

**Towanda Borough
Regular Council Meeting Minutes
January 3, 2023**

The Towanda Borough Council Meeting was held on Tuesday, January 3, 2023, 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.

AMENDED AGENDA – There was a vote to amend the agenda to include RESOLUTION 2023-3 – Act 57 of 2022. Mr. Kovalcin made the motion, seconded by Mrs. Hatch. The motion passed unanimously. The amended agenda will be posted.

CITIZENS TO BE HEARD:

Reverend Rachel Stahle Ph.D. sent a letter to the Borough concerning the property at 12 Mix Avenue. The property has frequent police calls and often ambulance calls and sometimes multiple times in a day. She stated that this has been happening regularly for the 7 years she has resided at 10 Mix Avenue. Reverend Stahle also stated that these activities are disrupting the neighborhood. She realizes that the residents of this address have complex personal issues that may need attention its workers cannot provide, but its residents have been in the past year charged by police with violent offenses committed at that location. Some of the residents have been moved there that have criminal records.

She is very concerned about peacefulness and safety and feels that as a Towanda resident, these police calls are an excessive, disproportionate burden of time and cost upon the Towanda Police Department. This property's programs and residents are not only a nuisance to peace, but drain our town's limited resources.

She noted in her letter that other communities in Pennsylvania have laws that have been enacted and enforced to address nuisance properties with excessive police demands. Sometimes there are fines to the property owners or lessees. She stated there are relevant laws that allow a town to shut down such a property, especially when its residents are charged with crimes or when the policing demands exceed a reasonable limit in a defined time.

She asked the council to consider creating an ordinance or ensure that our neighborhoods are peaceful, and safe, and do not drain the resources of the police.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve December 6, 2022, Regular meeting minutes was made by Mr. Eberlin and seconded by Mr. Kovalcin. The motion passed unanimously.

Motion to approve December 28, 2022, Special Council meeting minutes was made by Mr. Saring and seconded by Mrs. Miller. The Motion passed unanimously.

FIRE CHIEF REPORT:

Chief Roof's report was included. He stated that the department has been very busy, but everything is in good working condition. He commended his crew for the good job they did this past New Year's Day in stopping the fire on 518-520 Fourth Street.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

- Mayor Miller thanked the fire department and all mutual aid for their response in dealing with the fire on Fourth Street on New Year's Day.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Chief Epler also stated that Civil Service testing is proceeding along and the written and physical fitness have been completed. We have 2 candidates left who will be moving on to the oral interview.
- Officer Hennessy and K9 Hades walked in the Christmas parade.

- Officers Lake and Bellows attended a local 4-hour class on search and seizure held by the District Attorney's Office.
- Christmas vacations and holiday time off was covered.
- Chief Epler stated that in 2022 the police department had 3,651 total calls for service. 159 of them were mental health calls. Sometimes these calls are put under Miscellaneous, and they have added that category (Mental Health) now. There were 17 Mental Health calls for December 2022. 81 calls were to 12 Mix Avenue (an Allied Services group home), and 65 of those calls to 12 Mix Avenue were for the same 1 person. 45 calls were made to 408 Second Street (a Futures Community Support Services group home), 31 calls to 425 Main Street (a 5-apartment building), and 11 calls to 5 Poplar Street (a multiple-apartment building). He stated that these calls put an extra burden on the police department and takes services away from other law enforcement matters as well as other medical incidences that might occur at the same time elsewhere. He feels that some of these places need their own staff to handle these situations and not make it a police department issue (they are not legally charged with a crime). The facilities staff should transport their residents to the local behavioral science unit if the client expresses suicidal thoughts.
President Christini stated that the facilities are burdening the police staff and a solution is needed. He looked at 20 different municipalities around the state and there have been ordinances enacted that Reverend Stahle mentioned in her letter as a concerned citizen.
Vice President Eberlin stated that council should engage with the mental health organizations first and discuss these concerns with them before any kind of ordinance is considered. President Christini proposed that council meet with both Allied Services and Futures together. Mayor Miller, council, and the police committee would be in attendance. Mrs. Hatch (Police Committee) was asked to contact Allied and Futures to set up a meeting concerning these excessive calls, the burden placed on the police, and the borough council being contacted by concerned citizens.

DECEMBER 2022 – Monthly Report

269	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
22	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
12	NON-TRAFFIC CITATIONS	2	THEFT REPORTS
3	DUI ARRESTS	1	ANIMAL COMPLAINTS
82	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
7	VEHICLE ACCIDENTS	6	WARNINGS ISSUED
4	OUT-OF-TOWN ASSISTS	17	MENTAL HEALTH CALLS
9	CRIMINAL ARRESTS		K-9 SERVICE (OTHER)

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- Mrs. Hatch added that the committee has come upon information that some of our county services are having people brought into the community and that Main Link is getting involved with the county services. They are housing people at the Towanda Motel and paying the owners of the Towanda Motel (for some part of the Motel that is no longer used for guests) to house people that have mental health issues or are victims of abuse. Allegedly the county is bringing them in and they are not from Towanda but were placed here.
- The Committee also discussed these social services agencies hiring people who are not educated and are undertrained in dealing with the mental health issues of people who are living in these homes.
- Hopefully, meeting with these social services groups and discussing them will help resolve these issues.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

Mr. Sluyter, Code Enforcement Officer reviewed the report.

Mr. Sluyter elaborated on the amount of work his job entails and the difficulties he has in doing his job, and Vice-President Eberlin stated that the Finance and Administration committee have a discussion date set up with him.

DECEMBER 2022 SUMMARY – CODE ENFORCEMENT STATS

PERMITS & CONTRACTORS		MONTH	YTD
Permits Issued		12	223
Permit Fees Paid	\$	1,190	28,458.30
Code Inspections Fees	\$	990	21,825
Borough Total after Code Inspections Fees	\$	200	6,633.30
Permit Work Value	\$	44,640	1,716,303.34
Contractors Registered		6	142
Contractors Registrations Amount	\$	600	14,200

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New		1		4.50
#2 Residential – Other	2	29	9.00	130.50
#3 Commercial – New		3		13.50
#4 Commercial – Other	2	14	9.00	63.00
TOTALS	4	47	18.00	211.50

COMPLAINTS

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

Rental Dwelling Unit Inspections

	Month	YTD
1st Inspection	8	114
2nd Inspection	1	5
3rd Inspection		
FEES PAID \$		400.00

PARKING:
Tickets by Status

	Month	Year-to-Date
Issued	66	1274
Paid	33	563
Dismissed	12	232
Warning	5	163
Abandoned	4	50
Citation		375
Paid After Notice Sent		1

Tickets by Street Location

	Month	Year-to-Date
Main Street	24	190
Court Street	19	291
Bridge Street	4	149
Park Street	4	93
Pine Street	8	188
Washington Street	4	43
State Street		26
Parking Garage	3	75
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	32	488
Expired Meter, Payment Expired	1	7
3 Hour Limit	25	612
3 Hour Free Parking, Moved Locations		28
Permit Required		15
Parking Outside of Lines, Direction of Travel		22
Snow Emergency-Secondary Roads		7
Handicap/Disabled	6	39
Non-Space	2	44
Loading Zone		12

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. Parks Master Plan RFP

- a. We met with Stiffler-McGraw & Associates on December 14th at 10:30 for a kick-off meeting and developed a steering committee of approximately 12 people. The consultants will prepare our current conditions of the Parks, and the steering committee will meet in February and will hold a public meeting in March. We are looking to host the public meeting at the YMCA.

2. Assistant Billing Clerk/Secretary

- a. We have advertised for an Assistant Billing Clerk/Secretary for the front office. Applications are due back Wednesday, January 4th. We will review applications and begin interviewing in the next few weeks.

3. Local Law Enforcement Support Grant Program

- a. On 12/15/2022 we received an email that the grant application submitted to PCCD for the Local Law Enforcement Support Grant Program was approved for \$40,000. This is much less than what we originally applied for, but we were one of three Police Departments awarded funds in Bradford County. Manager Hotaling is waiting to hear from the PCCD staff to see what part of the grant they are looking at funding. The email explicitly stated not to reach out to them, due to the number of applicants.

4. Dancing with the Stars at the Keystone Theatre

- a. The Keystone Theatre is hosting a local version of Dancing with the Stars on Saturday, January 28th from 7:30-10:30 p.m. The event is a fundraiser for the Theatre, and we have two of our Police Officer's performing; Officer Bryan Bellows, and Officer Ryan Edsell. Please come out to support them if you are able.

5. Borough & Municipal Authority Logo

- a. Manager Hotaling is working with a company to develop a new Borough & Municipal Authority Logo. They have sent her six different ideas to look at and make changes. She will pass along the revised logos to Council and Board members to look at for suggestions, and hope to have a final version by late January/early February.

6. PennDOT Liquid Fuels Auditor

- a. We will meet with Anthony Frable, Bureau of County Audits from the PA Dept. of Auditor General for a review of our Liquid Fuels account on January 10th. Stacy and Manager Hotaling have been working on navigating the DOT grants account to make sure the information has been properly uploaded, and Stacy has been busy preparing all the necessary documentation for his visit.

7. 15 Mulberry Street

- a. Manager Hotaling has received a letter from Jeremy Sluyter, Code Enforcement Officer, regarding the condition of 15 Mulberry Street. His recommendation is to deem the property unsafe and dangerous. The letter notes the failing roof, broken windows, and lack of general property maintenance, and is unsafe for potential residents' and the public's well-being and safety. The recommendation is to obtain a structural report from Darin Rathbun, PE of HUNT-EAS. A motion was made by Mr. Kovalcin and seconded by Mrs. Hatch. The motion passed unanimously.

8. Bradford County Department of Public Safety-Emergency Operations Plan Update-Resolution 23-1

- a. The Bradford County Department of Public Safety reviewed the County Emergency Operations Plan with no changes. Per Pa. C.S. Title 35, Chapter 75, Sections 7501-7504 allows each municipality to adopt by Resolution of Local Governing Body, the Bradford County Emergency Operations Plan as their own. Manager Hotaling requested that Council pass this resolution as each municipality has completed in the

County in the past. We are also in the process of updating the Borough's Notification and Resource Manual (NARM) for the County. This was last completed in 2016, and various changes and updates are needed for POCs and facilities.

RESOLUTION 2023-1

Adopt Update of Bradford County Emergency Operations Plan

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

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 2023-1 – Carried unanimously

9. PennDOT Traffic Signal Maintenance Agreement (TSMA)-Resolution 23-2

- a. A new Traffic Signal Maintenance Agreement using standard language approved by PennDOT's Office of Chief Counsel needs to be fully executed regardless of funding source before the installation of the first traffic signal or any modification to a traffic signal within a municipality requiring a revision to the traffic signal permit. The new TSMA process is to simplify the steps to apply for permits to install or update traffic signals in our municipality. Manager Hotaling recommended the Council approve the Resolution and Agreement for PennDOT as required.

