon.

8. **Snow Emergency**

Since we have been enforcing the Snow Emergency ordinance, and prior to the winter season, Manager Egleston would like to include additional streets for future snow events, including; Poplar Street (Convent Street to Western Avenue) & 4th Street (from Bridge Street to Elizabeth Street). She would like to have these streets to the Ordinance.

9. **Bucket for Loader Truck**

We would like to purchase a 3-3.5 cubic yard bucket for approval for the John Deere Loader. The lowest quote came back at approximately \$13k. Manager Egleston needed the approval to purchase, as the estimated delivery time is 8 weeks.

Chief Roof made the motion seconded by Mrs. Miller to approve Borough Manager Egleston to purchase a yard bucket for the borough loader. Motion passed.

10. **July 24th Storm**

The storm on Sunday took several trees and limbs down in the Borough, one on Main Street that struck a vehicle, and another on a house. One resident experienced 4 feet of water in their basement due to a clogged storm pipe. It was found the problem was on the owner's property. Three Penelec Street lights came down during the event on Main Street which brings the count to about 8 since she has been at the Borough. She stated that she needs to address these pole lights with Penelec. Crews came in immediately and cleaned up Sunday evening, and we are still cleaning up debris.

11. **iWorQ Software Update**

We are developing forms online for Code Inspection. These forms include Residential & Commercial Building permits, Contractors License Renewals, and Applications. This will be available on our website and will allow anyone to apply for these applications online. Additionally, we will be able to process credit cards through Xpress Bill Pay. Jeremy will have additional forms created so that he can perform inspections and upon completion can email them directly to the customer.

Next up, public works! We will have a presentation coming up.

12. **Downtown Revitalization Plan**

DCED's Keystone Communities Program is currently open and can assist with planning grants for business improvement districts. The application is due August 31st. Manager Egleston is working on obtaining quotes to complete a Downtown Revitalization Plan in the Central Business District and may need to have a special meeting prior to the deadline to pass the resolution.

13. **Towanda No. 1 Believe and Belong Mural**

"Our Pin" will be painted on the back of the Main Link building. Shvonne Strickland will paint it, and Gannon Insurance has offered to pay for it to get it completed.

14. **Towanda Lions Club & Merrill Parkway**

The Towanda Lions Club will provide \$2,000 towards filling and sealing the cracks on Merrill Parkway. A 25'x25' asphalt pad has been built where the stage was set up for Riverfest. This will eliminate a crew setting up the stage (and rebuilding) for a day and will also be available for other uses throughout the year.

15. **724 Main Street Façade Renovations**

We have begun painting and staining the building. We were having an issue with salt bleeding through the stain and need to apply a primer to block it on the brick exterior. So far, we have received LOTS of

compliments on the improvements and we are all eager to see it done! We have been seeking quotes for the garage door out back, to widen and lengthen the door to fit some of our larger equipment, and pricing for installation/construction. Once the door goes up, we will side that wall with the same material installed out front.

- A. Manager Egleston has contracted with HUNT-EAS to develop some conceptual floor plans for the front office to improve security, and create a secure office for Diane. They will provide several options, and once we decide on an option, we will work on preparing the bid documents to hopefully go out in the early spring of 2023 for completion by the Fall of 2023.

16. **PennDOT Meeting**

Property Acquisition Updated.

At 8:15 PM, Manager Egleston called for an Executive Session to discuss a personnel issue. The Executive Session ended at 8:30 PM.

BOROUGH SOLICITOR

Borough Solicitor Smith stated that he is working on the Vacant Property Ordinance and that he is handling some legal issues dealing with Parking in Jeremy's department.

BOROUGH SECRETARY

Borough Secretary Kulick presented the following resolution:

RESOLUTION 2022-8

The 2023 Police Traffic Services Grant which Towanda PD applies for that covers Bradford & Tioga Counties which Towanda PD will manage \$21,750, and also allocate the funds to appropriate roving patrols such as DUI, occupant safety, and aggressive driver, and pedestrian enforcement.

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Saring.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2022-8 – Carried unanimously

FINANCIAL & ADMINISTRATIVE REPORT:

- The motion to pay the July 2022 bills was made by Mrs. Hatch and seconded by Mrs. Miller. Motion passed.
- President Christini stated the F&A Committee discussed police department staffing and requested more information from the Police Committee in the near future.
- President Christini and Vice President Eberlin have been discussing TAPS (Towanda Administrative Policies) and felt that there was a hole in the policy concerning some personnel issues. He stated the F&A Committee has authority over these policies and with the direction of the Solicitor and under his advice we drafted three policies (TAPS):
 1. Employment of Relatives (Nepotism) - TAP #39
 2. Conflicts of Interest & Related Prohibitions – TAP #40
 3. Personal Relationships & Activities - TAP #41

President Christini stated that the F&A Committee was in consensus to approve these TAPS and have them added to the TAPS manual. The TAPS book is the guiding principle of the borough. Vice-President Eberlin stated that TAPS is a little outdated, several sections need reviewing and we should go through them. Mr. Schulze stated that he wanted Manager Egleston to know that the town is better every day because of her involvement and he is not sure where the problems are but he feels that we should slow down if there are problems with this policy. The original TAPS has been in effect for years. Vice President Eberlin reviewed the 3 TAPS.

Further discussion will take place on these TAPS. However, President Christini stated that he believes these are the policy's that many companies have in place and Solicitor Smith feels they are needed. Manager Egleston just wants to make sure of how she would roll them out and follow

through on them with our employees. President Christini passed out copies of the new TAPS for everyone to review and discuss further.

- Manager Egleston stated that Dawood completed the first phase of the blight mitigation study for Bradford County. Mr. Sluyter has been in several zoom meetings with Dawood.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

President Christini stated there was a Planning Commission meeting (draft in the packet) held on July 19, 2022. Discussed were the following:

Parking in Residential Districts – This was discussed at length and he summarized it as follows.

- Sayre's borough manager Dave Jarrett stated that they were moderately successful with their parking ordinance, but enforcement was difficult. They have visitor passes for residential and they are sometimes shared illegally. They have six different zones for parking.
- After discussion, the Planning Commission felt that the residential parking situation in Towanda has been this way for many years, and for the Mix Avenue area Allied Health Services group home has been there for more than 20 years (pre-existing condition). Because of this, the consensus of the Planning Commission was that the Borough is not obligated. The Commission tabled proposing an ordinance for parking in the R-1 district and return it to Council.
- Mr. Sluyter stated that 2011 was the last time there was a Certificate of Occupancy for the address (Allied's). It read there are to be no more than 6 clients with 2 staff members, and 2 cars are allowed to park in front of the location. However, he found out that Allied now has a van. He stated the last time the parking issue came up was in July 2020. He also called the Allied Manager today and she stated if it is an Allied car, it will have a placard hanging from the rear-view mirror. The Allied Manager is very willing to work with the borough. Their rollover for staff is between 3 and 3:30 PM. Mr. Sluyter was instructed to contact Ms. Smiley with the Planning Commission results and give her the breakdown of his discussion with Allied.

Quality of Life Ordinance – The Planning Commission is on board with this and will go forward with working on it. The top issues are garbage, rubbish, high grass, and snow & ice.

Mrs. Hatch brought up the "digging through the bags" in front of Rainbows End. She was driving through town and saw person(s) going through the bags, she came back later and it was cleaned up. This is the same person(s) every time that does this. She feels that we cannot have this type of thing occurring with this person or persons digging through the stuff, and they usually leave the contents all over the street. She wanted to know who is going to deal with this situation. She has also seen them going through garbage bags and anything else that is left out on Main Street. Mr. Eberlin stated that the police need to be called, and Mrs. Hatch stated that is what she will do next time.

RECREATION REPORT:

Mr. Kovalcin stated that there is 1 more performance at "Concerts in the Park" this coming Thursday. Mayor Miller also thanked Mr. & Mrs. Parks of Kali's Mission for selling hot dogs and drinks during the programs.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

Included in Packet. There will be no meeting in July and August.

ADJOURNMENT:

Motion to adjourn was made by Mr. Parks and seconded by Mr. Saring. Meeting adjourned at 8:47 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough Council
SPECIAL MEETING
August 29, 2022**

A Towanda Borough Council Special Meeting was held on Monday, August 29, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 5:15 PM by President Christini.

The purpose of this Special Meeting was to pass a resolution to authorize Manager Egleston to apply for a Keystone Communities Program Grant for \$25,000 through the Pennsylvania Department of Community and Economic Development (DCED), to be used for the development of a Master Plan for Towanda Borough.

ROLL CALL:

Present: Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mr. Christini, & Mr. Parks

Absent: Mr. Eberlin, Mrs. Miller, Mr. Roof & Mrs. Hatch

Revitalization Strategy for Towanda Borough:

Manager Egleston presented the proposed resolution. She stated that many people attended the kick-off Meeting held at the Flying Taco on August 4th for the "Central Business District Revitalization," with Chris Brown of the Progress Authority. Developing this plan will serve as a guiding force to implement the changes we envision the Borough to be and an outline of Master Plan Services from Derck & Edson is included. The cost to complete the Master Plan is \$90,000.

The Keystone Communities Grant allows for a maximum of \$25,000 grant award for planning activities, and the application is due August 31st. Manager Egleston stated that she and Chris Brown are actively scheduling meetings with Key Stakeholders (Commissioners, Jeld Wen, GTP, DuPont, and others) to request funding towards the development of this plan. Mr. Brown is confident that we will be able to match the funding necessary for hiring this consultant. Manager Egleston asked Council to obligate \$25,000 from the Borough's Act 13 funds towards the project. Currently, this account has accumulated \$300,000 in funds, and this is an eligible use for funds. The resolution was voted on as follows with a quorum present.

RESOLUTION 2022-9

Authorize the filing of an application for a Keystone Communities Program Grant for \$25,000 through the Pennsylvania Department of Community and Economic Development (DCED), to be used for the development of a Master Plan for Towanda Borough.

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Saring.

The roll was called and recorded as follows:

AYE/YES: Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mr. Christini, & Mr. Parks

NAY/NO:

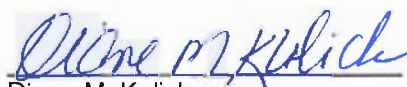
ABSTAIN:

ABSENT: Mr. Eberlin, Mrs. Miller, Mr. Roof, & Mrs. Hatch

RESOLUTION 2022-9 – Carried

ADJOURNMENT:

Motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Parks. Meeting adjourned at 5:20 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
September 6, 2022**

The Towanda Borough Council Meeting was held on Tuesday, September 6, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:03 PM by President Christini.

Present: Vice President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schulze, President Christini, Mrs. Hatch & Mr. Parks

Absent: None.

CITIZENS TO BE HEARD:

Mayor Miller took this time to honor 3 Towanda YMCA lifeguards and an RN (Registered Nurse) who happened to be at the pool that day for saving Patricia Harrigan's life on a Sunday in August at the YMCA pool.

- Lifeguards Abby Locke, Olivia Sparbanie, Marisa Wise, and RN Emily Henry were honored for their heroics. Also, recognized was Calvin Forrest (Towanda fireman and resident) for assisting during the incident, and Towanda Borough Police Officer Ryan Edsell for responding after he heard the 911 call. Ms. Harrigan suffered a cardiac incident at the pool and was slumped over in her chair and became unresponsive. The lifeguards took action with one of them obtaining an automated external defibrillator. They also performed CPR and rescue breathing to save her. During the emergency effort, Henry used her medical expertise as a registered nurse to direct the lifeguards until Guthrie EMS arrived. "It was found that the patient had a hole in her heart and the doctor who treated her stated the efforts of [the lifeguards] stopped the fluid from getting to the woman's heart and thereby directly saved her life. Mayor Miller presented each of them with a citation and thanked them for their quick lifesaving actions.
- Charlotte Parks gave a report (included in the packet) on Kali's Mission. She stated the fundraisers are continuing and they were present at the Tommy Fairchild Park every Thursday for "Concerts in the Park" this summer. They raised approximately \$150. They also plan on participating in the Pumpkin Roll with a hot dog bar. Also, they have had several people collecting bottles and cans for Kali's Mission. She stated that one person in North Towanda collected \$110 worth (approx.1,800) in nickel bottles for the program. So, far in 2022, in Towanda Borough, they have spayed/neutered 19 male and 20 female cats from April through August. In total, they are almost to a count of 100 which includes other communities. Mrs. Parks stated that there is still a problem with the cat population, and they will never solve it all, but they have a good start on it. She thanked Towanda Borough for support as they are starting to see a cat reduction in the Borough and they would like to be able to maintain that reduction, as phone calls are still coming in for stray kittens and cats. She also stated that they were rewarded another \$1,000 grant from United Way for 2023. They are applying for the Robert J. Sullivan Fund grant and they may be able to get another \$2,000 if they receive this grant. To date, Kali's Mission has prevented approximately 4,860 cats from being born due to this program. Council praised the program and the Kali's Mission group and their commitment to this program. Mrs. Parks stated that they are dedicated to the program.
- Mr. Joseph Maynard sent a letter requesting a handicapped parking sign due to his current medical status. There is currently a cutout in the curb in front of his home for on-street parking. A motion was made by Mr. Kovalcin and seconded by Mrs. Miller to approve this signage for "Mr. Maynard only" and if Mr. Maynard moves out the sign should be removed. Motion passed.