RESOLUTION 2023-2

PennDOT Traffic Maintenance Agreement Authorization for submitting future modifications and to submit future applications for traffic signal approval either in writing or via electronic signature

Motion made by Mr. Parks 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 2023-2 – Carried unanimously

BOROUGH SOLICITOR

- Solicitor Smith asked council to approve Governor Tom Wolf's "Act 57 of 2022" waiver (form provided by DCED), a resolution to have our tax collector grant a request to waive additional charges for real estate taxes in certain situations.

RESOLUTION 2023-3

The tax collector shall, for tax year beginning on and after January 1, 2023, grant a request to waive additional charges for real estate taxes in certain situations.

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

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 2023-3 – Carried unanimously

- Solicitor Smith stated that he will have the repeal of the per capita and occupation tax ordinance advertised and ready for adoption next month. Vice-President Eberlin will let the tax collector know this so she can tell them not to print these bills.
- Solicitor Smith stated that he would like to be present in the meeting that will be set up with Allied and Futures.

BOROUGH SECRETARY

Borough Secretary Kulick had nothing to report.

FINANCIAL & ADMINISTRATIVE REPORT:

- President Christini stated that there was no Finance & Administration meeting because there were no bills to be paid as we paid that at the end of last year (Dec 28, 2022).

UNION SUB-COMMITTEE:

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

PLANNING COMMISSION REPORT:

- President Christini stated there was no planning meeting held in December 2023. Meetings will start up again on Tuesday, January 17, 2023, at 7 PM.

RECREATION REPORT:

Mr. Kovalcin stated he had nothing to report at this time. The next meeting will be in February.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

Included in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Saring. The meeting adjourned at 8:00 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
February 6, 2023**

The Towanda Borough Council Meeting was held on Monday, February 6, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:05 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:

Mr. George Reifendifer, Assistant Highway Maintenance Manager with PENNDOT was present to extend the agility agreement between PENNDOT and Towanda Borough for another 5 years.

RESOLUTION 2023-4

RENEW THE 5-YEAR AGILITY AGREEMENT WITH PENNDOT

Motion made by Mr. Saring 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, Mr. Christini, Mrs. Hatch, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2023-4 – Carried unanimously

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve January 3, 2023, Regular meeting minutes was made by Mr. Roof and seconded by Mr. Parks. The motion passed unanimously.

FIRE CHIEF REPORT:

Chief Roof's report was included. He stated that at the re-organization meeting, he was re-elected to be Fire Chief and Billy Sheets was elected Assistant Chief, and Jarrett Sheets was elected Second Assistant Chief. This is for a two-year term and Chief Roof related that Jarrett will take over the Fire Chief position after the two-year term is up. Chief Roof will be working with him until then.

Chief Roof did have maintenance work on the tanker. It was leaking water and he put a cap on a valve to hold the water back and someone took the cap off and there was water all over. He found the cap to be off and had a guy fix it.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting and everything is running fine and there is nothing further to report.

MAYOR'S REPORT:

- Mayor Miller stated that a meeting was held with Allied Services officials and officials from the County's Mental Health Services. Chief Epler and Officer Bellows were present also and asked some tough questions to both mental health groups. He feels that it opened a line of communication with them. Mayor Miller stated that the two groups will attend our Police Committee meetings a couple of times a year to keep up to date with information or concerns we may have. Also, they noted that some of their personnel do need further training and they will get it done.
- Mayor Miller stated that they are working on a meeting for next week with Futures and Concern officials.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Civil Service testing has been completed. The results have been given to the Civil service Board for a pending review and the creation of the list.

- Mayor Miller, Mrs. Hatch, Mr. Saring, and Mr. Kovalcin attended a meeting with the state of Mental Health in Towanda. I addressed the issue of the tripling of the number of Mental health calls for 2022 and the possible actions that could be taken. More meetings have been planned.
- I applied for and received a supply of Naloxone (Narcan).
As the Officers complete the online training, they will be issued Narcan.
- Several of the Officers are going to attend training in the future. The schools have been booked and seats confirmed.
- Lauren and I have been working on the grant and the required documentation and proposals. We are looking into an upgrade to our Watchguard/ Motorola system vs a T-Mobile solution.
- Officer Hennessy and K9 Hades did a Drug sniff at the BCCF (Jail) and a Sniff for PSP which led to an arrest of a Drug Trafficker.

JANUARY 2023 – Monthly Report

366	COMPLAINTS RECEIVED	8	JUVENILE PETITIONS
14	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
10	NON-TRAFFIC CITATIONS	3	THEFT REPORTS
1	DUI ARRESTS	5	ANIMAL COMPLAINTS
69	DISTURBANCE CALLS	4	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	2	WARNINGS ISSUED
8	OUT-OF-TOWN ASSISTS	17	MENTAL HEALTH CALLS
6	CRIMINAL ARRESTS		K-9 SERVICE (OTHER)

Chief Epler reviewed the 2022 Year-End Report including the following:

	2020	2021	2022
Complaints Received	3587	3587	3652
Criminal Arrests	93	95	99
DUI Arrests	10	16	9
Traffic Citations	217	195	262
Non-Traffic Citations	116	83	140
Motor Vehicle Crashes	57	47	59
Vehicle Doors Opened	49	34	45
Warnings Issued	90	91	82
Thefts Reported	86	78	100
Disturbances	882	861	987
Juvenile Petitions	882	861	987
Animal Complaints	76	40	44
Mental Health	87	54	159

POLICE COMMITTEE REPORT:

Mr. Saring gave a summary of the meeting tonight.

- Mr. Saring stated the committee discussed officer training
- Supply issues are hindering the purchase of a new police car.
- The Committee also discussed the Civil Service committee's action in the immediate future to hire another police officer will happen soon. The committee will be meeting again next week.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

There was no report this month.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. Assistant Billing Clerk/Secretary

- a. After a lot of interest, and several interviews, we selected Andrea McLinko to fill the position of Assistant Billing Clerk/Secretary. Today was her first day on the job.

2. Property Maintenance & Rental Inspections

- a. Vicki Wells will be temporarily filling in with Property Maintenance and Rental Inspections for 5 to 6 hours each day on Monday, Wednesday, and Friday for up to 90 days doing rental inspections & property maintenance. We will also begin working with Code Inspections to do our residential permit approvals and inspections. In addition, we will begin advertising for a new Code Enforcement Officer this week.

3. Borough & Municipal Authority Logo

- a. We have received the final design for our logos (which were passed around the table).

4. PennDOT Liquid Fuels Auditor

- a. We had our Liquid Fuels yearly Audit in January with no findings.

5. Hallock & Shannon, PC

- a. Hallock & Shannon will conduct both the Borough and Municipal Authority Audits. They will be in our office on February 21st and 22nd.

6. PennDOT Street Tour

- a. John Miller, Chad, and Manager Hotaling toured Borough streets with Steve Kehoe to look at potential streets for paving in 2023. We have received an estimate back from him to review which streets we would like to put in the bid package for 2023.

7. 15 Mulberry Street

- a. She met with Darin Rathbun for a tour of the property from the exterior. A further assessment of the interior of the building will need to be completed.

8. DOT RAISE Grant

- a. Manager Hotaling is working on submitting a grant through the DOT RAISE program. The program can be used toward stormwater upgrades. They toured several concerning areas with HUNT to come up with an estimate and design. The grants are due February 28th.

9. PennDOT Agility Agreement

- a. Manager Hotaling asked Council to pass the resolution for the PennDOT agility agreement. Which is a 5-year agreement with PennDOT to swap services of equal value with an established work plan. Example: A street owned by PennDOT needs working on and it would be easier for Towanda Borough to do the work. Swap this with something the Borough may need done that would be easier for PennDOT to do.

BOROUGH SOLICITOR

- Solicitor Smith presented the following:

ORDINANCE 2023-1

Ordinance to Repeal Article III of Chapter 271 of the Code of the Borough of Towanda to Discontinue Imposition of a Per Capita Tax.

Motion 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, Mr. Christini, Mrs. Hatch, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

ORDINANCE 2023-1 – Carried unanimously

ORDINANCE 2023-2

Ordinance to Repeal Article III of Chapter 271 of the Code of the Borough of Towanda to Discontinue Imposition of a Per Capita Tax.

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

ORDINANCE 2023-2 – Carried unanimously

- Solicitor Smith reviewed the proposed Vacant Storefront Maintenance Registry Ordinance for Towanda Borough and asked Council for approval to move forward with advertising this ordinance. President Christini stated that we have been looking at doing this for a long time and the Planning Commission worked on it for a long time. "If everyone is comfortable with it", we can authorize Solicitor Smith to advertise it for formal adoption. A motion was made by Mr. Kovalcin and seconded by Mr. Saring to have Solicitor Smith move forward with this ordinance. Motion passed.
- Solicitor Smith reviewed the proposed Quality of Life Ticketing Vacant Storefront Maintenance Registry Ordinance for Towanda Borough and asked Council if they want to approve and move forward with advertising this ordinance. Again, President Christini stated that we have been looking at this for a long time. A motion was made by Mr. Saring and seconded by Mr. Kovalcin to have Solicitor Smith move forward with this ordinance also. Motion passed.

BOROUGH SECRETARY

Borough Secretary Kulick asked Council to approve the yearly "Return of Tax Collector to Authority Levying Tax" information (2022 property owner(s) unpaid property taxes) that was verified by Tax Collector Kara Eberlin. President Christini and Mrs. Kulick both signed and she will return this to the Bradford County Treasurer's office as requested.

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for January was made by Mr. Roof and seconded by Mrs. Miller. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated there was an official notification from the Teamsters Local 118 & verbally from Union Steward, Sergeant Lantz to begin the negotiations for the Police Department successor agreement.

PLANNING COMMISSION REPORT:

The minutes for January 17, 2023 meeting are included.

- **HIGHLIGHTS:** Solicitor Smith presented his edited draft ordinance last month after getting it from the Planning commission (everyone had a copy). He stated that some of the items in the draft were already covered in the current ordinances and he omitted them and has it ready to present to council. After some further discussion, Mr. Doupe' made the motion and seconded by Mr. Mize for Solicitor Smith to present it to council. Motion passed.
- Solicitor Smith is working on this and will draft it using Danville, PA's QOL as a template for our ordinance. Mr. Hatch made the motion seconded by Mr. Mize. Motion passed. Solicitor Smith will present the draft to council next month.
- Stiffler-McGraw was selected as the Consultant for the Parks Master Plan and they met in December to discuss a steering committee. They came up with twelve people and the consultant is working on compiling existing conditions of the parks and they will be meeting later in February and the public meeting to unveil existing conditions and the steering committee's ideas for the parks and ask for the public's feedback will be held in March.