APPROVAL OF PREVIOUS MONTH'S MINUTES: For Regular & Special Meeting

Motion to approve August 1, 2022, Regular meeting minutes with a minor change was made by Mr. Parks and seconded by Mr. Eberlin. Motion passed.

Motion to approve August 29, 2022, Special meeting minutes as written was made by Mr. Eberlin and seconded by Mr. Saring. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated they had a busy month and everything is in working order. In addition, the ladder truck went to New Jersey this month to a PA Fire Expo to "show it off". Campbell Supply will service and shine

it for letting them show it off.

Also, the new lights in the fire hall are all in and the labor was done by the members. The Chief gave a thank you to Dandy Mini Marts Inc., for letting the fire company borrow their lift.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting but there is nothing to report.

MAYOR'S REPORT:

- Mayor Miller thanked the Riverfest Committee despite obstacles like school being back in session and having a new ride company. He stated they would like to schedule Riverfest at an earlier date next year. He also thanked all the police officers that sat on the dunking booth seat as it was great for exposure to the public.
- Mayor Miller also stated that they are going to bring back the "Coffee with a Cop" program soon. This ended when COVID-19 hit.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- The in-car computers are up and running and being used daily, the officers are very happy with the setup. This makes it a lot easier to do documentation and ticketing.
- The Drug taskforce arrested many defendants for drug charges incurred from the illegal sale of narcotics, in Operation Jetsweep that occurred on 8/17. There were 27 in total, some being in jail already. There are a few warrants that still need to be served and those individuals will be picked up in the coming weeks. The bulk of the warrants served was in the Towanda Area.
- Officer Hennessy and the K9 did several presentations this month, one for Discover the World Children's Center, and Camp Sensation, besides doing ALICE training for St. Agnes Staff. Officer Hennessy also attended a week-long school for Advanced School Resource Officer training and is now certified as an Advanced SRO, and is ahead of most of the other SROs in the area.
- Extra coverage was on for Riverfest, there were no major problems, just the usual incidents, although on Friday evening of Riverfest there was a burglary that a search warrant was obtained for, and 3 (one was on Monday) were arrested for that incident.
- Manager Egleston and the Chief are in the process of applying for 2 grants. They are in the 1st phase so far.
- Concerning the Civil Service Board, Mr. Eberlin stated the minutes from the February 2022 meeting were included in the packet. He expects to see a posting on Facebook, our website, and in the newspaper as they opened up the testing. Hopefully, they will have some candidates available if needed in the next 6 months. The postings should start next week and run for a couple of weeks (to the end of the month).

AUGUST 2022 – Monthly Report

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

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- Mrs. Hatch stated they met this evening and Sergeant Lantz joined them and provided some good information. They discussed the schedule, and she and the Chief will have to look at the process, the hours, and the financials involved with it.

CODE ENFORCEMENT/ PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report and reported on the following:

- He informed Council that the iWorQ portal is running now. This is set up with forms for residential & commercial building permits, contractors' license renewals and applications, zoning permits/applications, and sign & street opening permits.
- President Christini brought up a Borough ordinance item that was discussed in the May 2nd, 2022, Council Meeting which Mr. Sluyter wanted to have amended.

Chapter §221-3 Duties of owners and /or managers of residential rental property. A. (8) where it currently reads: ".....inspection of the rental dwelling unit whenever a change in tenants occurs unless a satisfactory inspection has been completed within the previous six months".

Proposed is the following for 221-3 A (8)– Schedule, through the Borough Code Enforcement Office, date and time for an inspection of the rental dwelling unit whenever a change in tenants occurs unless a satisfactory inspection has been completed within the previous six months, in which case the inspection may be waived at the discretion of the Code Enforcement Official. **The property must pass inspection prior to a new tenant moving in.**

A motion was made by Mr. Kovalcin and seconded by Mrs. Hatch to have Solicitor Smith make these changes and advertise the amended ordinance, and we will hold a hearing at a council/public meeting to adopt the amended ordinance by a vote taken by the borough council. Motion passed.

- The 2021 International Property Maintenance Code (IPMC) book is now available. A new edition of the code is promulgated every 3 years.

AUGUST 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		23	145
Permit Fees Paid	\$	3,590	19,498.30
Code Inspections Fees	\$	335	4,683.30
Borough Total after Code Inspections Fees	\$	3,255	14,815
Permit Work Value	\$	263,062	1,177,727.34
Contractors Registered		15	103
Contractors Registrations Amount	\$	1,500	10,300

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other		20		90
#3 Commercial – New		3		13.50
#4 Commercial – Other		7		31.50
TOTALS		31		139.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	10	118	10	105	6	4.50
1 & 2 Family Rentals	15	127	12	106	10	90
Commercial Rental Units	10	77	8	70	7	13.50

Borough Council Meeting Minutes
September 6, 2022

Commercial Non-Rental	8	40	6	34	5	31.50
TOTALS	43	362	36	315	28	139.50

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	14	85
2nd Inspection		4
3rd Inspection		0
FEES PAID \$	150	353500

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	35	41
Paid	48	357
Dismissed	9	125
Warning	20	102
Abandoned	9	28
Citation	22	285

Tickets by Street Location

	Month	Year-to-Date
Main Street	33	274
Court Street	43	155
Bridge Street	9	115
Park Street	10	68
Pine Street	28	120
Washington Street	5	28
State Street	1	21
Parking Garage	3	57
John B. Merrill Pkwy	2	10
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	74	269
3 Hour Limit	47	485

3 Hour Free Parking, Moved Locations		28
Permit Required	5	13
Parking Outside of Lines, Direction of Travel		17
Snow Emergency-Second- ary Roads		7
Handicap/Disabled	3	22
Non-Space	4	30
Loading Zone	1	9

Judy Pousen was commended for doing a good job on the Parking.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling mentioned she has been working with Chief Epler on a police grant, and last month we received notification that there would be funds available. We received notification on September 1st that a grant fund would be available through the ARPA funds within the PCCD (Pennsylvania Commission on Crime and Delinquency) providing \$135 million from the ARPA funds to local police departments. This funding which could be up to \$1 million for our municipality size will likely help with the many police department needs that we have discussed lately (technology & IT, hardware & software equipment, personnel costs & policy development & evidence-based practices and training). The application is due October 13th and the funds will be awarded in December 2022.

1. Bradford County Veterans Memorial Park

Last month Manager Hotaling met with members of the Bradford County Veterans Memorial Park Association to present the new Brick Plot Survey from Butler Surveying and Spreadsheet developed by our BCA Intern, Erica Locke. They were very enthusiastic to hear about the new mapping technologies offered through ESRI's ArcGIS software and the Bradford County Planning and Mapping Departments willingness to create this feature in their database. We discussed placing a new kiosk in the park that could be digital, and other features that could be added to the park.

2. DCNR Grant YMCA Gymnasium Floor Closeout

DCNR C2P2 Small Communities Program provided \$70,000 towards a new gymnasium floor with lines and markings, new LED lighting in the gym, benches, and new ADA parking improvements. The YMCA Capital Campaign raised \$40,000 to complete the project. The final site inspection passed, and all documentation was uploaded into the DCNR Grants Portal. On 8/18 we received the final closeout letter for the project and anticipate the remaining \$10,000 in grant funds deposited to our grant account within 4-6 weeks.

3. SCI Pool

The pool has been leaking pretty badly, and the age is showing. The YMCA Board wants to create a Pool Committee for these improvements. It's time to consider completing a feasibility study on the pool and bathroom area. Today she received word that DCNR is doing a second round of C2P2 (Community Conservation Partnerships Program) through ARPA funding. Manager Hotaling is working on getting some proposals to conduct a feasibility study.

4. Parks Master Plan RFP

DCED reviewed and approved the revised RFP for our Parks Master Plan through a Greenways, Trails, and Recreation Program Grant. We will advertise soon to hire a consultant to complete the Plan.

5. Paving Projects and Street Prep

Bishops Brothers Construction, Inc began our paving project on August 15th. They milled all of the 14 sections of streets included in the bid. With consideration for the beginning of the school year, we targeted the heavily trafficked routes including; State Street from Main Street to N. 4th Street, Ward Avenue from Third Street to Mill Street, Maple Street from Main Street to Third Street, Barstow Avenue from York Ave to N. Main Street, Oak Street from York Ave to N. 4th Street, N. 3rd Street from the Dead End to Huston Street, Mulberry Ave from Fifth Street to the dead end, Western Ave from Mulberry to Pine Street, and Fifth Street from Bridge Street to Pine Street. The remaining roads to be paved include Barclay Street, and Railroad Street to the Borough line, Means Street from Main Street to Second Street, Second Street from College Ave to Means Street, and South 4th Street from the dead end to Thomas Street. Line

Painting for crosswalks, and parking stalls has begun. We trimmed trees along the streets as well. We are now working on Locust Ave & Ann Street patching potholes.

6. Stormwater Issues on Ann Street

We have been working with the Church on Ann Street to try to resolve stormwater runoff issues from their stormwater detention pond and ditch that is diverted to Ann Street. Currently, the stormwater detention pond is barely holding any water, mainly due to pipe location, blockages along their parking lot, and landscaping that diverts the water towards the ditch along the property line instead of the pond. The Church reviewed our recommendations to fix these issues and will have a contractor begin work before winter.

7. Snow Emergency

Since we have been enforcing the Snow Emergency ordinance, and prior to the winter season, Manager Hotaling asked Council to include additional streets for future snow events, including; Poplar Street (Convent Avenue to Western Avenue) & 4th Street (from Bridge Street to Elizabeth Street). She asked the Parking Committee to meet to review these proposed additions to the ordinance located in **Chapter 305-64 for Posting Snow Emergency Signs; and Designated Streets** for approval at a future council meeting.

These additions are Poplar Street, between Convent Avenue to Western Avenue on its north side, and 4th Street, between Elizabeth Street to Bridge Street on its west side. Solicitor Smith will look at this chapter to see if we need to amend and advertise the ordinance.

8. iWorq Software Update

The iWorq software that Jeremy currently uses for Code Enforcement has developed online forms for permitting. These forms include Residential & Commercial Building permits, Contractors' License Renewals and Applications, and Zoning Permits. Now, applicants can complete the forms online and make a credit card payment for their permit/application. The links are available on our website.

9. ACT 13 Revenues

Manager Hotaling asked Council to approve modifying our 2022 Budget through our Special Capital Reserve Account with our ACT 13 funds to purchase IT software and equipment, expand our Geographic Information Systems Database, and digitize our records management. This is an eligible use of ACT 13 distributions to local governments.

- A.) iWorqs for Public Works-Total Annual Costs-\$9,273
 - a. Public Works Package-\$5,500
 - i. Work Management
 - ii. Sign Management
 - iii. Pavement Management
 - iv. Water Management
 - v. Sewer Management
 - b. Capital Asset Management-\$1,200
 - i. Stormwater Management
 - c. Fleet Management-\$2,523
- B.) New Tablets for the Crews while working in the Field
 - a. \$159 each for Apple iPads (9th Generation) (x6?)
 - b. Covers
- C.) Records Retention
 - a. Digitize documents, records, and drawings.