Revitalization Plan

- The cost to do the study is about \$100,000. Manager Hotaling met with the BC Commissioners to also take part in this and they committed \$25,000 towards the plan. We were not awarded the \$25,000 from DCED, so Manager Hotaling is going to try other avenues. GTP, Gannons, Henry Dunn's office, and possibly Chesapeake (she is meeting with them tomorrow). These businesses want to see this project happen and are willing to donate towards it. She stated that it is difficult for a business to donate, as we are not a 501(C)(3). The Progress Authority is in the process of developing a 501(C)(3) where they can accept those kinds of donations and earmark the funds.

RECREATION REPORT:

Mr. Kovalcin stated that they will be meeting this month.

MISC:

Mayor Miller stated that he is getting information on fee structures for storage of towed vehicles, as storage is becoming a problem for Williams Garage.

Kevin Doupe', a Planning Commission member was present and stated that the recent event at the Keystone Theatre, "Dancing with the Stars" included two of the Towanda Police Officers. It was nice to see and it was a beautiful event.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

Included in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Saring. The meeting adjourned at 8:10 PM.



Diane M. Kulick

Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
March 6, 2023**

The Towanda Borough Council Meeting was held on Monday, March 6, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 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:

Mrs. Charlotte Parks of Kali's Mission gave an update to Council. She stated that Dr. Robyn Terrel of the Wysox Animal Clinic is the new veterinarian for Kali's Mission. She offered a lower cost for spaying and neutering with a flexible schedule and she also owns/uses a traveling hospital. They plan on continuing to have the hot dog stand at Riverfront Park during Towanda's Summer Concert Series on Thursday nights. They are continuing the Got Sneakers fundraiser program in the fall season.

On April 3rd they will host the first trapping in Sheshequin-Rome Township. In addition, the Athens Police Department called them about a cat issue at an abandoned house in that town. Sometime this year a rabies clinic will be offered at the Wysox Animal Clinic.

Mrs. Parks also stated that she received calls about feral and stray cats on the 400 block of Chestnut Street in Towanda. They will plan a trapping there this year.

Also, a lady from Endicott, New York sent a check to them for \$100. She didn't know about them until a couple of years ago, as she attended school with Gary Parks and a friend of his, and heard about Kali's Mission and sent the donation. Mrs. Parks stated that the United Way of Bradford County will provide a grant to Kali's Mission this year and they will reapply for the same grant for 2024. The Dandy Canes program at the Dandy in North Towanda was able to raise over \$700.

In conclusion, Mrs. Parks stated that over the last two years, Kali's Mission has prevented approximately 5,000 kittens from being born homeless or in shelters and rescues.

President Christini stated that they do amazing work and their reputation is spreading out even in NY State. Council is glad to support them.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve February 6, 2023, Regular meeting minutes was made by Mr. Eberlin and seconded by Mr. Kovalcin. The motion passed unanimously.

FIRE CHIEF REPORT:

Chief Roof's report was included. He stated that the fire company received a 2013, 2500 Crew cab truck donation from Chesapeake. They will use this as a utility vehicle and it is in good shape. It is a little rusty and has high mileage, but runs well. It is a combination of compressed gas and gasoline, and they are taking the compressed gas feature out of it. Also, they are starting to do more training.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting and everything is running fine and there is nothing further to report.

MAYOR'S REPORT:

- Mayor Miller stated that he recommends that they hire Derek Campbell as Full-Time Police Officer according to the process that the Civil Service Commission did along with Chief Epler. Mayor Miller stated that he is a fine officer and an excellent choice.

RESOLUTION 2023-6

Approval to hire Derek R. Campbell from part-time to Full-Time Police Officer status effective March 6, 2023.

Motion made by Mr. Saring 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, Mr. Christini, Mrs. Hatch, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2023-6 – Carried unanimously

Mayor Miller also stated that he and the Police are looking into moving the "no parking" sign at the corner of Pine and Third Street back a little because it is hard to look around the cars so close to the corner when you stop to cross over Pine Street. Also, he received a request to install a light on a pole near 27 Kingsbury Avenue. There was a car broken into recently and the area is very dark in that section. Manager Hotaling will investigate.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Several of the Officers attended firearms and tactics training in the Valley this month. They reported that the training was very informative.
- Lauren and the Chief have been working on the grant and the required documentation and proposals. We are looking into an upgrade to our Watchguard/ Motorola system vs a T- Mobile solution. To that, T-Mobile has sent us 2 demos to try out, and we are in the process of testing them out now.
- Kost Tire provided an Area Law Enforcement lunch at the Sheriff's Office as an appreciation of our service.
- Officers Bellows, Edsell, Hennessy, and K9-Hades did a presentation to a large group of Home School students. This group has for several years, come to the station and expressed their interest in having their children involved with the Police. They also make us a large tray of goodies at Christmas time.
- This past month the department had 37 mental health calls.

FEBRUARY 2023 – Monthly Report

349	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
12	TRAFFIC CITATIONS	1	K-9 SERVICE (BORO)
14	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
1	DUI ARRESTS	5	ANIMAL COMPLAINTS
46	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	2	WARNINGS ISSUED
8	OUT-OF-TOWN ASSISTS	37	MENTAL HEALTH CALLS
5	CRIMINAL ARRESTS		K-9 SERVICE (OTHER)

POLICE COMMITTEE REPORT:

Mrs. Hatch gave a summary of the meeting tonight.

- The Committee met with Allied tonight and plans on meeting with them every quarter in the future.
- If Officer Edsell is elected for the Magistrate position we have the next candidate in line that has passed the Civil Service testing requirements. We will need more part-time officers. Chief Epler stated that there is a new class starting soon (May) that would be concluding in November 2023.
- Futures has not met with the committee and they will work towards having a small meeting with them.
- Mrs. Hatch is resigning from the Committee Chair position and Mr. Saring has volunteered to be the new Chairman. She will still help with the committee when she can.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

The contractors' registration list is included in the packet.

Manager Hotaling stated that all the residential and commercial permits are being handled by Code Inspections. They are going out to inspect and approve them. She introduced Andrea McLinko, Assistant Billing Clerk who is helping with getting the registrations organized.

PERMITS & CONTRACTORS

		MONTH	YTD
Permits Issued		25	
Permit Fees Paid	\$	4,203.50	

Code Inspections Fees	\$		
Borough Total after Code Inspections Fees	\$		
Permit Work Value	\$		
Contractors Registered		153	
Contractors Registrations Amount	\$	15,300	

UCC Reportable Permits

	Month	YTD	\$ Fees	\$ Fees YTD
#1 Residential – New				
#2 Residential – Other	24		3,878.50	
#3 Commercial – New				
#4 Commercial – Other	2		325.00	
TOTALS				

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental						
1 & 2 Family Rentals						
Commercial Rental Units						
Commercial Non-Rental						
TOTALS						

Rental Dwelling Unit Inspections

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

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued	31	
Paid	34	
Dismissed	13	
Warning	10	
Abandoned	10	
Citation		

Paid After Notice Sent		
------------------------	--	--

Tickets by Street Location

	Month	Year-to-Date
Main Street	22	
Court Street	21	
Bridge Street	7	
Park Street	6	
Pine Street	19	
Washington Street	2	
State Street	1	
Parking Garage	8	
John B. Merrill Pkwy	1	
Second Street		
Mix Avenue		
C&N Lot		
Poplar Street		
Other (Towanda)		

Tickets by Violation

	Month	Year-to-Date
Expired Meter, Non-Payment	43	
Expired Meter, Payment Expired	2	
3 Hour Limit	28	
3 Hour Free Parking, Moved Locations		
Permit Required	3	
Parking Outside of Lines, Direction of Travel	3	
Snow Emergency-Secondary Roads		
Handicap/Disabled	4	
Non-Space	5	
Loading Zone		

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

Twin Tiers Community Foundation Agreement

- a. Manager Hotaling met with Charity Field, the CEO of the TTCF earlier this week to discuss a partnership between the Borough and the TTCF to raise funds for our Downtown Revitalization Master Plan Project. TTCF is a 501©3 non-profit and allows businesses to donate funds to an account for this initiative for a tax break. The TTCF will administer the project once we've met our goal of \$115,000. She is very excited about this partnership, and thinks we will be able to continue this partnership for many of our future Borough projects! She asked the council to consider passing this resolution to enter into the Fiscal Sponsorship Agreement.

RESOLUTION 2023-5

Agreement between Towanda Borough & Community Foundation for the Twin Tiers (Foundation) partnership to Raise Funds for our Downtown Revitalization Master Plan Project.

Motion 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 2023-5 – Carried unanimously

2. Bradford County Veterans Memorial Park

- a. The first run of the Bradford County Veteran's Memorial Park Digital Map is up and running. Rich Lasko with the Bradford County Planning & Mapping Department was able to create it for us. The survey, plot data, and drone imagery came from Butler Surveying this summer. Our intern, Erica Locke, spent some time populating the data this summer. The link is <https://bcmaps.bradfordco.org/portal/apps/instant/minimalist/index.html?appid=4f5529eda98a40f7bc48933d52ffdf68>. You can pull up the map, select an individual brick, and see what information has been engraved on it. The map also allows you to search for an individual or a brick number.

3. Towanda Parcel Map of tax-exempt Properties

- a. Manager Hotaling also asked Rich Lasko to create a map that illustrates tax-exempt properties throughout the Borough. The map totals 181 acres of tax-exempt properties of the 559 acres throughout the Borough. The total market value of these properties is \$40 Million, and all properties in the Borough have a market value of \$119 Million. So, essentially a third of the Borough does not pay real estate taxes.

4. Bradford County Humane Society

- a. Traditionally, the Borough enters into an agreement with the Humane Society to take in any strays from the Borough with a fee. In 2023, the BCHS is anticipating undergoing some construction to their building and didn't want to enter into agreements with municipalities if operations were to be disrupted throughout the year and unable to take in animals per the agreement. This year they are asking for \$871 from the Borough. In 2021, the agreement was for \$839.40 for the 2022 year. We haven't paid them for services for 2023. *Manager Hotaling requested that the Council make a motion to do a payment of \$871.00 as requested in lieu of the agreement to the Bradford County Humane Society so that they can continue their good work for this year for the Borough. Mr. Parks made the motion to approve giving the Humane Society this money seconded by Mr. Kovalcin. Motion passed.*

5. Code Enforcement Job Position

- a. We've advertised for the position in the Daily Review and through indeed online. We've requested that applications be sent to our office by March 9th. We hope to quickly begin interviewing candidates after the deadline.

6. Dalton Maynard, Mechanic

- a. Dalton Maynard submitted his resignation to me earlier this week. His last day with the Borough will be March 14th. He has been with the Borough since September 2015. We wish him well in his new position and he will be missed.
 - i. We will be advertising for his position within the Daily Review & Indeed.com

7. Hallock & Shannon, PC

- a. Hallock & Shannon came to our office for the Borough & TMA Audits. They will have to perform a single audit because of the TMA Monroeton water line project. This will take longer to complete, but they felt they collected all of the information that they needed while they were here.