A motion to approve modifying the budget was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.

10. Downtown Revitalization Plan

On August 29th, Manager Hotaling held a Special Meeting to pass a resolution to apply for \$25,000 in funding through DCED's Keystone Communities Program towards the development of a Master Plan for the Borough. On August 4th, Manager Hotaling invited Chris Brown, who is with the Progress Authority to speak to Council & Planning Members, and other community stakeholders to discuss the efforts that have been completed to date with the "Downtown Sayre Revitalization" Project. He shared the Executive Summary of the Master Plan for Sayre Borough completed by Derck & Edson and how it has served as a guiding force towards their revitalization efforts.

11. 2022 Annual Riverfest Held

Riverfest was held along Merrill Parkway from August 25th-August 27th. Although the dates were inconvenient because of the new school year starting at the same time, the Committee received a lot of positive feedback regarding the new Amusement Company's professionalism and cleanliness during the event. The firework display on Saturday night was a huge hit. Manager Hotaling thanked all that helped pull the event together and the sponsors that made it happen. The Committee is planning a follow-up discussion with ride vendor Houghton Enterprises. The Committee will go forward with planning for the 2023 Riverfest Event to be on the first or second weekend of August.

12. 2023 Police Pension MMO

Enclosed you will find the 2023 MMO for the Police Pension plan. The MMO for 2023 is \$125,979. This will mostly be covered by ACT 205 state aid. Manager Hotaling kindly requested by resolution; Council accept the 2023 MMO as required by Act 205.

RESOLUTION 2022-10

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Saring.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2022-10 – Carried unanimously

13. PennDOT Turnback Program

Stiffler-McGraw is reviewing the estimate from PennDOT to move forward with their Turnback Program on North Main Street, Locust Street, Williams Street, and a portion of Packer Ave.

14. Towanda Borough Trick-or-Treat Schedule

Trick-or-Treat in the Borough will be held on Wednesday, October 26th from 6-8 p.m. with an inclement weather date of Thursday, October 27th from 6-8 p.m. The Halloween Parade is scheduled for Saturday, October 29th.

15. Emergency Management Coordinator

The Borough was notified by Ryan Chamberlain that he would no longer be able to serve as the Municipal EMC. Jeff Rosenheck with the Bradford County Public Safety Center put us in touch with Patricia Tuttle who is currently serving as the Municipal EMC for Towanda and Monroe Townships. She is willing to serve as the Borough's EMC and has training completed to meet the qualifications of this appointment. Manager Hotaling asked Council to approve by resolution, Patricia Tuttle as Towanda Borough's EMC.

RESOLUTION 2022-11

Appointment of Patricia Tuttle as the new Municipal Emergency Management Coordinator (behind Ryan Chamberlain who resigned).

Motion to approve was made by Mrs. Hatch and seconded by Mr. Parks.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2022-11 – Carried unanimously

BOROUGH SOLICITOR

- Borough Solicitor Smith stated that he is helping Mr. Sluyter in working on parking citation issues and streamlining this lengthy process to comply. The law says when you file a citation for unpaid tickets you have to do that within 30 days. A person has 14 days to pay a parking fine. If it's not paid, it is moved to the citations file and it is a short time from 14 days to 30 days to get the information we need from PennDOT. If this doesn't get done, the magistrate does not have to address the citation. Mr. Sluyter is going to start requesting the information from PennDOT every week until that 30-day period runs which would be a good faith effort.
- Solicitor Smith stated that there is a provision in the IPMC (International Property Maintenance Code) stating if there is a code violation, under transfer of ownership, that it is unlawful for the owner of any property with a code violation to sell or lease a dwelling unit until the violation has been complied with or until the owner or the owner's authorized agent furnishes the buyer or lessee a copy of

the violation issued by the code officer. The owner/seller is to provide the code officer with a signed and notarized statement from the buyer or lessee acknowledging the receipt of the violation and that the buyer or lessee accepts responsibility for making the corrections or repairs that are required. Mr. Sluyter developed a form and has reached out to the local abstract companies with it. He is planning on getting it on the borough website also.

- Solicitor stated that he is in the process of reviewing some personal policies (TAPs), and he has to look at them in depth.
- Concerning the Vacant Property Ordinance and the Quality of Life (QOL) policy, Solicitor Smith is working on them.

BOROUGH SECRETARY

Borough Secretary Kulick did not have anything to report.

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for August was made by Mr. Eberlin and seconded by Mrs. Miller. Motion passed.
- Also, President Christini stated they discussed the TAPs, and some other policies were shared from other municipalities around the Country and they are being reviewed as stated by Solicitor Smith.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

- President Christini stated there was a Planning Commission Public Hearing (draft in the packet). Allied Health Care Services requested special exception for a "supported housing residence for 6 individuals with mental needs" at 712 & 714 Second Street (2 separate structures on the same parcel). This property is located in the R-1 One-Family Residential District. Allied has plans to house 4 individuals at 712 Second Street and 2 individuals at 714 Second Street with full-time staff in attendance. The consensus of the Planning Commission was to deny it because the use did not fit under the permitted uses as a special exception in R-1 District. This is now going before the Zoning Hearing Board which is scheduled for September 14th at 7 PM.
- Also, the Quality of Life (QOL) ticketing ordinance was discussed and they reviewed several municipalities and it was suggested that we use Danville as a template. Solicitor Smith will be working on it.

RECREATION REPORT:

Mr. Kovalcin stated the Pumpkin Roll is scheduled for October 15th with vendors starting at 2 PM and the contest will be at 3 PM.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

There was no meeting in August.

MISC: Chief Epler stated that there will be an AmVets Ride (Post 187) out of Veterans Memorial Park on October 2nd. They will stop at several destinations, and the money they collect will be donated back to the Towanda Veterans Memorial Park fund. Chief Epler asked for permission from Council to support this ride. A motion was made by Mr. Kovalcin and seconded by Mrs. Hatch to do this. Motion passed.

ADJOURNMENT:

Motion to adjourn was made by Mr. Saring and seconded by Mr. Eberlin. The meeting adjourned at 8:25 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes October 3, 2022

The Towanda Borough Council Meeting was held on Monday, October 3, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Christini.

Present: Vice President Eberlin, Mrs. Miller, Mr. Roof, Mr. Kovalcin, Mr. Schulze, President Christini, Mrs. Hatch & Mr. Parks

Absent: Mr. Saring

AMENDED AGENDA – There was a vote to amend the agenda. Mrs. Hatch made the motion, seconded by Mr. Kovalcin. Motion passed. The amended agenda will be posted.

CITIZENS TO BE HEARD: Mrs. Sally West who has a property at 401 Main Street (the former Fairchild's Hardware store) was present to make a couple of comments. She and her husband were trying to use the parking app today on Pine Street. She said they spent about an hour on it. They were at the property cleaning and prepping it because they rented the main floor of the store until the end of January. Mrs. West stated that the person renting the store called the Borough for a sign and was told it is a \$50 fee. Her comments (questions) were "Do we want business in Towanda or do we not"? "Do we strike every which way we can to keep them from coming to Towanda and setting up a business?" "What do you really want?"

Her next comment was concerning the parking. They parked at 10:10 AM and she had to leave at 11:30 AM to go to the bank. She came back to the same parking space, and around 1 PM she was going to move her truck before they got a ticket. They decided to try to figure out the parking app (the app wants your password and credit card and this and that) and she stated that she was "done with it". Mr. West called Mr. Sluyter for help to walk them through the app, and they tried, but after a bit, she stated they were done and wanted to get back to cleaning. She feels she is fairly computer literate and she stated there are a lot of people that feel like she does, as it shows because there wasn't a car parked on Pine Street when she was there. She said she owns the store and loves the building, and her family history plus the fact that there is a business going in there. She said she understands how we got to this but it is "stifling". She doesn't know the solution but she stated she will figure out the app. She said \$.50 an hour is not bad, but she is not going to put her credit card on it. Parking may need a little more fine-tuning and it was a frustrating day for her, and the person renting the store could not believe that she could not have a sign unless she paid \$50.

Mrs. West also wanted to know what could be done to encourage people to come back to Towanda. When she was selling real estate, renters she dealt with often turned into home buyers. She feels the apartments are not the problem, the problem is meth. She once had a problem with a tenant where she had to call the police and it took months to get her out. This was not the first time Mrs. West was left with someone that was high, and she feels that the landlord should not have to clean up their messes. She also stated that she loves Towanda.

Mr. Christini stated that as far as the fees for the sign, we are obligated to charge fees to help with administrative costs for anything we administer per Pennsylvania Borough Ordinances. The sign zoning permits are to comply with keeping with the architectural style design (such as Victorian) of the building. He also stated that as far as parking space options, there is 3-hour free parking on Main Street. Also, you can call toll-free (you don't need to use an app) to pay for parking if you are willing to give your credit card number over the phone. Mr. Christini stated that he appreciated Mrs. West's comments.

Manager Hotaling stated that we are still working on the parking (and locations) and trying to see how it all works out before we consider installing physical meters or pay stations which are costly.

Mr. Sluyter stated that he told Mrs. West's renter not to do a sign permit because she was not sure what she wanted. He told her to put something in the window for now (until she decides if she wants a permanent sign).

- An extra three Officers were put on for Trick-or-Treat night, and no incidents were reported.
- Officers Bellows, Lake, and Edsell participated in the Trunk or Treat. Chief Epler rode his motorcycle in the parade also.
- Chief Epler stated that 23 AmVet bikers participated in the ride to benefit the Bradford County Veterans Memorial Fund.

OCTOBER 2022 – Monthly Report

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

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- There are 3 internal candidates, but Chief Epler has not heard anything else. Mr. Eberlin said he sent an email to Alec Garden (Civil Service Committee) this past week about the status of ordering the tests. They have contacted the Towanda Area School District school to be the location for the written and physical tests. They are waiting on a date from the CSC, but the first priority will be to order the test. Manager Hoteling and Chief Epler will touch base on this with Laurie McGuire and get the tests ordered.
- A new police car is in the budget next year, and we are waiting on a grant. Lead time is key but we need to know if we will get the grant, so timing is a key issue.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.

President Christini asked Mr. Sluyter about the vacant buildings and the properties with grass violations. In the report, there are 3 concerning vacant or abandoned properties and 13 that are concerning grass. For these cases, he asked if Mr. Sluyter sends a letter out to the property owner every time there is a case? Mr. Sluyter stated that when they are in the citation stage, he does not send out a letter. Mr. Christini stated that there is no citation number listed in some of the cases. Mr. Sluyter stated that he probably missed adding it in.

Regarding the vacant houses, Mr. Sluyter stated that he needed an address for one of the owners and finally got one for a Rome, PA address and a letter has been sent to him. Concerning 15 Mulberry Street, Mr. Sluyter stated that we probably need to do the next step of 'unsafe structure". The owner has had an estimate for demolishing the building, and a quote for asbestos removal, but he has not completed a permit yet. Communication has been ongoing.

Mr. Christini stated that this weekend he drove around and found 5 open buildings of repeat offender owners. He told Mr. Sluyter that they need to have these buildings closed up and screwed shut with square head screws in the plywood so they cannot be broken into. They need to be secure and using a deadbolt or padlock does not work in keeping kids out of these buildings. Mr. Christini also asked if the owners get a fine when it is the second or third time their buildings are found to be open. Mr. Sluyter stated there is some verbiage in the property maintenance code about securing properties.

OCTOBER 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		21	190
Permit Fees Paid	\$	2,080	24,553.30
Code Inspections Fees	\$	325	5,883.30
Borough Total after Code Inspections Fees	\$	1,755	18,670
Permit Work Value	\$	125,715	1,553,055.34
Contractors Registered		12	130
Contractors Registrations Amount	\$	1,200	13,000

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other	3	23	13.50	103.50
#3 Commercial – New		3		13.50
#4 Commercial – Other	1	11	4.50	49.50
TOTALS	4	38	18.00	171.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	15	145	10	125	7	51
1 & 2 Family Rentals	12	154	10	130	5	55
Commercial Rental Units	8	92	6	83	4	33
Commercial Non-Rental	4	50	4	44	3	21
TOTALS	39	441	30	382	19	160

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	6	96
2nd Inspection		4
3rd Inspection		0
FEES PAID \$	50.00	400.00

PARKING:
Tickets by Status

	Month	Year-to-Date
Issued	42	43
Paid	32	457
Dismissed	10	147
Warning	12	142
Abandoned	8	41
Citation	3	297

Tickets by Street Location

	Month	Year-to-Date
Main Street	23	334
Court Street	37	224
Bridge Street	7	132
Park Street	4	84
Pine Street	21	166
Washington Street	4	35
State Street	2	24
Parking Garage	1	68
John B. Merrill Pkwy		12
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter, Non-Payment	62	388
Expired Meter, Payment Expired		2
3 Hour Limit	28	549
3 Hour Free Parking, Moved Locations		28
Permit Required		14
Parking Outside of Lines, Direction of Travel	1	20
Snow Emergency-Secondary Roads		7
Handicap/Disabled	3	30
Non-Space	3	36
Loading Zone	2	12

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. Personnel Issues-

- a. Manager Hotaling called for an Executive Session at 7:45 PM, concerning a personnel issue.
Executive Session ended at 7:50 PM.

2. October Events-Recap – Reviewed by Manager Hotaling

- a. CBCCC hosted Triathlon on Saturday, October 8th, a part of the running portion took place in the Borough with participants launching kayaks at Tom Fairchild Park. Approximately 43 signed up for the event and 38 showed up.
- b. Downtown window painting by TASD students
- c. 4th Annual Pumpkin Roll held October 15th. 130+ pumpkins were rolled.
- d. Trick-or-Treat-October 26th from 6-8 p.m. She will work with Chief Roof next year on safety concerns.
- e. October 29th, 2022-Parkway events:
 - i. Trunk-or-Treat hosted by Bradford County YMCA with 20 participants including our police force.
 - ii. Fire Dancers
 - iii. Zombie Run sprint
 - iv. Halloween Parade

3. CBCCC's Hometown Christmas-December 2nd & 3rd

- a. The CBCCC's Hometown Christmas event will take place the first weekend in December.
 - i. Friday, December 2nd-the Tree Lighting for the large Christmas Tree will be in front of the Court House from 6-8 p.m.
 1. Vendors include: Local Wineries, Axe Throwing, and Various free beverage stations for water, coffee, cocoa, and gingerbread making at the Keystone Theatre
 2. Entertainment from the Bridge with a local choir and girl scouts
 - ii. Saturday, December 3rd-Full Day of Free festivities
 1. Free Cocoa, Cider, Cotton Candy, Coffee, Popcorn, Photos with Santa, Story Time with Mrs. Claus, Christmas Stocking Decorating, Holiday Movie, Pony Rides, Cookie Decorating, a Cupcake Challenge, Face Painting, a craft show at the Towanda Terrace building, and the day will be concluded by a Christmas Parade with Santa and possibly fireworks.

4. Towanda Victory Builders Plate Donated by the US DOT-Maritime Administration-

Manager Hotaling passed around an article from the Daily Review that was submitted by Henry Farley over two years ago. Manager Hotaling stated that the U.S. Maritime Museum has donated the builder's plaque of the SS Towanda Victory to the Borough of Towanda.

The ship was constructed in 49 days and launched on Nov. 11, 1944, at the Bethlehem-Fairfield Shipyard in Baltimore, Md., according to the Review's Feb. 16, 2020 edition. Many residents from Bradford County were present at the ceremony to witness the occasion. The vessel was 460 feet long and carried 10,000 tons with a crew of 80 people.

The ship's namesake originated from a tragedy on the high seas. Merchant sailor Paul Kirwan was the first Towanda native casualty in World War II when his ship was torpedoed in the Atlantic Ocean in March 1942, the Review edition added. He was only 26 years old. Kirwan was a graduate of St. Agnes School in 1934 and later traveled to countries such as Iceland as a crew member.

When the ship was ready for launch, Paul's aunt, Helen was asked to sponsor and bless the ship, which was soon dubbed the Towanda Victory.

Manager Hotaling stated that she has been in touch with Roy Schrimp at the [Bradford County Veterans Memorial Park] and we are going to incorporate the builder's plate somewhere down there. Borough Councilman William Kovalcin noted that Towanda getting a ship named after it was special since naval ships are usually named after larger cities or communities.

5. DCNR C2P2 Fall Grant Round

- a. YMCA Phase II Upgrades-Total project cost estimated at \$184,000. This will finalize the gymnasium improvements by installing a curtain divider and rehabbing the outdoor basketball courts and adding ADA parking and access. The YMCA Branch will utilize Capital Campaign funds for the 20% match.
- b. SCI Pool Feasibility Study-Total project cost estimated at \$39,500. If awarded, a 50% match will be required. DCNR requires the study to be completed for any future rehabilitation funding for the project.

6. Parks Master Plan RFP

- a. Manager Hotaling has reviewed the three proposals for the Parks Master Plan for the three Borough parks and recommended that council award the project to Stiffler McGraw's proposal for \$59,878.00. They were the lowest bidder for the project, and \$27,145 will go towards the project from a DCED Greenways, Trails, and Recreation Grant.

RESOLUTION 2022-14

Award Municipal Parks Master Site Plan & Trail Project to Stiffler-McGraw.

Motion to approve was made by Mr. Kovalcin and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2022-14 – Carried unanimously.

7. Parking Concerns with the Commissioners

- a. This week, Manager Hotaling met with the Commissioners to discuss their parking concerns around the Courthouse. They would like us to consider turning Court Street back to 3-Free Hour Parking to assist with the elderly coming into the Elections Office.

8. Bradford County Tourism Grants-Submitted two grants on 10/14/2022

- a. Marketing & Advertising for Riverfest - \$2,000 to advertise with a new banner, radio ads, newspaper ads, flyers, brochures, and more.
- b. Exhibit for Hometown Christmas - \$2,000 a 10'x10' lighted walk-through "Present" for Merrill Parkway to be displayed through the Holiday Season. The project will draw visitors to our downtown and businesses.

9. Local Law Enforcement Support Grant Program

- a. Manager Hotaling submitted the grant on 10/13 through the eGrants web portal requesting \$630,214.52. The grant funding would provide funding for new security cameras on Borough facilities downtown, new in-car cameras, body-worn cameras, radios, an electronic fingerprint machine, radios, tasers, a new IP phone system, retention incentives for full and part-time officers, training, physical fitness classes, and a part-time civilian clerical position for PD support. She thanked the PD for their assistance in providing information to her to support the grant.

10. 724 Main Façade improvements

- a. The Main Street façade is nearing completion with the siding up.
- b. The garage is undergoing construction. We are making the door wider and taller to accommodate equipment in the garage. Elmira Structures supplied us with a quote to install the new lintel and frame out the door, JC Overhead will install the new door once construction is complete, and then once we can move some wiring along the entrance side of the garage, we will install the same siding as we have on the Main Street facade along the concrete block wall. Manager Hotaling thanked our crews that have worked all summer long when time and weather cooperated to get this done. We had an especially busy summer with the Monroeton Water Line Project and the massive paving project in the Borough.

11. "Belong & Believe" Mural

- a. Shvonne & Jason Strickland completed the old pin mural on the back of the Main Link building. We are still researching the origin of the pin, so if anyone knows or hears anything, please send them our way! Manager Hotaling thanked Mark Stensauger, Director of the Main Link, for allowing their building to be used for the Mural project, Mark Gannon for funding the project, and Shvonne and Jason for their willingness to spend some evenings and weekends getting it done, even with Shvonne's fear of heights in our bucket truck!

12. Downtown Revitalization Plan

- a. Earlier this year Manager Hotaling submitted a Keystone Communities Program grant for \$25,000 to cover a portion of the cost for the Derck's and Edson Proposal for a Revitalization Plan focusing on our CBD and Multi-Family Residential District. The total cost is approximately \$95,000. She was contacted by DCED regarding the grant and they will be announcing grant awards soon. It sounded promising.
- b. Chris Brown, CBPA, Matt Williams, BC Planning Director and Manager Hotaling met with the Commissioners this week regarding the development plan and requested a \$25,000 grant for the project.
- c. Manager Hotaling will be meeting with various other possible private stakeholders with Chris Brown to see if they will also financially participate in the development of this plan.

13. Creative Communities Initiative-PA Council of Arts

- a. The PA Council of Arts announced a Grant for the Creative Communities Initiative to provide multi-year funding to community-driven, arts-based projects to serve as catalysts for livability, economic development, and community connectedness. She will be working with the BCRAC, TASD, and others to submit an LOI (Letter of Intent) by December 2nd. Funding can be up to \$25,000 for four years.

14. Stormwater work on Ann Street

- a. The Church located at 510 Ann Street began working on stormwater drainage improvements, which will hopefully begin to address some of the issues on Ann Street. We are also waiting to hear back on the Local Share Grant Program Grant for approximately \$1M in stormwater improvements along Ann Street and Watts Street. We anticipate DCED will announce the winners on November 15th.

2023 Budget-Schedule Work Session-Will be held on Tuesday, November 22nd, at 5 PM. Secretary Kulick will advertise in the Daily Review.

BOROUGH SOLICITOR

Solicitor Smith reviewed two Ordinances that were advertised and ready for amending. They were approved for amending.

ORDINANCE 2022-2

Amend Chapter 221, Section 221-3 A. (8) Pertaining to Rental Properties Inspections by Adding a Requirement that a Rental Property Must Pass Inspection Prior to a New Tenant Moving In.

Motion to approve was made by Mr. Saring and seconded by Mrs. Miller.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

ORDINANCE 2022-2 – Carried Unanimously.

ORDINANCE 2022-3

Amend Chapter 305, Article VIII, Section 305-64 B. to add Sections of Poplar Street and Fourth Street as Streets on which Parking During a Snow Emergency is Prohibited.

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Saring.

The roll was called and recorded as follows:

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

NAY/NO:
ABSTAIN:
ABSENT:

ORDINANCE 2022-3 – Carried Unanimously.

Solicitor Smith reviewed Governor Tom Wolf's signed **Act 57 of 2022**, which took effect on October 10, 2022.

Act 57 of 2022 requires all municipalities, school districts, and counties that levy a real estate tax to adopt a resolution or ordinance directing their tax collector to implement the act's provisions for the tax years beginning on or after January 1, 2023. Taxing Agencies have from October 10, 2022, to January 9, 2023, to adopt a resolution or ordinance implementing the act.

The purpose behind Act 57 is to address a situation that occurs when homes and lots are sold immediately after a taxing period begins (January 1 for local and county taxes and July 1 for school taxes). Many taxing districts likewise commence the printing of tax bills at this time. If the tax bill is already printed in the old owner's name before the date that taxing districts receive notice of the property transfer, that tax bill will be mailed to the old owners and thereafter forwarded to whatever forwarding address the old owners established with the Post Office. This results in the new owner never receiving the original tax bill, only a notice that the taxes are now delinquent.

The Department of Community and Economic Development created a form for every taxing district to be filled out by a taxpayer seeking to waive the additional charges imposed for the lack of timely payment. The taxpayer must fill out the waiver form attesting that the taxpayer never received notice of the taxes. The form is to be submitted to the "tax collector in possession of the claim" which could be the actual tax collector or the Tax Claim Bureau, depending on whether the taxes have been turned over as delinquent.

The taxpayer must also provide sufficient evidence to the tax collector demonstrating the acquisition of the property in question within twelve (12) months of the date the waiver is requested. For a fee simple home, this would be a copy of the recorded deed showing the date of transfer. For a mobile or manufactured home, this would be a copy of the title issued for the home or an executed lease between the owner of the home and the owner of the property where the home will be situated. Lastly, and most importantly, the taxpayer must pay the entire amount of the face value of the taxes to the tax collector simultaneously with the waiver form and evidence of ownership.

The waivers are applicable for all real estate taxes assessed in the first tax year following the effective date of the legislation, or October 9, 2022. This means it only applies to taxes assessed for the 2023 local and county tax year and the 2023/2024 school tax year. Of immediate concern, Act 57 mandates that each taxing district adopt an ordinance or Resolution on or before January 7, 2023, imposing the foregoing waiver obligations upon its tax collector.

Solicitor Smith stated that he will edit the waiver ordinance provided by DCED, and asked Council for approval to authorize its publication. A motion to do this was made by Mr. Saring and seconded by Mr. Parks. Motion passed.