8. PennDOT Street Paving

- a. Steve Kehoe, PennDOT District 3-0 provided paving estimates for several streets throughout the Borough. Upon review of the estimates, the list of roads that will be submitted for bid proposals next month includes the following:
 - i. Packer Ave from Williams line to Merrill Parkway
 - ii. Spruce Street from Packer to Williams Street
 - iii. Olive St from Second to Fourth St
 - iv. Kingsbury from Main to Merrill Parkway
- b. The bid documents along with advertisement and wages will be sent to me by March 17th to review and advertise to open for our April 4th Council Meeting.

9. Quality of Life Ordinance

- a. Manager Hotaling has contacted the company we use for our parking software with the handheld device that issues tickets. They have a similar module within their system to handle code violations for the Quality-of-Life Ordinance as it has been proposed.

10. Vacant Storefront Ordinance-

- a. Working on finalizing the Vacant Storefront Registration Form for property owners in the Commercial District.

11. New Website

- a. Working on obtaining some proposals from local web designers.

12. Dallas Data Visit

- a. We had two representatives from Dallas Data visit our office last week to train staff on our Accounting Software, Caselle. Our Accounts Receivable Module to invoice for the Borough & Authority is up and running. All staff has been trained on how to use it.

BOROUGH SOLICITOR

- Solicitor Smith presented the following advertised ordinances for adoption.

ORDINANCE 2023-3

Vacant Storefront Maintenance Registry Ordinance

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

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 2023-3 – Carried unanimously

Mr. Schulze presented a cover letter to go along with the Vacant Storefront Maintenance Registry Ordinance registration form and shared some positive comments about this ordinance as he is a downtown store owner and supports it.

ORDINANCE 2023-6

Quality of Life Ticketing Ordinance

Motion 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, Mr. Christini, Mrs. Hatch, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT:

ORDINANCE 2023-6 – Carried unanimously

Manager Hotaling is working on getting the ticketing side completed.

BOROUGH SECRETARY

Borough Secretary Kulick told Council that Mr. Reifendifer, PennDOT Assistant Highway Maintenance Manager stopped tonight with our copy of the PennDOT Agility Agreement that was completed by their officials.

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for February was made by Mrs. Hatch and seconded by Mr. Saring. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated negotiations will begin soon.

PLANNING COMMISSION REPORT:

A meeting was held on January 17, 2023. President Christini stated that the Quality of Life did not include anything about vacant buildings. There wasn't a clear idea and it wasn't something Council talked about. They did talk about abandonment and termination of use (Code §325-58) and condemned and demolish. There is wording in the International Property Maintenance Code (IPMC) about that, and these are some things that Council may consider in the future in the opinion of the Planning Commission. There are at least 5 abandoned buildings in the borough, 4 condemned and 3 condemned by fire. The question is, "What do we want to do?" This has been a question of Council's for many years. There are terms in the IPMC that says one has 2 years to fix a condemned building and if you don't fix it in 2 years, you have to tear it down. President Christini does not know how it would hold legally but it is a possible approach.

He stated another possibility is abandonment. If you have a grandfather clause in your use, like an apartment house, and you stop renting it for six months and it's in R-4, you lose your grandfathered status after the 6 months. This may be something that Council might want to consider as well. There was no motion from Planning Commission but they thought that both of these items could help to restore Towanda's character to a more stable and family-friendly population.

The Commission is continuing to work on the Comprehensive Plan and the DCED Grant Program that Lauren is spearheading.

RECREATION REPORT:

Mr. Kovalcin stated that they are working on the music and June 15th is the planned start date.

TMA/WMA/CBPA REPORTS:

Included in the packet. Also, President Christini pointed out there was a delinquent account balance that was written off in the amount of \$18,614.92 in total for 2 accounts. This was never processed and they could only pursue the lien on file which was for \$1,961.92. He stated this will never happen again.

LIBRARY REPORT:

Included in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Roof and seconded by Mrs. Miller. The meeting adjourned at 8:05 PM.



Diane M. Kulick

Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
April 3, 2023**

The Towanda Borough Council Meeting was held on Monday, April 3, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by Vice-President Eberlin.

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

Absent: President Christini & Mrs. Hatch

CITIZENS TO BE HEARD:

Vice-President Eberlin stated that there is a resident on Kingsbury Avenue that expressed concern about the lack of street lighting on the block. There is a cost estimate from Penelec for the installation of a new street light included in tonight's packets.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve March 6, 2023, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mrs. Miller. The motion passed unanimously.

FIRE CHIEF REPORT:

Chief Roof's report was included. He stated that the fire company members are in training quite regularly. Cargill is buying one of the fire trucks from the fire department. Chief Roof is preparing the paperwork for that transaction.

FIRE BOARD REPORT:

Mr. Parks stated they did not have a meeting.

MAYOR'S REPORT:

- Mayor Miller did the swearing-in ceremony for full-time police officer Derek Campbell. Council welcomed Officer Campbell and Mayor Miller stated that he is a fine officer.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Chief Epler stated they have been demoing a T-Mobile camera option, that is wrapping up and they are not happy with them. Also, a dealership dropped off a Chevy to test out for a new patrol car, but it is more like a family car than a fit as a police car.
- The Police department had their Go Live Date with TraCS on March 12th. Everything seems to be up and running after a rocky start with AT&T being down, which is how ticketing is uploaded.
- Officer Hennessy and K-9 Hades did a presentation for Cub Scout Pack 30, it was reported that the kids had a great time.

MARCH 2023 – Monthly Report

357	COMPLAINTS RECEIVED	4	JUVENILE PETITIONS
5	TRAFFIC CITATIONS	2	K-9 SERVICE (BORO)
18	NON-TRAFFIC CITATIONS	2	THEFT REPORTS
1	DUI ARRESTS	2	ANIMAL COMPLAINTS
77	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	2	WARNINGS ISSUED
2	OUT-OF-TOWN ASSISTS	18	MENTAL HEALTH CALLS
8	CRIMINAL ARRESTS		K-9 SERVICE (OTHER)

POLICE COMMITTEE REPORT:

Mr. Saring gave a summary of the meeting tonight.

- The Committee talked about looking into body camera software and it is very expensive, therefore the cameras and the software will both exceed the grant.
- Chief Epler will be doing a Zoom meeting on the 6th and the 12th to find out exactly what the police can use to be compatible with what cameras they now have and what they can purchase with this money. There are a lot of questions that need answers.

CODE ENFORCEMENT/ PUBLIC WORKS REPORT:

The property maintenance and rental inspection reports are included in the packet. There are no other reports included in this month's reporting.

PERMITS & CONTRACTORS

		MONTH	YTD
Permits Issued			
Permit Fees Paid	\$		
Code Inspections Fees	\$		
Borough Total after Code Inspections Fees	\$		
Permit Work Value	\$		
Contractors Registered			
Contractors Registrations Amount	\$		

UCC Reportable Permits

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

COMPLAINTS

	Received		Investigated		Resolved	
	Month	YTD	Month	YTD	Month	YTD
Single Family Non-Rental						
1 & 2 Family Rentals						
Commercial Rental Units						
Commercial Non-Rental						
TOTALS						

Rental Dwelling Unit Inspections

Month YTD

1st Inspection		
2nd Inspection		
3rd Inspection		
FEES PAID \$		

PARKING:

Tickets by Status

	Month	Year-to-Date
Issued		
Paid		
Dismissed		
Warning		
Abandoned		
Citation		
Paid After Notice Sent		

Tickets by Street Location

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

Tickets by Violation

	Month	Year-to-Date
Expired Meter, Non-Payment		
Expired Meter, Payment Expired		
3 Hour Limit		
3 Hour Free Parking, Moved Locations		
Permit Required		
Parking Outside of Lines, Direction of Travel		
Snow Emergency-Secondary Roads		

Handicap/Disabled		
Non-Space		
Loading Zone		

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling was on vacation and Vice-President Eberlin reviewed her report.

1. SCI Pool Feasibility Study-DCNR Grant

- a. Manager Hotaling asked to submit a DCNR Planning Grant for a feasibility study for the SCI pool complex. We applied for their special Fall round of funding but were not awarded. In speaking with Christine Dettore with DCNR, she recommended that we reapply for the Spring round because we will be wrapping up our Parks Master Plan this Fall. The grant will cover 50% of the costs of the Feasibility study, and Manager Hotaling suspects the study will cost around \$40,000. It is also important to mention that DCNR will not provide any grant funding for the reconstruction of the pool unless the feasibility study is completed. She thinks the construction of a new pool will be a very costly project, and grant funding will be necessary for us to rebuild the pool. She asked council to pass a **resolution** to request funding through the DCNR C2P2 program.

2. New Mechanic

- a. We have made an offer to Claude Gave for the Mechanic Position. We hope to have him begin working with us soon.

3. Code Enforcement Officer Position

- a. Jim Haight and Manger Hotaling conducted interviews with several individuals this month to fill the Code Enforcement Officer position. She thanked Jim for his time and assistance through this process as his knowledge and background in the position are invaluable. Vicki continues to conduct rental inspections and assists with property maintenance. She has offered to stay with us through April and we hope to have someone join us to take over before her leaving.

4. Summer Internship Position Advertised

- a. Manager Hotaling has advertised a Summer Internship position for a College Student for the Borough to primarily assist with the development of the asset inventory of our Public Works systems. This will include developing our GIS database for roads, signs, water, sewer, parks, grounds, etc. She has received numerous resumes and looks forward to having someone here with us again this summer.

5. PennDOT Street Paving

- a. Steve Kehoe, PennDOT District 3-0 provided paving estimates for several streets throughout the Borough. Upon review of the estimates, the list of roads that will be submitted for bid proposals next month includes the following:
 - i. Packer Ave from Williams line to Merrill Parkway
 - ii. Spruce Street from Packer to Williams Street
 - iii. Olive St from Second to Fourth St
 - iv. Kingsbury from Main to Merrill Parkway
- b. The bid documents will be advertised beginning this week, and all bid proposals will be sealed and submitted to me to open on April 2th at 2 p.m. We will award the bid at our May Council meeting.

6. CodeCite Demo

- a. Manager Hotaling was able to have a demonstration with CodeCite, a UPSafety program regarding our newly adopted Quality of Life Ordinance. We currently use UPSafety for our Parking Ticketing system, and we can use our current handheld device in the same manner to enforce this ordinance. She feels it would be beneficial to keep the same program for consistency's sake and ease.

SCI POOL COMPLEX FEASIBILITY STUDY (Applying for Grant)

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

The roll was called and recorded as follows:

AYE/YES: Vice-President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Schulze, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Mr. Christini, Mrs. Hatch

RESOLUTION 2023-7– Carried

MISC

Vice-President Eberlin stated that there is a letter included from Frank Innes of the Shade Tree Commission who, along with Forester Jim Lacek and Borough Manager Hotaling agreed the dead maple tree on the tree lawn at the corner of Mrs. Myrna Walker's property at 15 Walnut Street between her sidewalk and the eastern edge of the cartway of Cherry Street qualifies for reimbursement of half the reasonable cost of removal of the dead tree by her (the landowner). She received an estimate from Steve Homet to perform the work and Mrs. Walker will complete the proper paperwork provided by the Borough to request one-half reimbursement.