BOROUGH SECRETARY

Borough Secretary Kulick stated that the autumn leaf pick-up around town will start tomorrow.

FINANCIAL & ADMINISTRATIVE REPORT:

President Christini asked Solicitor Smith to review the next Resolution 2022-15 which is an addition to TAPS (Towanda Borough Administrative Policy) for all employees of Towanda Borough.

RESOLUTION 2022-15

Towanda Borough Administrative Policy (TAPS) adding TAPS #39 Conflicts of Interest & Related Prohibitions and TAPS #40 Nepotism, Personal Relationships & Activities.

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Eberlin. Mr. Eberlin explained that these new TAPS will help management navigate situations where people may be related and where situations may arise, as we are a small municipality.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2022-15 – Carried unanimously.

Per Capita & Occupational Taxes

- President Christini stated that at the Finance & Administration meeting they discussed the per capita tax and the occupational tax and he provided council with a copy of the borough code. These are nuisance taxes and it is very hard to collect them. The total for this year is about \$9,000 - \$3,000 for occupational tax and \$6,000 for per capita tax. He stated that if we eliminate these taxes they have to think about how to recoup this money either by a milage increase or something. We need to think about the effect it would have. He asked for a motion to formally instruct Solicitor Smith to prepare the paperwork and proceed with advertising to remove these taxes from our code. A motion was made by Mr. Saring and seconded by Mr. Kovalcin. Motion passed.
- A motion for the bills to be paid for October was made by Mr. Parks and seconded by Mr. Kovalcin. Motion passed.
- President Christini handed out a salary survey that has some interesting information as Finance & Admin is currently looking at salaries for our non-union employees. These salaries will all be reviewed at the budget meeting.
- The police pension meeting will be held on November 9th to review with C & N Bank.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

- President Christini stated there was no Planning Commission Meeting and the next meeting will be on November 15th.
We are still working on the Vacant Store Front and QOL (Quality of Life) ordinance. Solicitor Smith has been working on them also and will have something for the Planning Commission at the next meeting.

RECREATION REPORT:

Mr. Kovalcin stated the Pumpkin Roll that was held on October 15th, (134 participants) was a success. He thanked Mark Gannon for the use of his parking lot for staging the vendors as well as the use of his electricity for power. It is greatly appreciated. Also, he thanked the Daily Review for the use of their parking lot.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

The September 6, 2022 meeting minutes are included in the packet.

MISC: Mr. Parks asked about the condition of the light poles on Main Street. Manager Hotaling stated that Jason Krise from Penelec has a design team inspecting them and he is working on ordering and replacing them.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Eberlin. The meeting adjourned at 8:38 PM.



Diane M. Kulick
Towanda Borough Secretary

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

Motion to approve September 6, 2022, Regular meeting minutes was made by Mr. Parks and seconded by Mrs. Miller. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that September was not a busy month. The Halloween Parade is shaping up and everything is in good working order. The new SCBAs (Self-Contained Breathing Apparatuses) came in today to replace the department's older ones. He also clarified that the parade will be on the parkway again this year, as it is a lot easier to coordinate the line-up and they don't need a permit from PennDOT.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting but there is nothing to report.

MAYOR'S REPORT:

- Mayor Miller stated that we received from the Association of Mayors of the Boroughs of PA a couple of official high-resolution pdf templates that can be used by the mayor to recognize and honor citizen(s) for something they did that was positive in the community.
- October is Breast Cancer Awareness Month.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- We have been continuing to collect price quotes for the Law Enforcement Grant.
- The new server was installed and is up and running. This is the server that stores the Visual Alert Operating system that we use for all our incidents and for charging of Police Complaints. This backs up 3 ways.
- SRO Officer Hennessy has been using his new training at the schools to help ensure that the school is operating as safely as possible.
- All officers successfully completed our annual firearms qualification.
- The in-car computer is working well.

SEPTEMBER 2022 – Monthly Report

345	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
35	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
17	NON-TRAFFIC CITATIONS	6	THEFT REPORTS
1	DUI ARRESTS	7	ANIMAL COMPLAINTS
86	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
11	VEHICLE ACCIDENTS	7	WARNINGS ISSUED
8	OUT-OF-TOWN ASSISTS	0	K-9 SERVICES
7	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- They currently have 3 internal candidates for the upcoming civil service police tests. There are no external candidates at this time and there is 1 student in the academy at this time.
- In looking at the work schedule with Chief Epler they feel the best coverage at this time would be filling one 40-hour full-time officer, and leaving the part-time budget as it is because when the full-time position is filled if it is filled internally, that would pull from our part-time so we would need to replace the part-time position. Therefore, going forward, they would like one full-time and one part-time officer.

CODE ENFORCEMENT/ PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report and reported on the following:

SEPTEMBER 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		24	169
Permit Fees Paid	\$	2,975	22,473.30
Code Inspections Fees	\$	875	5,558.30
Borough Total after Code Inspections Fees	\$	2,100	16,915
Permit Work Value	\$	249,613	1,427,340.34
Contractors Registered		15	118
Contractors Registrations Amount	\$	1,500	11,800

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other		20		90
#3 Commercial – New		3		13.50
#4 Commercial – Other	3	10	13.50	45
TOTALS	3	34	13.50	153

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	12	130	10	115	6	44
1 & 2 Family Rentals	15	142	14	120	8	50
Commercial Rental Units	7	84	7	77	8	29
Commercial Non-Rental	6	46	6	40	3	18
TOTALS	40	402	37	352	25	141

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	5	90
2nd Inspection		4
3rd Inspection		
FEES PAID \$		350

PARKING:
Tickets by Status

	Month	Year-to-Date
Issued	52	56
Paid	47	415
Dismissed	8	135
Warning	24	128
Abandoned	5	37
Citation	9	265

Tickets by Street Location

	Month	Year-to-Date
Main Street	37	325
Court Street	32	210
Bridge Street	10	127
Park Street	12	80
Pine Street	25	159
Washington Street	3	33
State Street	1	23
Parking Garage	10	68
John B. Merrill Pkwy	2	12
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter	69	367
3 Hour Limit	47	533
3 Hour Free Parking, Moved Locations		28
Permit Required	2	14
Parking Outside of Lines, Direction of Travel	3	20
Snow Emergency-Second- ary Roads		7
Handicap/Disabled	6	27
Non-Space	4	34
Loading Zone	1	10

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. **Leonard Frawley-Memorial Bench/Stone on Merrill Parkway**

Manager Hotaling stated that the family of the late Lonnie Frawley (Towanda Borough's former Solicitor) is requesting a Memorial placard on a bench along Merrill Parkway. Included are pictures of the bench and area they have selected as a tribute to Lonnie's work in the Borough. She asked Council to consider approving this request.

Mr. Kovalcin made the motion to approve, seconded by Mrs. Hatch. Motion passed.

2. **DCNR C2P2 Grant - SCI Pool Feasibility Study**

The pool has been leaking pretty badly, and the age is showing. The YMCA Board wants to create a Pool Committee for these improvements. The grant application requires a 20% match from the Borough. Manager Egleston requested Council to approve the **resolution** to apply for the grant. She has asked a few Engineering firms to provide an estimated cost to complete the study.

RESOLUTION 2022-12

Accept the terms and conditions of a DCNR-C2P2 Grant, if received for the SCI Pool Complex Feasibility Study.

Motion to approve was made by Mr. Kovalcin and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Saring

RESOLUTION 2022-12 – Carried

RESOLUTION 2022-13

Accept DCNR C2P2 Fall Grant for YMCA upgrades – Phase II.

Motion to approve was made by Mr. Parks 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, Mrs. Hatch, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Saring

RESOLUTION 2022-13 – Carried

3. **Parks Master Plan RFP**

Manager Hotaling solicited for RFPs for our Parks Master Plan. Proposals were due back on September 29, 2022. We received 3 Bids back, and they are currently under review. She is meeting with the school district tomorrow and will be contacting Betsy McKean on the cemetery also.

1. Stiffler McGraw-\$59,878-For 3 Municipal Parks

a. Option #1-TASD Memorial Park-\$22,500

b. Option #2-Riverside Cemetery-\$6,500

2. Buchart Horn-\$68,598 for 3 Municipal Parks

a. Option #1-TASD Memorial Park-\$13,700

b. Option #2-Riverside Cemetery-\$11,112

3. Navarro & Wright-\$72,180 for 3 Municipal Parks

a. Option #1-TASD Memorial Park-\$21,360

b. Option #2-Riverside Cemetery-\$23,755

4. **Bradford County Tourism Grant**

We are applying for a Tourism Grant to cover a portion of our advertising for the 2023 event. Last year we received \$2,000 which paid for a new banner, yard signs, and other promotional materials. The grant is due later this month.

5. **Local Law Enforcement Support Grant Program**

Manager Hotaling has been collaborating with the Police Department to prepare the grant. Our proposal will include each of the categories that are eligible for funding.

6. **Snow Emergency**

Since we have been enforcing the Snow Emergency ordinance, and prior to the winter season, Manager Hotaling asked to include additional streets for future snow events. They are Poplar Street (Convent Avenue to Western Avenue) & 4th Street (from Bridge Street to Elizabeth Street). She asked for these proposed additions to the ordinance located in Article VIII, Chapter 305-64 B. for Posting Snow Emergency Signs; Designated Streets for approval from Council. Manager Hotaling asked to advertise the modifications to the ordinance next month to adopt at our November meeting.

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Eberlin. Motion passed.

7. **iWorq Software Update & Tablets**

We have been working on developing our iWorq's modules on the Public Works side. The software allows us to easily track and map where crews are working, equipment hours, and any other materials to complete the job. Each employee has been assigned an individual iPad to utilize the software once we are operational.

8. **Downtown Revitalization Plan**

Manager Hotaling will be meeting with the Progress Authority, the County Planning office, and the Commissioner's office to discuss our Revitalization Plan later this month. She will be working with Chris Brown to set up a few other meetings for kick-off. She anticipates that we will hear back from DCED regarding the Keystone Communities Planning Grant later this year or in early 2023.

9. **305-307 Third Street**

We received a bid to purchase the 305-307 Third Street property.

At 7:43 PM an **Executive Session** was called by Manager Hotaling to discuss a Borough property sale issue for previously advertised borough property at 305-307 Third Street.

Council was back in session at 7:45 PM.

After the executive session Manager Hotaling stated that we received an offer of \$5,000 for the vacant property (305-307 Third Street) from Melissa & Toby Hails of 105 Poplar Street, which is next door to this property.

Mr. Eberlin made a motion seconded by Mr. Kovalcin to accept the offer from them to purchase the property for \$5,000. Motion passed. Manager Hotaling will contact the Hail's to tell them the Borough accepted their offer.

10. **2023 Borough Budget**

Manager Hotaling is working on preparing the 2023 Borough Budget and review of the 2022 Budget. Finance and Administration are assisting with this, and we are looking at eliminating the Occupational and Per Capita Tax. She does anticipate an increase in our millage rates.

11. **Towanda Borough Trick-or-Treat & Parade Schedule**

Just a reminder that Trick-or-Treat in the Borough is scheduled for October 26" from 6-8 pm with an inclement weather date of Thursday, October 27" from 6-8 p.m. The Halloween Parade is scheduled for Saturday, October 29" at 7 p.m. on Merrill Parkway. The YMCA is hosting a Trunk or Treat on the Parkway before the parade from 4-5:30. Families are welcome! Manager Hotaling is working on some other entertainment before the parade and Lori Kingsley is going to host a "zombie" mile run on the parkway right before the parade.

BOROUGH SOLICITOR

- Borough Solicitor Smith stated that he will advertise to amend Article VIII, Section 305-64.B., the two snow emergency streets that were added to the ordinance.
- Solicitor Smith had Mr. Sluyter explain about amending the proposed wording to add a last sentence to § 221-3 Duties of owners and/or managers of residential rental property, A. (8), the following:

"The property must pass inspection prior to a new tenant moving in."

A motion to have Solicitor Smith make the change and advertise the amended ordinance was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.

BOROUGH SECRETARY

Borough Secretary Kulick did not have anything to report.

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for September was made by Mrs. Hatch and seconded by Mr. Parks. Motion passed.
- President Christini discussed the possible elimination of the "per capita tax." Mr. Eberlin did an analysis of it. Mr. Eberlin stated that the borough collected \$11,000 in Per Capita and Occupational tax last year. The issue is a liability that the borough has because of not being able to keep track of all of the people that come in and out, and not everybody is getting taxed. It's a lot of work to only collect \$11,000 after paying for the administrative work and paying the tax collector. There is not a lot left over to make it worth it. President Christini stated that it is nearly impossible to find who is living in the apartments in town, and this makes it not consistent and a liability. This is being discussed in Finance and Administration meetings as to the effect it will have to eliminate the tax.
- President Christini discussed the proposed addition to TAPs (Towanda Administrative Policies). There are three proposed TAPs concerning employees and conflicts of interest. Solicitor Smith is reviewing and working on this.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

- President Christini stated there was no Planning Commission Meeting and the next meeting will be on October 18th. We are still working on the Vacant Store Front and QOL (Quality of Life) ordinance. Solicitor Smith has been working on them also and will have something for the Planning Commission at the next meeting.

RECREATION REPORT:

Mr. Kovalcin stated the Pumpkin Roll is scheduled for October 15th, and they have 13 vendors lined up so far.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

The June 14, 2022 meeting minutes are included in the packet.

ADJOURNMENT:

Motion to adjourn was made by Mr. Eberlin and seconded by Mr. Roof. The meeting adjourned at 8:06 PM.



Diane M. Kulick
Towanda Borough Secretary

Towanda Borough Regular Council Meeting Minutes November 7, 2022

The Towanda Borough Council Meeting was held on Monday, November 7, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Christini.

Present: Vice President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schulze, President Christini, Mrs. Hatch & Mr. Parks

Absent: None

CITIZENS TO BE HEARD:

Tiffany DeeAnn Johnson wrote Council requesting a handicapped parking sign be placed in front of her home at 300 Bridge Street. She has a 7-year-old child who is handicapped, and she has to carry him to and from the car. She wrote that when people park in front of her home, it makes it very hard. Mr. Sluyter stated that Ms. Johnson's child is in a wheelchair and there is a curb cut between her property and the next property at 302 Bridge Street. He said the measurements are ok as well. Mr. Sluyter will make sure that she has a "Persons with Disability Parking Placard" before placing the sign. A motion was made by Mrs. Hatch and seconded by Mr. Saring to approve the handicap sign, pending that Ms. Johnson has the disability parking placard. Motion passed.

Mrs. Susan Geissler wrote concerning a tree on her property between the sidewalk and the street. She completed the application and it was approved to be trimmed by the Shade Tree Commission. The cost was \$800 and Mrs. Geissler submitted a payment receipt from Higley Tree Care. The amount of reimbursement is 50% of the total cost, which would be \$400, and Mr. Sluyter will submit the approval for the reimbursement payment to her.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

Motion to approve October 3, 2022, Regular meeting minutes was made by Mr. Parks and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof stated that everything is in good working order. He talked about Trick-or-Treat night and the feedback he received about the safety on York Avenue. The number of fire police volunteers is lower than it used to be and they do what they need to do as far as safety, but York Avenue is terrible due mainly to the truck traffic. They don't seem to slow down, but they are probably doing the speed limit and with the number of children on the street, it's dangerous. There is also a Trunk-or-Treat event at the Independent Baptist Church that is held at the same time which results in more traffic at the northern end of York Avenue. The kids go back and forth crossing the Avenue continuously. Chief Roof stated that we need to think about doing it on a Saturday, during the day, or maybe try to close the avenue down and have traffic use the Merrill Parkway. His crew that was out there stated that it was "crazy". For next year, we need to think about it.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting but there is nothing to report.

MAYOR'S REPORT:

- Mayor Miller thanked the police department and the fire department volunteers who helped with Trick-or-Treat and the Halloween Parade. The parade was wonderful.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Manager Hotaling submitted a grant request on the 13th of October and we are waiting to hear back from them.
- Chief Epler stated that he was notified by Central Square that the Visual Alert Operating system that they use for all incidents and charging of police complaints may not be supported anymore and will be phased out. He will keep Council updated as he gets more information. On a side note, the District Attorney's Office wrote a grant request for a new operating system to be Countywide. He stated that the police department also put in its own grant for funding a new system.

- An extra three Officers were put on for Trick-or-Treat night, and no incidents were reported.
- Officers Bellows, Lake, and Edsell participated in the Trunk or Treat. Chief Epler rode his motorcycle in the parade also.
- Chief Epler stated that 23 AmVet bikers participated in the ride to benefit the Bradford County Veterans Memorial Fund.

OCTOBER 2022 – Monthly Report

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

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- There are 3 internal candidates, but Chief Epler has not heard anything else. Mr. Eberlin said he sent an email to Alec Garden (Civil Service Committee) this past week about the status of ordering the tests. They have contacted the Towanda Area School District school to be the location for the written and physical tests. They are waiting on a date from the CSC, but the first priority will be to order the test. Manager Hoteling and Chief Epler will touch base on this with Laurie McGuire and get the tests ordered.
- A new police car is in the budget next year, and we are waiting on a grant. Lead time is key but we need to know if we will get the grant, so timing is a key issue.

CODE ENFORCEMENT/ PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.

President Christini asked Mr. Sluyter about the vacant buildings and the properties with grass violations. In the report, there are 3 concerning vacant or abandoned properties and 13 that are concerning grass. For these cases, he asked if Mr. Sluyter sends a letter out to the property owner every time there is a case? Mr. Sluyter stated that when they are in the citation stage, he does not send out a letter. Mr. Christini stated that there is no citation number listed in some of the cases. Mr. Sluyter stated that he probably missed adding it in.

Regarding the vacant houses, Mr. Sluyter stated that he needed an address for one of the owners and finally got one for a Rome, PA address and a letter has been sent to him. Concerning 15 Mulberry Street, Mr. Sluyter stated that we probably need to do the next step of 'unsafe structure'. The owner has had an estimate for demolishing the building, and a quote for asbestos removal, but he has not completed a permit yet. Communication has been ongoing.

Mr. Christini stated that this weekend he drove around and found 5 open buildings of repeat offender owners. He told Mr. Sluyter that they need to have these buildings closed up and screwed shut with square head screws in the plywood so they cannot be broken into. They need to be secure and using a deadbolt or padlock does not work in keeping kids out of these buildings. Mr. Christini also asked if the owners get a fine when it is the second or third time their buildings are found to be open. Mr. Sluyter stated there is some verbiage in the property maintenance code about securing properties.

OCTOBER 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		21	190
Permit Fees Paid	\$	2,080	24,553.30
Code Inspections Fees	\$	325	5,883.30
Borough Total after Code Inspections Fees	\$	1,755	18,670
Permit Work Value	\$	125,715	1,553,055.34
Contractors Registered		12	130
Contractors Registrations Amount	\$	1,200	13,000

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other	3	23	13.50	103.50
#3 Commercial – New		3		13.50
#4 Commercial – Other	1	11	4.50	49.50
TOTALS	4	38	18.00	171.00

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	15	145	10	125	7	51
1 & 2 Family Rentals	12	154	10	130	5	55
Commercial Rental Units	8	92	6	83	4	33
Commercial Non-Rental	4	50	4	44	3	21
TOTALS	39	441	30	382	19	160

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	6	96
2nd Inspection		4
3rd Inspection		0
FEES PAID \$	50.00	400.00

PARKING:
Tickets by Status

	Month	Year-to-Date
Issued	42	43
Paid	32	457
Dismissed	10	147
Warning	12	142
Abandoned	8	41
Citation	3	297

Tickets by Street Location

	Month	Year-to-Date
Main Street	23	334
Court Street	37	224
Bridge Street	7	132
Park Street	4	84
Pine Street	21	166
Washington Street	4	35
State Street	2	24
Parking Garage	1	68
John B. Merrill Pkwy		12
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter, Non-Payment	62	388
Expired Meter, Payment Expired		2
3 Hour Limit	28	549
3 Hour Free Parking, Moved Locations		28
Permit Required		14
Parking Outside of Lines, Direction of Travel	1	20
Snow Emergency-Secondary Roads		7
Handicap/Disabled	3	30
Non-Space	3	36
Loading Zone	2	12

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. Personnel Issues-

- a. Manager Hotaling called for an Executive Session at 7:45 PM, concerning a personnel issue.
Executive Session ended at 7:50 PM.

2. October Events-Recap – Reviewed by Manager Hotaling

- a. CBCCC hosted Triathlon on Saturday, October 8th, a part of the running portion took place in the Borough with participants launching kayaks at Tom Fairchild Park. Approximately 43 signed up for the event and 38 showed up.
- b. Downtown window painting by TASD students
- c. 4th Annual Pumpkin Roll held October 15th. 130+ pumpkins were rolled.
- d. Trick-or-Treat-October 26th from 6-8 p.m. She will work with Chief Roof next year on safety concerns.
- e. October 29th, 2022-Parkway events:
 - i. Trunk-or-Treat hosted by Bradford County YMCA with 20 participants including our police force.
 - ii. Fire Dancers
 - iii. Zombie Run sprint
 - iv. Halloween Parade

3. CBCCC's Hometown Christmas-December 2nd & 3rd

- a. The CBCCC's Hometown Christmas event will take place the first weekend in December.
 - i. Friday, December 2nd-the Tree Lighting for the large Christmas Tree will be in front of the Court House from 6-8 p.m.
 1. Vendors include: Local Wineries, Axe Throwing, and Various free beverage stations for water, coffee, cocoa, and gingerbread making at the Keystone Theatre
 2. Entertainment from the Bridge with a local choir and girl scouts
 - ii. Saturday, December 3rd-Full Day of Free festivities
 1. Free Cocoa, Cider, Cotton Candy, Coffee, Popcorn, Photos with Santa, Story Time with Mrs. Claus, Christmas Stocking Decorating, Holiday Movie, Pony Rides, Cookie Decorating, a Cupcake Challenge, Face Painting, a craft show at the Towanda Terrace building, and the day will be concluded by a Christmas Parade with Santa and possibly fireworks.

4. Towanda Victory Builders Plate Donated by the US DOT-Maritime Administration-

Manager Hotaling passed around an article from the Daily Review that was submitted by Henry Farley over two years ago. Manager Hotaling stated that the U.S. Maritime Museum has donated the builder's plaque of the SS Towanda Victory to the Borough of Towanda.

The ship was constructed in 49 days and launched on Nov. 11, 1944, at the Bethlehem-Fairfield Shipyard in Baltimore, Md., according to the Review's Feb. 16, 2020 edition. Many residents from Bradford County were present at the ceremony to witness the occasion. The vessel was 460 feet long and carried 10,000 tons with a crew of 80 people.

The ship's namesake originated from a tragedy on the high seas. Merchant sailor Paul Kirwan was the first Towanda native casualty in World War II when his ship was torpedoed in the Atlantic Ocean in March 1942, the Review edition added. He was only 26 years old. Kirwan was a graduate of St. Agnes School in 1934 and later traveled to countries such as Iceland as a crew member.

When the ship was ready for launch, Paul's aunt, Helen was asked to sponsor and bless the ship, which was soon dubbed the Towanda Victory.

Manager Hotaling stated that she has been in touch with Roy Schrimp at the [Bradford County Veterans Memorial Park] and we are going to incorporate the builder's plate somewhere down there. Borough Councilman William Kovalcin noted that Towanda getting a ship named after it was special since naval ships are usually named after larger cities or communities.

5. DCNR C2P2 Fall Grant Round

- a. YMCA Phase II Upgrades-Total project cost estimated at \$184,000. This will finalize the gymnasium improvements by installing a curtain divider and rehabbing the outdoor basketball courts and adding ADA parking and access. The YMCA Branch will utilize Capital Campaign funds for the 20% match.
- b. SCI Pool Feasibility Study-Total project cost estimated at \$39,500. If awarded, a 50% match will be required. DCNR requires the study to be completed for any future rehabilitation funding for the project.

6. Parks Master Plan RFP

- a. Manager Hotaling has reviewed the three proposals for the Parks Master Plan for the three Borough parks and recommended that council award the project to Stiffler McGraw's proposal for \$59,878.00. They were the lowest bidder for the project, and \$27,145 will go towards the project from a DCED Greenways, Trails, and Recreation Grant.