BOROUGH SOLICITOR

- Solicitor Smith had nothing to report this month.

BOROUGH SECRETARY

Borough Secretary Kulick had nothing to report this month.

FINANCIAL & ADMINISTRATIVE REPORT:

- There was an audit for the year 2022, and we received a letter from the auditor with no findings or issues.
- A motion for the bills to be paid for March was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated negotiations are set to begin soon.

PLANNING COMMISSION REPORT:

February minutes were included in the council packet.

RECREATION REPORT:

Mr. Kovalcin stated that they are still working on the entertainment.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

Included in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Roof and seconded by Mr. Kovalcin. The meeting adjourned at 7:20 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
May 1, 2023**

The Towanda Borough Council Meeting was held on Monday, May 1, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:03 PM by President Christini.

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

Absent: Vice President Eberlin & Mr. Roof

CITIZENS TO BE HEARD:

None present.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve April 3, 2023 Regular meeting minutes was made by Mr. Parks and seconded by Mr. Kovalcin. The motion passed.

FIRE CHIEF REPORT:

Chief Roof's report was included. He was at a local fire and could not attend.

FIRE BOARD REPORT:

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

MAYOR'S REPORT:

- Mayor Miller stated that he received a text that the porta-potties at Tom Fairchild Park have been tipped over. The annual little league parade took place Saturday. Also, Mayor Miller stated that the public should be aware and keep their vehicles locked up as this time of year there is usually an increase in vehicle break-ins and theft.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Officer Edsell attended a Child Awareness meeting at the Courthouse early this month.
- Officer Lake went to a preschool class in Wysox and read a book titled "Our Police" for the Children, he then answered many questions about his uniform and equipment.
- Officer Lake went to a 4-day school for Firearms recertification and tactic. School and stay are to be paid for Education fund held by Sheriff's Office.
- Officer Bellows attended the mandatory DUI Conference that was held in Pittsburg. He is required to go, to retain our DUI grant. The stay, mileage, and expenses are to be reimbursed by the DUI grant.
- Towanda PD conducted a DUI and Aggressive driving rove this month.
- Most of the Officers attended an in-house CPR and First Aid training on the 11th to keep us compliant with MPOETC. This is required every 2 years. Chief Epler stated they have been demoing a T-Mobile camera option, that is wrapping up and they are not happy with them. Also, a dealership dropped off a Chevy to test out for a new patrol car, but it is more like a family car than a fit as a police car.

APRIL 2023 – Monthly Report

350	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
19	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
20	NON-TRAFFIC CITATIONS	2	THEFT REPORTS
0	DUI ARRESTS	2	ANIMAL COMPLAINTS
65	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
4	VEHICLE ACCIDENTS	4	WARNINGS ISSUED
2	OUT-OF-TOWN ASSISTS	18	MENTAL HEALTH CALLS
7	CRIMINAL ARRESTS		K-9 SERVICE (OTHER)

POLICE COMMITTEE REPORT:

Mr. Saring gave a summary of the meeting tonight.

- Mr. Saring stated that the police are getting mental health calls lately that are more spread out to other locations in town.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

The property maintenance and rental inspection reports are included in the packet.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. Street Paving Bids

- a. On April 20th, we opened two sealed bids for the 2023 Street Paving Projects including Packer Ave from Williams line to Merrill Parkway, Spruce Street from Packer to Williams Street, and Olive Street from Second to Fourth Street.
- b. Bids came in as follows:

MR Dirt Proposal					
Schedule of Prices					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	4,174	SY	Milling of Existing Roadway Surface, 1.5" depth	\$3.25	\$13,565.50
2	7,035	SY	Milling of Existing Roadway Surface, 3" depth	\$5.25	\$36,933.75
3	1,267	Ton	19mm Asphalt Binder Course, Fine Graded	\$135.00	\$171,045.00
4	376	Ton	9.5mm Asphalt Wearing Course	\$140.00	\$51,380.00
5	1	Ton	(25mm Asphalt Base Repair As-Directed)	\$180.00	\$18,000.00
6	LS	1	Asphalt Price Adjustment District 3-0, Index based on first advertisement date	N/A	N/A
Total Amount of Contract					\$274,724.25

Bishop Brothers Construction					
Schedule of Prices					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	4,174	SY	Milling of Existing Roadway Surface, 1.5" depth	\$4.80	\$20,035.20
2	7,035	SY	Milling of Existing Roadway Surface, 3" depth	\$4.90	\$34,471.50
3	1,267	Ton	19mm Asphalt Binder Course, Fine Graded	\$97.15	\$123,089.05
4	376	Ton	9.5mm Asphalt Wearing Course	\$123.80	\$46,548.80
5	1	Ton	(25mm Asphalt Base Repair As-Directed)	\$295.00	\$2,950.00
6	LS	1	Asphalt Price Adjustment District 3-0, Index based on first advertisement date	N/A	N/A
Total Amount of Contract					\$227,094.55

- c. Manager Hotaling asked Council to award the contract to the low bidder, **Bishop Brothers Construction** for the pavement contract for **\$227,094.55**. **Mr. Kovalcin made the motion seconded by Mrs. Hatch to accept Bishop Brothers Construction's bid for paving in the borough this summer. Motion passed.**

2. DCED Greenways, Trails, and Recreation Grant

- a. Manager Hotaling submitted a DCED Greenways, Trails, and Recreation Grant for a feasibility study for the SCI pool complex. Last month, we submitted a grant through DCNR for the same project. DCED allows us to apply for up to 85% of the project cost with a 15% match. The estimate from CEC, Inc. came in at \$43,200, and she is requesting \$32,400 in funding through DCED for the project (75% match). It is also important to mention that DCNR will not provide any grant funding for the reconstruction of the pool unless the feasibility study is completed. Manager Hotaling stated that she suspects the construction of a new pool will be a very costly project, and grant funding will be necessary in order for us to rebuild the pool. She asked the council to pass a resolution to request funding through the DCED's Greenways, Trails, and Recreation program.

RESOLUTION 2023-8

Request authority to apply for a Greenways, Trails, & Recreation Program (GTRP) grant from Commonwealth Financing Authority to use for SCI Pool Feasibility Study.

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Vice-President Eberlin & Mr. Roof

RESOLUTION 2023-8 - Carried

3. Community Service Opportunity for Beautify Towanda Day!

- a. We are looking for volunteers to assist us with a clean-up day in the Borough scheduled for Saturday, May 20th from 10 a.m. to 12 noon. This is a great opportunity for any student needing to log some volunteer hours and serve your community. We will be sweeping and weeding the sidewalks along Main Street, cleaning up litter, and painting fire hydrants, and our flower planters downtown. After the work has been completed, feel free to grab or pack a lunch and network along the Merrill Parkway walking trail picnic tables. The Borough will provide garbage bags, gloves, paint, and brushes. We may need volunteers to bring some of their own supplies to assist with certain projects, so if anyone is interested, please send an email to towboro@comcast.net, and an email providing any further details about the event will be sent to those that would like to join us. If a rain date is necessary, we will schedule it for Sunday, May 21st from 10 a.m. to noon.

4. Parks Master Plan

- a. The Steering Committee and Chris Foster with Stiffler-McGraw held our first public meeting at the YMCA on April 18th from 5-7 p.m. Manager Hotaling stated they had a nice turnout and received a lot of feedback from the public regarding what recreational items should be included in the Master Plans. The survey results are included in this report. Our next step will be to utilize the existing survey from our meeting and incorporate a lot of the top suggestions at each of the parks and develop an online survey for the public to submit to garner additional feedback.

5. Code Enforcement Officer Position

- a. Manager Hotaling announced that Barry Thrush has accepted the position as our Code Enforcement Officer Position. He will begin on June 5th and will attend the BCO (Building Code Official) training in Harrisburg on June 12th. Mr. Thrush is originally from the Athens area and moving back here from Ohio.

6. Summer Internship

- a. Jazmine Elliott, a former Northeast Bradford Student, currently attending Elmira College for a Bachelor's Degree in Business Administration will begin working with us this summer for the internship position on May 15th. She will work during her summer break to assist us with numerous projects including mapping our utilities and assets, developing an inventory database, assisting with fundraising efforts, and other community projects.

7. Neighborhood Assistance Program

- a. Manager Hotaling will be meeting with Paul Macknosky with DCED next week to discuss utilizing the Neighborhood Assistance Program to help raise funds for our Downtown Revitalization Master Plan project with the Twin Tiers Foundation. The benefit to this program is that not only do the businesses receive the full benefits of making a charitable donation to the authority, but they would also receive a 75% tax credit with Pennsylvania, which essentially could double their donations for the same amount. An example is that if a business donated \$10,000 towards the project, they could double that donation because they would receive the additional \$10,000 back through the tax credit.

8. Towanda Borough & Authority Website

- a. I have signed a contract with Irene Radigan Marketing Firm to design a new website for the Borough. We will be scheduling a design meeting with her specialists to begin working on the website within the next few weeks.

9. Towanda Municipal Authority

- a. At the last TMA meeting, Mike Angerson, our Treasurer/Secretary resigned from the Authority, because he is relocating closer to his family. We will certainly miss him and his expertise with state and federal regulations, reporting, and funding opportunities. I would like to thank him for his service and contributions to the Authority.

We have received a letter of interest from Katrina Murray, a Borough Resident, that would like to fill the vacancy. I would ask Council to appoint Mrs. Murray to the Authority. ***A motion was made by Mr. Kovalcin and seconded by Mr. Parks to appoint as a borough representative on the TMA board, Ms. Murray. Motion passed.***

MISC

President Christini stated that there are four exciting things in the Borough Manager's report. The DCED Trails & Recreation grant, the Parks Master Plan, the Downtown Revitalization Master Plan & the Towanda Borough & Authority website. These programs are progressive, proactive, and future projects that Manager Hotaling is leading. They are needed and it is important for our town to progress, and he feels we are going in the right direction. He thanked Manager Hotaling for starting & continuing to work on these programs.

BOROUGH SOLICITOR

- Solicitor Smith had nothing to report this month.

BOROUGH SECRETARY

Borough Secretary Kulick reminded Council that Spring Clean-Up will be held on Friday, May 12th, and Saturday, May 13th.

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for April was made by Mr. Kovalcin and seconded by Mr. Schultz. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated that a committee meeting will be held on Monday, May 8th at 10 AM with union officials and the police.

PLANNING COMMISSION REPORT:

March minutes were included in the council packet. Also, the Commission Chairperson, Kayla Saxon has resigned due to family reasons, therefore we need to fill behind her. Mrs. Kulick will draft a letter to her thanking her for her service on this commission. At the June meeting, we will need to appoint a Chairperson behind her.

RECREATION REPORT:

Mr. Kovalcin stated that they are still working on the entertainment and are about finished. At summer's end, they are planning a family movie night.

TMA/WMA/CBPA REPORTS:

Included in the packet.

LIBRARY REPORT:

Included in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Saring. The meeting adjourned at 7:33 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Special Council Meeting Minutes
May 24, 2023**

The Towanda Borough Special Council Meeting was held on Wednesday, May 24, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 PM by President Christini.

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

Absent: Mr. Schulze, Mrs. Hatch

CITIZENS TO BE HEARD:

None present.

PURPOSE OF SPECIAL MEETING: DISCUSS PERSONNEL ISSUE – TO EXTEND AN OFFER OF FULL-TIME EMPLOYMENT OF A POLICE OFFICER

Manager Hotaling stated that police officer Ryan Edsell had success in the recent primary election in which he was running for Magisterial District Judge 42-3-04. He gained the most votes in the Republican and Democratic parties for this district judge seat.

This will result in Officer Edsell leaving the police force at the end of the year. Manager Hotaling stated that the Police Committee would like to extend an offer of full-time employment behind Officer Edsell to our current part-time police officer Garret M. Smith. Chief Epler stated that Officer Smith has completed the Civil Service requirements and is eligible for full-time hire, and the Chief highly recommends him.

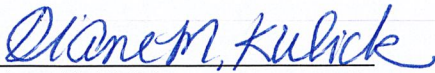
Manager Hotaling stated the start pay will be \$26.30 per hour, per union standards and he will have union and retirement benefits.

A motion was made by Mr. Kovalcin and seconded by Mr. Saring to make this offer to Officer Smith. Motion passed.

Mr. Saring will contact Officer Smith with the offer.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Saring. The meeting adjourned at 7:20 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
June 5, 2023**

The Towanda Borough Council Meeting was held on Monday, June 5, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:02 PM by President Christini.

Present: Mr. Saring, Mr. Kovalcin, Mr. Schulze, President Christini, Mrs. Hatch & Mr. Parks & Jazmine Elliott (summer intern)

Absent: Vice President Eberlin Mrs. Miller & Mr. Roof

Mayor Miller requested Council approval in hiring Garret M. Smith as a full-time police officer. Mayor Miller stated that Officer Smith has done an excellent job as a part-time officer and no doubt will continue to be an asset to the police department in his full-time capacity.

RESOLUTION 2023-9

Approval to hire Garret M. Smith from Part-time to Full-Time Police Officer effective June 5, 2023. (Civil Service requirements are met.)

Motion 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, President Christini, Mrs. Hatch & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Vice-President Eberlin, Mrs. Miller & Mr. Roof

RESOLUTION 2023-9 - Carried

Mayor Miller proceeded with the official swearing-in ceremony for Officer Smith in front of Council, his family members, and some of his colleagues.

CITIZENS TO BE HEARD:

Mr. Rick Lewis, 222 Poplar Street was present to voice his concern about Bradford County's ownership of tax-free properties, and how Towanda Borough is not getting anything back from them in the form of Payment in-Lieu-of Taxes (PILOTS). He stated there are a few tax-free buildings in town that make in lieu of taxes payments, however, he feels that we need to look at this closely as these exemptions each year result in his property taxes going up and up. He stated that his income does not go up as he lives on a fixed one and this is concerning to him. President Christini understands how Mr. Lewis feels, but commented that the PILOTS are voluntary and non-profits are exempt from making a payment.

Also, Mr. Lewis asked what happened to the town's emergency siren. He stated that there is no siren to warn residents about emergencies. He stated that when he heard the siren it told him that something was going on in the community. He said that he can hear surrounding communities' sirens. Councilperson Gary Parks stated that the siren was damaged in a previous flood and other towns still have theirs because they did not get impacted by storms. He stated that the siren is also too expensive to replace. Mr. Parks stated that most sirens have become obsolete as we now have pagers and smartphones and Bradford County sends out Code Red alerts to cell phones and emails to warn of an emergency. Mr. Lewis stated that he does not have a cell phone or a computer so he has no idea when there is an emergency in the community. He feels there is money available in the fire budget from maybe the fire hydrant rental fund. Also, he stated there are gas royalties that the borough has received that could go toward a siren. President Christini asked that the siren issue be brought up to Chief Roof (he was absent).

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve May 1, 2023, Regular meeting minutes was made by Mr. Parks and seconded by Mr. Kovalcin. The motion passed. The motion to approve the May 24, 2023, Special meeting minutes was made by Mr. Kovalcin and seconded by Mrs. Hatch. Motion passed.

FIRE CHIEF REPORT:

Chief Roof's report was included.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting but had nothing to report. Mr. Parks stated that he will take Mr. Lewis' concerns about the siren to the fire board's next meeting.

MAYOR'S REPORT:

- Mayor Miller thanked Manager Hotaling for organizing the recent borough clean-up project and he looks forward to doing this again.
- The first concert at Tom Fairchild Jr. Park will be held on Thursday, June 15th.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Towanda PD conducted seatbelt enforcement this month with a reimbursement grant for that purpose. Officer Edsell attended a Child Awareness meeting at the Courthouse early this month.
- Officer Hennessy and K9 Hades attended Career Day for the 5th and 6th grades at Canton Schools, as well as the Vehicle Career Day at Towanda Schools. He also did a presentation for the kindergarten students at J.A. Morrow School.
- The 2016 police vehicle was involved in an accident while chasing a fleeing motorcycle, which caused damage to the right side of the vehicle. Insurance was notified and an estimate was done. We are awaiting the parts to schedule it at the body shop. The defendant was caught and charged accordingly.
- Towanda PD was asked to assist in a pursuit that started in NY State and had come into the Valley area. During the pursuit several Valley Units sustained damage. Our Officers responded and deployed spike strips in the Ulster Area and were successful in disabling the suspect's tires and ending the pursuit. No injuries or damage to equipment was sustained by Towanda PD.

MAY 2023 – Monthly Report

382	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
24	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
13	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
0	DUI ARRESTS	6	ANIMAL COMPLAINTS
79	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	2	WARNINGS ISSUED
2	OUT-OF-TOWN ASSISTS	22	MENTAL HEALTH CALLS
6	CRIMINAL ARRESTS		K-9 SERVICE (OTHER)

POLICE COMMITTEE REPORT:

Mr. Saring stated they had a meeting tonight, but everything was covered in Chief Epler's report. Things are currently running well.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

The property maintenance and rental inspection reports are included in the packet. Manager Hotaling introduced Barry Thrush, the new Code Enforcement, as today was Barry's first day. She stated that now that Barry is here, the Quality-of-Life enforcement will start to be implemented once he gets back from training after next week.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. Parks Master Plan

- a. After the public input meeting for our Parks Master Plan held in April at the YMCA, we put together an online survey for residents to respond to. Also, Jazzmine pulled together an on-line survey that ran for 2 weeks and received 20+ results. We will pull that information and get it to the consultant. After SMA analyzes the results, they will develop site plans for the individual parks based on the community responses. To date, we have accumulated \$12,214.08 in costs for the project, and she asked Council for a motion to submit our first payment reimbursement to DCED for \$10,381.96 (85%).

A motion was made by Mrs. Hatch and seconded by Mr. Saring for Manager Hotaling to submit the first payment reimbursement to DCED at the amount specified. Motion passed.

2. Code Enforcement Officer Position

- a. Barry Thrush started with the Borough today, and we are VERY happy that he is here! Next week, he will attend the Building Code Official training in Harrisburg, where he will test to become a certified BCO for the Borough. We will be working on setting up the Quality-of-Life Ticketing Ordinance to begin enforcement, as well as the Vacant Store-front Property Ordinance. Manager Hotaling also gave a thank you Vicki Wells for stepping in with Rental Inspections and Property Maintenance during the interim.
 - i. Last week, Manager Hotaling met with Lisa Burns of DCED regarding their Strategic Management Planning Program. They offer technical assistance training for new hires in Municipal Government. DCED would pay a peer to assist with training our code enforcement officer. She asked Council to approve a **resolution** to pursue Technical Assistance Training through DCED's STMP.

RESOLUTION 2023-10

DCED Grant-in-Aid through STMP Program training for new Code Officer, Barry Thrush for zero cost to Towanda Borough.

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Vice-President Eberlin, Mrs. Miller & Mr. Roof

RESOLUTION 2023-10 - Carried

3. CBPA Articles of Incorporation

- a. The Central Bradford Progress Authority is asking each of the founding municipalities which formed the Authority to change from five members per municipality to two members per municipality and three at-large members selected from Bradford County residents. The change is being requested due to their growth since the inception of the organization, now serving as the Countywide Economic Development Agency, and the hardship to bring a quorum to meetings. Manager Hotaling asked Council to approve a **resolution** to amend the Articles of Incorporation.

RESOLUTION 2023-11

CBPA (Central Bradford Progress Authority) change in procedures modifications (Amend their articles of incorporation for selecting members of the Board of Directors).

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Vice-President Eberlin, Mrs. Miller & Mr. Roof

RESOLUTION 2023-11 - Carried

4. Summer Internship

- a. Jazmine Elliott, a former Northeast Bradford Student, currently attending Elmira College for a Bachelor's Degree in Business Administration began working with us in May. So far, she has assisted Manager Hotaling with a grant submission, updated spreadsheets for our Code Enforcement Office, met with the County Planning and Mapping office to develop the survey tools to begin cataloging our assets and infrastructure for our iWorqs program, drafted an RFP, and digitizing our property records.

5. Downtown Revitalization Master Plan

- a. The Bradford County Commissioners approved \$25,000 towards the Revitalization Master Plan at their last meeting in May, and a check will be sent to the Twin Tiers Community Foundation to be deposited for our project. A few personal donations were made to the Twin Tiers Foundation for the project, and Manager Hotaling has met with several businesses that are also going to donate towards the project. So, at the very least, we are at the 50% mark for the project, not including any pledges to date or verbal commitments.

6. Street Projects-Public Works

- a. In preparation for this year's paving projects, the crews have been working on stormwater improvements, sewer, and water projects that need to be completed prior to paving the streets awarded to Bishops. Once these projects are complete we will repair potholes and other utility projects as time permits.
 - i. Manager Hotaling asked Council to consider having Solicitor Smith draft a similar ordinance as Sayre Borough's regarding Street Restoration and Maintenance for any utilities that dig within our streets, and hold them accountable for upkeep.

A motion was made by Mr. Kovalcin and seconded by Mr. Parks to have Solicitor Smith draft legislation regarding Streets & Sidewalks that requires street restoration and maintenance after permitted street openings in Towanda Borough. Motion passed.

- b. Two temporary Groundskeepers have been hired to assist us this summer with our mowing and groundskeeping, and have been doing a great job with our parks, and parkway, and we are very happy to have them this year.

7. Towanda Borough & Authority Website

- a. We have begun working with the design consultant to develop our website, we do have a test site up and running. Staff is working on updating the information for various pages built within the website, and we hope to be able to have the new site up and running by the end of the summer.