RESOLUTION 2022-14

Award Municipal Parks Master Site Plan & Trail Project to Stiffler-McGraw.

Motion to approve was made by Mr. Kovalcin and seconded by Mrs. Hatch.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2022-14 – Carried unanimously.

7. Parking Concerns with the Commissioners

- a. This week, Manager Hotaling met with the Commissioners to discuss their parking concerns around the Courthouse. They would like us to consider turning Court Street back to 3-Free Hour Parking to assist with the elderly coming into the Elections Office.

8. Bradford County Tourism Grants-Submitted two grants on 10/14/2022

- a. Marketing & Advertising for Riverfest - \$2,000 to advertise with a new banner, radio ads, newspaper ads, flyers, brochures, and more.
- b. Exhibit for Hometown Christmas - \$2,000 a 10'x10' lighted walk-through "Present" for Merrill Parkway to be displayed through the Holiday Season. The project will draw visitors to our downtown and businesses.

9. Local Law Enforcement Support Grant Program

- a. Manager Hotaling submitted the grant on 10/13 through the eGrants web portal requesting \$630,214.52. The grant funding would provide funding for new security cameras on Borough facilities downtown, new in-car cameras, body-worn cameras, radios, an electronic fingerprint machine, radios, tasers, a new IP phone system, retention incentives for full and part-time officers, training, physical fitness classes, and a part-time civilian clerical position for PD support. She thanked the PD for their assistance in providing information to her to support the grant.

10. 724Main Façade improvements

- a. The Main Street façade is nearing completion with the siding up.
- b. The garage is undergoing construction. We are making the door wider and taller to accommodate equipment in the garage. Elmira Structures supplied us with a quote to install the new lintel and frame out the door, JC Overhead will install the new door once construction is complete, and then once we can move some wiring along the entrance side of the garage, we will install the same siding as we have on the Main Street facade along the concrete block wall. Manager Hotaling thanked our crews that have worked all summer long when time and weather cooperated to get this done. We had an especially busy summer with the Monroeton Water Line Project and the massive paving project in the Borough.

11. "Belong & Believe" Mural

- a. Shvonne & Jason Strickland completed the old pin mural on the back of the Main Link building. We are still researching the origin of the pin, so if anyone knows or hears anything, please send them our way! Manager Hotaling thanked Mark Stensauger, Director of the Main Link, for allowing their building to be used for the Mural project, Mark Gannon for funding the project, and Shvonne and Jason for their willingness to spend some evenings and weekends getting it done, even with Shvonne's fear of heights in our bucket truck!

12. Downtown Revitalization Plan

- a. Earlier this year Manager Hotaling submitted a Keystone Communities Program grant for \$25,000 to cover a portion of the cost for the Derck's and Edson Proposal for a Revitalization Plan focusing on our CBD and Multi-Family Residential District. The total cost is approximately \$95,000. She was contacted by DCED regarding the grant and they will be announcing grant awards soon. It sounded promising.
- b. Chris Brown, CBPA, Matt Williams, BC Planning Director and Manager Hotaling met with the Commissioners this week regarding the development plan and requested a \$25,000 grant for the project.
- c. Manager Hotaling will be meeting with various other possible private stakeholders with Chris Brown to see if they will also financially participate in the development of this plan.

13. Creative Communities Initiative-PA Council of Arts

- a. The PA Council of Arts announced a Grant for the Creative Communities Initiative to provide multi-year funding to community-driven, arts-based projects to serve as catalysts for livability, economic development, and community connectedness. She will be working with the BCRAC, T ASD, and others to submit an LOI (Letter of Intent) by December 2nd. Funding can be up to \$25,000 for four years.

14. Stormwater work on Ann Street

- a. The Church located at 510 Ann Street began working on stormwater drainage improvements, which will hopefully begin to address some of the issues on Ann Street. We are also waiting to hear back on the Local Share Grant Program Grant for approximately \$1M in stormwater improvements along Ann Street and Watts Street. We anticipate DCED will announce the winners on November 15th.

2023 Budget-Schedule Work Session-Will be held on Tuesday, November 22nd, at 5 PM. Secretary Kulick will advertise in the Daily Review.

BOROUGH SOLICITOR

Solicitor Smith reviewed two Ordinances that were advertised and ready for amending. They were approved for amending.

ORDINANCE 2022-2

Amend Chapter 221, Section 221-3 A. (8) Pertaining to Rental Properties Inspections by Adding a Requirement that a Rental Property Must Pass Inspection Prior to a New Tenant Moving In.

Motion to approve was made by Mr. Saring and seconded by Mrs. Miller.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

ORDINANCE 2022-2 – Carried Unanimously.

ORDINANCE 2022-3

Amend Chapter 305, Article VIII, Section 305-64 B. to add Sections of Poplar Street and Fourth Street as Streets on which Parking During a Snow Emergency is Prohibited.

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Saring.

The roll was called and recorded as follows:

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

November 7, 2022

NAY/NO:

ABSTAIN:

ABSENT:

ORDINANCE 2022-3 – Carried Unanimously.

Solicitor Smith reviewed Governor Tom Wolf's signed **Act 57 of 2022**, which took effect on October 10, 2022.

Act 57 of 2022 requires all municipalities, school districts, and counties that levy a real estate tax to adopt a resolution or ordinance directing their tax collector to implement the act's provisions for the tax years beginning on or after January 1, 2023. Taxing Agencies have from October 10, 2022, to January 9, 2023, to adopt a resolution or ordinance implementing the act.

The purpose behind Act 57 is to address a situation that occurs when homes and lots are sold immediately after a taxing period begins (January 1 for local and county taxes and July 1 for school taxes). Many taxing districts likewise commence the printing of tax bills at this time. If the tax bill is already printed in the old owner's name before the date that taxing districts receive notice of the property transfer, that tax bill will be mailed to the old owners and thereafter forwarded to whatever forwarding address the old owners established with the Post Office. This results in the new owner never receiving the original tax bill, only a notice that the taxes are now delinquent.

The Department of Community and Economic Development created a form for every taxing district to be filled out by a taxpayer seeking to waive the additional charges imposed for the lack of timely payment. The taxpayer must fill out the waiver form attesting that the taxpayer never received notice of the taxes. The form is to be submitted to the "tax collector in possession of the claim" which could be the actual tax collector or the Tax Claim Bureau, depending on whether the taxes have been turned over as delinquent.

The taxpayer must also provide sufficient evidence to the tax collector demonstrating the acquisition of the property in question within twelve (12) months of the date the waiver is requested. For a fee simple home, this would be a copy of the recorded deed showing the date of transfer. For a mobile or manufactured home, this would be a copy of the title issued for the home or an executed lease between the owner of the home and the owner of the property where the home will be situated. Lastly, and most importantly, the taxpayer must pay the entire amount of the face value of the taxes to the tax collector simultaneously with the waiver form and evidence of ownership.

The waivers are applicable for all real estate taxes assessed in the first tax year following the effective date of the legislation, or October 9, 2022. This means it only applies to taxes assessed for the 2023 local and county tax year and the 2023/2024 school tax year. Of immediate concern, Act 57 mandates that each taxing district adopt an ordinance or Resolution on or before January 7, 2023, imposing the foregoing waiver obligations upon its tax collector.

Solicitor Smith stated that he will edit the waiver ordinance provided by DCED, and asked Council for approval to authorize its publication. A motion to do this was made by Mr. Saring and seconded by Mr. Parks. Motion passed.

BOROUGH SECRETARY

Borough Secretary Kulick stated that the autumn leaf pick-up around town will start tomorrow.

FINANCIAL & ADMINISTRATIVE REPORT:

President Christini asked Solicitor Smith to review the next Resolution 2022-15 which is an addition to TAPS (Towanda Borough Administrative Policy) for all employees of Towanda Borough.

RESOLUTION 2022-15

Towanda Borough Administrative Policy (TAPS) adding TAPS #39 Conflicts of Interest & Related Prohibitions and TAPS #40 Nepotism, Personal Relationships & Activities.

Motion to approve was made by Mr. Kovalcin and seconded by Mr. Eberlin. Mr. Eberlin explained that these new TAPS will help management navigate situations where people may be related and where situations may arise, as we are a small municipality.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2022-15 – Carried unanimously.

Per Capita & Occupational Taxes

- President Christini stated that at the Finance & Administration meeting they discussed the per capita tax and the occupational tax and he provided council with a copy of the borough code. These are nuisance taxes and it is very hard to collect them. The total for this year is about \$9,000- \$3,000 for occupational tax and \$6,000 for per capita tax. He stated that if we eliminate these taxes they have to think about how to recoup this money either by a milage increase or something. We need to think about the effect it would have. He asked for a motion to formally instruct Solicitor Smith to prepare the paperwork and proceed with advertising to remove these taxes from our code. A motion was made by Mr. Saring and seconded by Mr. Kovalcin. Motion passed.
- A motion for the bills to be paid for October was made by Mr. Parks and seconded by Mr. Kovalcin. Motion passed.
- President Christini handed out a salary survey that has some interesting information as Finance & Admin is currently looking at salaries for our non-union employees. These salaries will all be reviewed at the budget meeting.
- The police pension meeting will be held on November 9th to review with C & N Bank.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

- President Christini stated there was no Planning Commission Meeting and the next meeting will be on November 15th.
We are still working on the Vacant Store Front and QOL (Quality of Life) ordinance. Solicitor Smith has been working on them also and will have something for the Planning Commission at the next meeting.

RECREATION REPORT:

Mr. Kovalcin stated the Pumpkin Roll that was held on October 15th, (134 participants) was a success. He thanked Mark Gannon for the use of his parking lot for staging the vendors as well as the use of his electricity for power. It is greatly appreciated. Also, he thanked the Daily Review for the use of their parking lot.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

The September 6, 2022 meeting minutes are included in the packet.

MISC: Mr. Parks asked about the condition of the light poles on Main Street. Manager Hotaling stated that Jason Krise from Penelec has a design team inspecting them and he is working on ordering and replacing them.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Eberlin. The meeting adjourned at 8:38 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
December 6, 2022**

The Towanda Borough Council Meeting was held on Monday, December 6, 2022, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:06 PM by President Christini.

Present: Vice President Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, President Christini, Mrs. Hatch & Mr. Parks

Absent: Mr. Roof

CITIZENS TO BE HEARD:

Kevin Blackman wrote to Council concerning Hezekiah's Hands (known for building physical infrastructure such as ramps to help the elderly to get in and out of their homes) and code regulations. Mr. Sluyter stated that he had gone over the minimum code with the group and there is not any wiggle room with the regulation local or statewide, even if it is a pre-fab ramp. He will discuss more with them if needed.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

Motion to approve November 7, 2022, Regular meeting minutes was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof was absent, but his report was included.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting but there is nothing to report.

MAYOR'S REPORT:

- Mayor Miller thanked Chief Epler and the AmVets riders for the \$500 donation to go to BCVMP (Bradford County Veterans Memorial Park). This donation will be used toward maintenance and toward the purchase of a kiosk for park visitors to use.
- Mayor Miller commended the Christmas lights the borough crew strung around the town as well as the gift box that is on the Merrill Parkway. Lots of people were out for the Hometown Christmas celebration.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Visual Alert System was installed into the 2 patrol cars that are outfitted with computers by SCT (our I.T. provider). The Officers can now enter reports from the cars instead of returning to the station to do that. As safety provides.
- DUI Roving patrol was conducted on Nov. 23. Nationally the biggest drinking night of the year.
- Operation Blue Santa has been kicked off and Officers Hennessy and Bellows are heading the Program up. Donations and gifts are being collected.
- Officer Hennessy conducted ALICE (active shooter response) refresher training for Towanda Area School District.
- Civil Service testing is proceeding. The written test has been completed by the three candidates and the physical fitness test is scheduled.
- *Chief Epler asked for Council's approval to roll over 6 officers' 50.0 hours of unused vacation. Mr. Kovalcin made the motion, seconded by Mr. Parks. Motion passed.*

NOVEMBER 2022 – Monthly Report

288	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
15	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
20	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
1	DUI ARRESTS	2	ANIMAL COMPLAINTS

81	DISTURBANCE CALLS	1	VEHICLE DOORS OPENED
6	VEHICLE ACCIDENTS	5	WARNINGS ISSUED
3	OUT-OF-TOWN ASSISTS	0	K-9 SERVICES
7	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- They are working on the training schedule for next year. They seem to run into scheduling conflicts. Therefore, hiring a new full-time officer and also a part-time officer next year will be enough officers in place to have additional training scheduled.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer in reviewing the report stated that all the contractors are on file in the system if anyone from the public asks for a list.