8. FCCB & C&N Accounts

- a. Manager Hotaling met with First Citizens and C&N regarding our accounts to see if there were better interest rates available to us, and both were able to make favorable adjustments to nearly all our accounts.

9. Beautify Towanda Event

- a. Our first Beautify Towanda Event held on Saturday, May 20th was very successful. Manager Hotaling thanked all who came out to pitch in by cleaning up our sidewalks, weeding, mulching our street trees, picking up litter, and cleaning and painting our flower planters. Well over 40 attended the event, and it was amazing what was accomplished within a two-hour window.

10. Kindergartners-Community Helpers Field Trip

- a. The TASD Kindergarten classes visited several local businesses and departments around the Borough, and we were able to participate with our Public Works Crew. Ian Whinnery and Paul Ackley gave demonstrations of our Vacuum Truck and the Street Sweeper, and the kids enjoyed it. Manager Hotaling thanked the staff for their help and for engaging the kids.

11. IRFCU

- a. Towanda Borough is now a member of the IRFCU. They recently opened up a branch in Wysox. Brittany Raymond and Dena Miller stopped by with information for accounts offered through the credit union. The membership extends not only to employees but any volunteer of the Borough such as Council, Planning, Fire Department, etc. Memberships are also extended to the immediate family of a Towanda Borough Employee/Volunteer.

BOROUGH SOLICITOR

- Solicitor Smith was away at training today.
- President Christini stated that Council amended Chapter 325-74.1, Zoning Ordinance in November 2021 to **take out** wording that was amended in 2013 regarding permitted uses that were consistent with compliance to Act 13 which dealt with the regulation of Oil & Gas Operations in municipalities. The Supreme Court struck down several provisions as unconstitutional. Four chapters dealing with Act 13 were missed and need the "Principal permitted uses" sections deleted. M-1 Light Manufacturing District is the only allowable permitted-use district. President Christini will have Solicitor Smith review the §325-13 R-1, §325-14 R-2, §325-15 R-3, and §325-16 R-4 districts where the wording should have been taken out in the amendment in 2021.
- Solicitor Smith will be updating the Parking Garage deed (which needs to be done).

BOROUGH SECRETARY

Borough Secretary Kulick stated that Kali's Mission will be reimbursed for recent billings, which are in the budget.

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for May was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.
- President Christini stated that in July the F&A Committee will do a 6-month review of the budget.
- Chris Brown from CBPA came to the F&A to do a presentation on the change in procedures there.

UNION SUB-COMMITTEE:

The new contract just arrived and Manager Hotaling will need to review it and it will be presented at the next Council meeting.

PLANNING COMMISSION REPORT:

April minutes were included in the council packet. At the May meeting, the Commission appointed Shane Mize as the new Chairperson. There is a vacancy behind Kayla Saxon that needs to be filled. Manager Hotaling has someone that may be interested.

RECREATION REPORT:

Mr. Kovalcin stated that the first band is scheduled for Thursday, June 15th.

TMA/WMA/CBPA REPORTS:

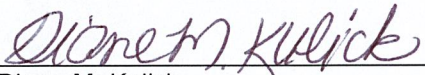
Included in the packet.

LIBRARY REPORT:

Included in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Saring and seconded by Mr. Parks. The meeting adjourned at 7:51 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
July 3, 2023**

The Towanda Borough Council Meeting was held on Monday, July 3, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:00 PM by President Christini.

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

Absent: Vice President Eberlin, Mr. Saring, Mr. Schulze & Mrs. Hatch

CITIZENS TO BE HEARD:

Mr. Kevin Doupe', 9 Thomas Street and Vice-Chair of the Planning Commission was present to talk about the Porchfest music event held on front porches. September 9th there will be the 1st Annual Towanda Porchfest from 1 PM to 8 PM. Porchfest originally started in Ithaca, New York and they have spread across the US. This event brings local musicians and neighborhoods together for enjoyment and community togetherness. The organizing committee consists of Manager Hotaling, Roger & Michelle Hatch, Shane Mize (Planning Commission Chair), Joe Benjamin (Towanda Iron & Metal), Mark Gannon, and maybe the local Girl Scouts. Mr. Doupe' has started a Facebook page over a week ago that has picked up over 100 followers. The plan is to meet on alternating porches on different streets on September 9th, and they are talking to food trucks and ice cream vendors also. They plan on doing this up York Ave, over Huston, down Fourth, and then to Elm or Chestnut. Mr. Doupe' is excited to have this happen.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve June 5, 2023, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mr. Parks. The motion passed.

FIRE CHIEF REPORT:

Chief Roof's report was included in the packet. There was nothing to report and Chief Roof will discuss the possible participation in Porchfest at the next fire board meeting.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting and discussed the borough emergency siren that Mr. Lewis, a borough resident stated concerns about it not operating (at the last council meeting). The board stated that this is outdated and not needed with all the systems that are now in place. The firemen have pagers with 911 connections as well as cell phones for receiving emergency notifications in minutes. There is also the CodeRED community notification system that can be set up by a home telephone if you don't have a cell phone or computer. This covers all types of emergencies quickly.

MAYOR'S REPORT:

- Mayor Miller was absent.

POLICE CHIEF REPORT:

Chief Epler reviewed the report.

- Chief Epler met with other Police Chiefs from around the County to watch a demo of a new operating system from Central Square that is generally called ROR. Central Square is the owner of our current operating system that is being phased out. The ROR at Central Square is constantly updated and the one we use now is around 30 years old. The price must be agreed upon by all the police departments in our area. When we get a price structure and it is accepted it takes about a year to get up and running. Data conversion will take place and put everything that is in our system now over to the new system. It also uses the Tracs system (We currently use this to write citations). Also, budgeting for this new system is cut across the board between the local departments, and the conversion is about \$350,000, but there is a bottom-end cost for some but not our police department. Manager Hotaling stated that maybe the \$40,000 grant we received can be used toward the software costs. She will investigate that. Chief Epler also stated that the operating cost is locked in for 5 years, plus we will no longer be responsible for the hardware. It would be Central Square's responsibility. He said most other software companies are more expensive and we already use Central Square Visual Alert. If we go with them, we will have the Central Square Suite. To be continued when there is more information.
- Officer Edsell conducted a tour of the station and patrol cars for a group of children.
- Officer Hennessy is back in the rotation for the summer and vacation is being used.

JUNE 2023 – Monthly Report

265	COMPLAINTS RECEIVED	2	JUVENILE PETITIONS
18	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
10	NON-TRAFFIC CITATIONS	2	THEFT REPORTS
2	DUI ARRESTS	6	ANIMAL COMPLAINTS
70	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	2	WARNINGS ISSUED
2	OUT-OF-TOWN ASSISTS	16	MENTAL HEALTH CALLS
5	CRIMINAL ARRESTS		K-9 SERVICE (OTHER)

POLICE COMMITTEE REPORT:

There was no meeting tonight.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

The property maintenance and rental inspection reports are included in the packet. Barry Thrush, the new Code Enforcement went over the reports.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. Parks Master Plan

- a. After receiving public input, all the surveys have been compiled for the three parks, and the Steering Committee will set up a meeting to determine the best uses for our parks. Once we meet, SMA (consultant) will develop site plans for each of the parks for public comment and adoption.
- b. Third Ward Playground has been seal coated with newly painted basketball court & PICKLEBALL court lines. Through the Master Park planning process, we have received numerous requests for pickleball courts in our parks, and as a temporary solution, we wanted to offer this feature at Third Ward Park. The portable nets are in, so for now, any interested pickleball players can contact our office for the use of the nets, until we figure out a storage solution.

2. Code Enforcement Officer Position

- a. Barry attended the Pennsylvania Construction Codes Academy’s Building Code Official Course and passed the exam to become certified for the position. Manager Hotaling asked Council to make a **motion to designate Barry to serve as the Borough’s Code Enforcement Official**. A motion was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

3. Police Department Collective Bargaining Agreement for 2024-2026-Resolution 2023-12

- a. Last month, we had our Bargaining Agreement Meeting with the Union for the new 2024-2026 contract. There were five items discussed.
 - i. Section 701-Wage Rates
 - 1. Wages would increase as follows:
 - a. First-year \$1.00, Second Year \$1.25, Third Year \$1.00
 - ii. Section 707-NEW-Shift Differentials
 - 1. \$0.50/ per hour for officers working from 2100 to 0700 each weekday
 - 2. \$0.75/per hour for officers working from 2100 Friday until 2100 Sunday.
 - iii. Section 1101-XI Holidays
 - 1. Including Veteran’s Day, Labor Day, Good Friday, Columbus Day, and President’s Day instead of 5 floating holidays
 - iv. Section 2501-Clothing Allowance
 - 1. Increase to \$650 from \$575
 - v. NEW Section- Military Leave Policy
 - 1. Adding language to our current policy.

Manager Hotaling asked Council to approve the following Resolution to accept the new Police Department union contract.

RESOLUTION 2023-12

Approve the **2024-2026 Police Department Collective Bargaining Agreement.**

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

The roll was called and recorded as follows:

AYE/YES: Mrs. Miller, Mr. Roof, Mr. Kovalcin, President Christini, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Vice-President Eberlin, Mr. Saring, Mr. Schulze & Mrs. Hatch

RESOLUTION 2023-12 - Carried

4. 2024 Police Traffic Services Grant-Resolution 2023-13

- a. This grant allows for PD within Bradford and Tioga Counties to cover costs for roving patrols such as DUI enforcement, Occupant safety enforcement, Aggressive Driver Enforcement, and Pedestrian Enforcement. The participating departments in the grant include; Towanda, Athens, Athens Township, Sayre, Troy, Mansfield, Wellsboro, and Blossburg.

RESOLUTION 2023-13

Approve the 2024 Police Traffic Services Grant which Towanda PD applies for that will cover Bradford and Tioga Counties, TPD will manage and allocate the funds to appropriate roving patrols such as DUI enforcement, Occupant safety enforcement, Aggressive Driver enforcement, and Pedestrian enforcement. The 2023 PTS grant will start on October 1, 2023, and conclude on September 30, 2024. The participating departments in the grant are Towanda, Athens, Athens Township, Sayre, Troy, Mansfield, Wellsboro, and Blossburg. Motion made by Mr. Parks and seconded by Mr. Kovalcin.

The roll was called and recorded as follows:

AYE/YES: Mrs. Miller, Mr. Roof, Mr. Kovalcin, President Christini, & Mr. Parks

NAY/NO:

ABSTAIN:

ABSENT: Vice-President Eberlin, Mr. Saring, Mr. Schulze & Mrs. Hatch

RESOLUTION 2023-13 - Carried

5. Planning Commission Vacancy

- a. Scott Hauser and Reverend Rachel Stahle have both expressed interest in serving on the Planning Commission behind Kayla Saxon. Manager Hotaling asked Council to vote to appoint one to serve our vacant seat. President Christini stated we will address this in the Planning portion of this meeting.