- Mr. Sluyter also stated that there was a homeless camp located on the Williams Oil & Propane Company near the south side of the bridge on Merrill Parkway. He contacted Williams to let them know that a notice was being sent to them with pictures of the garbage and the mess that was left there. They are arranging to hire a company to clean it up.
- Concerning 512 2nd Street, and grass not being mowed this summer (2 years total) on the code report, Mr. Sluyter stated that at November's council meeting when he was asked about code report cases #441 and #354 for this address, he stated that citations were written. However, tonight he told council that that statement was incorrect. No citations were issued previously but new paperwork has now been sent to the owner. This same person's property at 407 Main Street had a squatter living there and the owner is currently in the process of cleaning it up.
- Mr. Sluyter stated the former Mulberry Street School's deteriorated condition needs to be addressed by Council, as it is an unsafe, dangerous structure. Mr. Sluyter feels that he needs some help in getting this to move forward. Chief Epler stated that early last summer he had reason to enter the property and took some pictures which he forwarded to Manager Hotaling. There were five (5) very young kids found in the school building and one of the kids had a cut from coming through an already broken window on the back side of the building. Mr. Eberlin stated that they need to discuss the approach to this property. Mr. Sluyter will write a letter to Manager Hotaling with the detail and history, Manager Hotaling will write a letter to Mayor Miller, and the Mayor will ask Council to address the dangerous structure situation and take action, along with Solicitor Smith. Mr. Christini agreed that we need to apply pressure to get this property taken care of.
- Also, President Christini commended the Hometown Christmas and stated that a business owner told Mark that the parking situation downtown is good now. They had been disgruntled about it for years and say there is now plenty of parking.

NOVEMBER 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		21	211
Permit Fees Paid	\$	2715	27,268.30
Code Inspections Fees	\$	550	6,433.30
Borough Total after Code Inspections Fees	\$	2,165	20,835
Permit Work Value	\$	118,608	1,671,663.34
Contractors Registered		6	136
Contractors Registrations Amount	\$	600	13,600

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other	4	27	18	121.50
#3 Commercial – New		3		13.50
#4 Commercial – Other	1	12	4.50	54.00
TOTALS	5	43	22.50	193.50

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental	6	151	5	130		51
1 & 2 Family Rentals	12	166	10	140		55
Commercial Rental Units	6	98	5	88		33
Commercial Non-Rental	3	53	3	47		21
TOTALS	27	468	23	405	0	160

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	10	106
2nd Inspection		4
3rd Inspection		
FEES PAID \$		400.00

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	49	52
Paid	38	510
Dismissed	11	158
Warning	14	156
Abandoned	5	46
Citation	3	325

Tickets by Street Location

	Month	Year-to-Date
Main Street	30	364
Court Street	45	269
Bridge Street	12	144
Park Street	5	89

Pine Street	13	179
Washington Street	4	39
State Street	2	26
Parking Garage	4	72
John B. Merrill Pkwy		12
Second Street		7
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter, Non-Payment	65	453
Expired Meter, Payment Expired	3	5
3 Hour Limit	35	584
3 Hour Free Parking, Moved Locations		28
Permit Required	1	15
Parking Outside of Lines, Direction of Travel	2	22
Snow Emergency-Secondary Roads		7
Handicap/Disabled	3	32
Non-Space	6	42
Loading Zone		12

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. **CBCCC's Hometown Christmas-December 2nd & 3rd**
 - a. The CBCCC's Hometown Christmas event took place over the weekend.
 - i. Friday, December 2nd-the Tree Lighting was held at the Courthouse. Borough Crews helped by cutting the tree, transporting it to the courthouse, and getting it placed.
 - ii. Saturday, December 3rd-Full Day of Free festivities, and a parade was held at 5 p.m. on Merrill Parkway
2. **Parks Master Plan RFP**
 - a. Manager Hotaling signed the contract with Stiffler-McGraw to complete the Master Plan. They are meeting on December 14th at 10:30 for the kick-off meeting.
3. **Bradford County Tourism Grant**
 - a. Marketing & Advertising for Riverfest \$2,000 was approved to advertise with a new banner, radio ads, newspaper ads, flyers, brochures, and more.
 - b. Manager Hotaling worked on and completed an exhibit for Hometown Christmas-\$500 donation received-a 10'x10' lighted walk-through "Present" for Merrill Parkway to be displayed through the Holiday Season.
4. **Municipal Building Façade Improvements**
 - a. The new garage door out back has been installed; we are waiting on some additional pieces of siding to come in before we can install them along the garage's block wall.
5. **NTSWA Contract**

- a. Scot Sample of NTSWA provided Manager Hotaling with the updated contract for garbage removal and recycling services. The contract states that the sticker prices for bags will go up to \$4.00 a bag, from \$3.50. This will also include exclusive rights to roll-off dumpsters within the Borough. She recommended that we approve the contract by resolution to continue services with NTSWA.

Mr. Kovalcin made the motion to accept the NTSWA Agreement by resolution, seconded by Mrs. Hatch.

RESOLUTION 2022-16

NTSWA Municipal Refuse Collection & Disposal Agreement.

The roll was called and recorded as follows:

AYE/YES: Mr. Eberlin, Mrs. Miller, Mr. Saring, Mr. Kovalcin, Mr. Schulze, Mr. Christini, Mrs. Hatch, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

RESOLUTION 2022-16 – Carried.

6. Main Street Streetlights

- a. Manager Hotaling met with Jason Krise to discuss the concerns about the streetlights along Main Street. They had a designer come and evaluate each of the streetlights along Main Street, plus there are several others that they are concerned with and will be removing since they are a liability. The lights that have come down this past year have been on backorder, and Manager Hotaling discussed trying to find an alternative style light to change all the lights on Main Street. Therefore, Manager Hotaling reached out to former council member and Penelec employee Rex Klinger, and he stated that the existing bases would not fit a smaller style lamppost.

7. PennDOT

- a. Manager Hotaling met with Steve Kehoe with PennDOT last week to touch base with our paving project this past year to discuss any issues or concerns. They also discussed potential projects for next year and will plan another meeting in January or February to prepare for a spring bid. Also, there hasn't been any news on the turnback project for North Main Street.

8. 2023 Budget

- a. Manager Hotaling presented the budget in detail at the budget workshop meeting on November 22nd. The budget proposal will increase the **Borough General Fund** millage rate by 1.5, to 18.81, as a result of increases across the board on utilities, fuel, and adding an additional full-time Police Officer and an additional Utility Maintenance Technician. She asked council to approve the draft for public display and ready for adoption at the year-end meeting after she receives the final numbers regarding the borough's insurance policy. There was a memo attached from Manager Hotaling that summarizes the 2022 fiscal year. *Mr. Eberlin made the motion to advertise the budget and adopt it at a special council meeting on December 28, 2022, at 5 PM. This was seconded by Mr. Kovalcin. Motion passed.*

BOROUGH SOLICITOR

- Solicitor Smith prepared drafts of the two tax ordinances that are proposed to be eliminated after advertising and council approving their repeal. One is for eliminating the "Per Capita Tax" and one for eliminating the "Occupation Tax". *This will be advertised to the public and Solicitor Smith asked for permission to advertise the proposed ordinances. Mrs. Hatch made the motion to do this and Mr. Parks seconded it. Motion passed.*
- Solicitor Smith also has the deed prepared for the sale of 305-307 Third Street. Council approved/accepted the offer of \$5,000 previously.
- Solicitor Smith stated that Governor Tom Wolf's "Act 57 of 2022" waiver (form provided by DCED) ordinance that was approved for him to advertise will be ready for adoption at the next meeting.

BOROUGH SECRETARY

Borough Secretary Kulick had nothing to report.

FINANCIAL & ADMINISTRATIVE REPORT:

- President Christini stated that the committee discussed the salaries and talked about doing performance reviews, as there was consensus that they should be done for salaried employees, and key junior personnel as well. He stated that goals will be set in the coming year and there will be a review of the prior year's
- A motion was made by Mrs. Hatch and seconded by Mr. Kovalcin to pay the November bills. Motion passed.
- Mr. Eberlin attended the Police Pension meeting and reviewed it with council. Mr. Eberlin stated that The bank officials think the pain is over and in the next year or two we will see the market rebound. Their advice is to hold steady and if and after we enter into a recession the markets should turn around.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was nothing to report at this time.

PLANNING COMMISSION REPORT:

- President Christini stated there were draft minutes in the packet from the November 15th meeting. The Vacant Store Front and QOL (Quality of Life) ordinance are being fine-tuned by Solicitor Smith. There is no meeting in December and the next meeting will be on January 17, 2023.

RECREATION REPORT:

Mr. Kovalcin stated they had a meeting which was an end-of-the-season discussion.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

The October 17, 2022 meeting minutes are included in the packet. Mrs. Kulick stated that there was a note from the library committee asking about the Pumpkin Roll event and maybe changing the location of it as they had to close the library (handicapped parking issue), or they want to be notified of the date of the Pumpkin Roll in advance. Manager Hotaling will talk to Katy the Librarian.

ADJOURNMENT:

A motion to adjourn was made by Mr. Saring and seconded by Mr. Eberlin. The meeting adjourned at 8:15 PM.



Diane M. Kulick
Towanda Borough Secretary

TOWANDA BOROUGH SPECIAL COUNCIL
MEETING MINUTES
DECEMBER 28, 2022

A **SPECIAL** meeting of the Towanda Borough Council was held on Wednesday, December 28, 2022, at the Municipal Building. The meeting was called to order at 5:00 PM, by Council President Christini. Roll was called and recorded as follows:

Present: Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schulze, President Christini, & Mr. Parks

Absent: Vice President Eberlin, Mrs. Hatch

CITIZENS COMMENTS

None.

PAYMENT OF 2022 YEAR-END BILLS

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

ADOPTION OF THE 2023 GENERAL FUND BUDGET & SPECIAL FUNDS

Manager Hotaling reviewed the Budget. President Christini asked if there were any questions regarding the proposed 2023 Borough General Fund Budget and Special Funds. There were none.

RESOLUTION 2022-17

Adoption of 2023 Towanda Borough General Fund Budget & Special Funds

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Eberlin, Mrs. Hatch

RESOLUTION 2022-17 - Carried

ADOPTION OF 2023 REAL ESTATE TAX LEVY ORDINANCE

ORDINANCE 2022-4

Adoption of 2023 Towanda Borough Real Estate Tax Levy Ordinance as presented. The new millage rate for 2023 will be 22.56.

Motion was made by Mr. Saring and seconded by Mrs. Miller

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Eberlin, Mrs. Hatch

ORDINANCE 2022-4 - Carried

RESOLUTION 2022-18

Re-appoint Walter Foley to the Central Bradford Progress Authority for another 5-year term.

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Eberlin, Mrs. Hatch

RESOLUTION 2022-18 - Carried

RESOLUTION 2022-19

Approve the Extension of the term of existence 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 was made by Mr. Parks and seconded by Mr. Schulze

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Eberlin, Mrs. Hatch

RESOLUTION 2022-19 – Carried

Mayor Miller thanked Council and the employees for a “good job” and willingness to step up throughout this past year, as it was much appreciated. He wished everyone the best of health in the coming year.

President Christini also stated that we have a **good Council** who volunteer their time for the borough. Also, he stated that this Council does not accept compensation, as it was voted on years ago that the Council positions be voluntary, and it has worked out well. The borough budget does not have to include paying the Council members as other boroughs do.

The first Borough Council Meeting of 2023 will be held on Tuesday, January 3, 2023, at 7 PM.

ADJOURNMENT

Mr. Roof made the motion, seconded by Mr. Kovalcin. Meeting adjourned at 5:18 PM.



Diane M. Kulick
Towanda Borough Secretary