6. Downtown Revitalization Master Plan

- a. Manager Hotaling has been meeting with a lot of businesses to secure funding for the Revitalization Master Plan. Gannon Insurance has contributed towards our project, and she suspects she will have more commitments within the next week, in order to submit the Neighborhood Assistance Program application due July 7th. The NAP allows Businesses that contribute toward the project to receive a 55% State tax credit for their contribution amount.

7. Street Projects-Public Works

- a. John Miller & James Kithcart have completed stormwater improvements on Lombard Street. They will be working on a few others before paving begins in August with Bishops for Spruce, Olive, Kingsbury, and Packer. Pothole repairs will begin this month, and we have been compiling a list of locations to be repaired.

8. IT Upgrades & Security Cameras for Borough & Sewer Plant

- a. The Municipal Building has been upgraded with new CAT-6 wiring for internet and new ethernet lines for new phones in every office, four new access points for WI-FI, security cameras, and a point-to-point internet system to the sewer plant with SCT Computers.

9. Towanda Borough & Authority Website

- a. We have begun working with the design consultant to develop our website, we do have a test site up and running. Staff is working on updating the information for various pages built within the website, and we hope to be able to have the new site up and running by the end of the summer.

10. Personnel Item

- a. Our Billing Clerk Assistant, Andrea McLinko, is expecting a son Mid-October and will be taking a leave of absence at that time through the remainder of the year. She will be coming back to the Borough in 2024, Manager Hotaling will likely hire a part-time employee while she is on leave for the front office.

BOROUGH SOLICITOR

- Solicitor Smith stated that he has a couple of old items to take care of. Also, there needs to be a revision to the street opening permit ordinance. However, he does not know some of the technical language to use for the street opening and some of the fines do seem low. He suggested that we address this at a Public Works/Code Enforcement Commission meeting.
- Mr. Christini asked if we should have the Public Works/Code Enforcement Committee meet to help revise the street opening ordinance. Solicitor Smith stated that he scheduled a meeting for July 24, 2023. A motion was made by Mr. Kovalcin and seconded by Mrs. Miller to get the committee organized to start meeting again. Motion passed. Mr. Kovalcin was asked to organize the committee and meet.
- Solicitor Smith will work on the Deed of Consolidation for the Parking Garage.
- Concerning the amendment of the zoning ordinance Chapter 325-74.1 (Oil & Gas), to take out the Oil & Gas parts of "Principal Permitted Uses" wording which was passed to be amended (back in November 2021). This included wording in Chapters §325-13 R-1, §325-14 R-2, §325-15 R-3, and §325-16 R-4. Solicitor Smith will be working on this ordinance.

BOROUGH SECRETARY

- Borough Secretary Kulick stated that there will be a public hearing at the next Planning Commission meeting on July 18th. The owner desires to utilize former office space as a retail store as a special exception in the R-4 district on York Avenue.
- The Borough Picnic will be held on Friday, August 11th at 4 PM.

FINANCIAL & ADMINISTRATIVE REPORT:

- The 6-month review of the budget shows that we are right at 50% on budget and at 69% on our revenue, which is very good news.
- A motion for the bills to be paid for June was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.

UNION SUB-COMMITTEE:

The new contract has been approved.

PLANNING COMMISSION REPORT:

- The June minutes were included in the council packet.
- The Public Hearing will be advertised and a packet of information will be delivered to the Commission members before the next Planning meeting on July 18th.
- As stated earlier by Manager Hotaling, Scott Hauser, and Rachel Stahle have both expressed interest in serving on the Planning Commission behind Kayla Saxon. A vote was taken before Council and Reverend Stahle received 1 vote, and Scott Hauser received 4 votes. Mr. Hauser received the majority of votes for the nomination and we will contact him and send a thank you letter to Reverend Stahle. President Christini stated that both were fine candidates and we appreciate them coming forward.

RECREATION REPORT:

Mr. Kovalcin stated that things are going well. About 100 people showed up for the magician's show.

TMA/WMA/CBPA REPORTS:

Included in the packet.

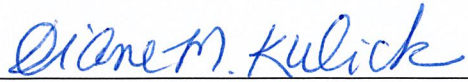
LIBRARY REPORT:

Included in the packet.

President Christini thanked Daily Review reporter Phil O'Dell for the article he did on the Downtown Revitalization Master Plan, as it was well written.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and seconded by Mrs. Miller. The meeting adjourned at 8:05 PM.



Diane M. Kulick
Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
August 7, 2023**

The Towanda Borough Council Meeting was held on Monday, August 7, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:04 PM by President Christini.

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

Absent: Mr. Roof

CITIZENS TO BE HEARD:

President Christini received an email around 5 PM tonight from Fran & Phil Crouse (copies handed out to council) and he talked about the time he spent earlier tonight with the Crouses, 209 York Avenue, Mr. Coutts, 207 York Avenue, and Mr. Ryck, 215 York Avenue, after the storm that occurred earlier today. Each of them had between 4 and 8 inches of water in their basements. There is more work that needs to be done there. He stated we did what we could but it did not help these homeowners. President Christini stated that if there is grant money available, we need to address this problem. We will get pictures and the data to submit, and maybe we can get money for curb raising or drainage.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve the July 3, 2023, Regular meeting minutes was made by Mr. Eberlin and seconded by Mr. Kovalcin. The motion passed.

FIRE CHIEF REPORT:

Chief Roof's report was included in the packet.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting and had nothing to report.

MAYOR'S REPORT:

- Mayor Miller stated that he and Manager Hotaling greeted Joe Snedeker at the Veterans Park and the police escorted him from the Wysox Township building to Veterans Park.
- Mayor Miller gave a tour of the Water Treatment Plant, the Fire Department, and the Borough Police Department to Carter Vanderpool, a 6-year-old, who won the "Mayor for a Day" through a Towanda Black Knight Foundation fundraiser. Carter was accompanied by his parents, John & Darcy. Officer Edsell talked to Carter and gave him a ride in the police car from the station to this building for pizza afterward. Mayor Miller stated it was an exciting day for Carter. President Christini stated that it is good public relations for the borough and police department for others to see what is involved in running parts of the community.

POLICE CHIEF REPORT:

Chief Epler was on vacation and Mayor Miller reviewed his report:

- Officer Hennessy and I, along with Towanda Area School Officials attended a presentation on software and devices to aid in preventing or minimizing active shooter events. This was held at the County 911 Center.
- Aggressive driving and DUI patrols were conducted throughout the month.
- A large drug bust was conducted in Towanda Borough with the aid of the Drug Task Force, which Towanda PD participated in, and the PA State Police. A very large quantity of drugs including heroin, meth, LSD, crack cocaine, prescription pills, and marijuana were seized along with a large amount of cash and illegal guns.
- A large number of mental health calls this month, more than 20 were for the same individual, and that person has been charged with appropriate charges for abuse of the system.
- The 2016 was sent to the Bodyshop for the repairs caused by the June accident.

JULY 2023 – Monthly Report

288	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
24	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)

24	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
0	DUI ARRESTS	6	ANIMAL COMPLAINTS
85	DISTURBANCE CALLS	2	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	2	WARNINGS ISSUED
2	OUT-OF-TOWN ASSISTS	34	MENTAL HEALTH CALLS
9	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

Mr. Saring stated that there was a discussion about removing Act 120, as it would bring us more applications for police officer openings. Mayor Miller stated that when they have a candidate that presents well but they don't have Act 120, we can hire them and send them to the course. They come out of the course ready to work. President Christini stated that we need to do a little more research before voting to eliminate Act 120. Mr. Eberlin will look at the Civil Service rules and regs to see if there is anything about Act 120. He anticipates a meeting in the third week of August.

CODE ENFORCEMENT / PUBLIC WORKS REPORT:

The property maintenance and rental inspection reports are included in the packet.

Barry Thrush, Code Enforcement reviewed the reports.

- Mr. Thrush started doing the Quality-of-Life ticketing process and printed some off this morning and sent them out. There is an explanation of the procedure if the fines escalate because the ticket is ignored.
- Some storefront owners asked Mr. Thrush about a list of artists to work on their storefront(s). Manager Hotaling talked to Shvonne Strickland (Towanda High School Art Teacher) and she and her students will get involved. President Christini stated that we need to get a couple of people to head up the artwork.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. PILOT Agreement with the CBPA

- a. The PILOT agreement (Payment-in-lieu-of-taxes) needs to be updated for 2023-2025 with the Progress Authority for Progress Plaza at 1 Elizabeth Street. The Progress Authority will pay \$10,000 annually. This is the same agreement as the previous agreement from 2021-2023. I would ask the Council to pass resolution 2023-14 for the PILOT Agreement with the CBPA.

RESOLUTION 2023-14

Approve the **Central Bradford Progress Authority's "PILOT"** (Payment in Lieu of Taxes) agreement for 2023, 2024, & 2025 at \$10,000 each year. Motion made by Mr. Saring and seconded by Mr. Parks.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

RESOLUTION 2023-14 - Carried

2. Parks Master Plan

- a. The Steering Committee met with Chris Foster, our consultant last week to review our survey results and begin to lay out the Plan for each of the three municipal parks. We should have a preliminary design for the parks by next Month for input.

3. Riverfest 2023

- a. The Riverfest Planning Committee has regularly met for the 35th Riverfest Event scheduled for Thursday, August 17th-Saturday, August 19th. Opening Ceremony will take place at 6 p.m. Thursday night. Fireworks will conclude the event at 9:30 p.m. Saturday evening.

4. GoJoe 2026

- a. WNEP Weatherman Joe Snedeker stopped by the Veteran's Memorial Park during his 26th Annual Bike Ride to raise funds for St. Joseph's Medical Center. Mayor Garrett Miller and Manager Hotaling presented him with a check for \$500.

5. Porchfest

- a. Plans are coming together for the first inaugural Porchfest scheduled for September 9th from 1-7 p.m. The festival will take place between Maple Ave to Ann Street and Main Street/York Ave to N. 4th Street. Residents within the neighborhood can register to host a musician/band, and sign-ups for musicians are also available. The deadline for sign-ups is August 26, 2023, with 17 porches made available.

6. Jazmine Elliott & Kim Walter, Summer Interns

- a. Manager Hotaling thanked our Summer Interns for the work they've been able to complete for us. From assisting with our new website, creating logos/flyers for Porchfest, helping organize Riverfest, endlessly scanning documents, mapping shade trees, signs, roads, and street lights, and building out our iWorq's database for public works, they've made a lot of progress in their short time here. They will both be heading back to college in a few weeks, and she wished them the best of luck! Jazmine will be a sophomore at Elmira College pursuing her degree in Business Administration, and Kim will be a sophomore at the University of Pittsburgh in psychiatry.

7. New Vehicles

- a. Manager Hotaling has a quote for \$28,500 for a Chevy Traverse for her to drive. She plans on giving Barry the Chevy Malibu, and we could donate the Jeep to Kali's Mission. A motion was made by Mr. Kovalcin and seconded by Mrs. Hatch to approve the Traverse purchase from CoStars. Motion passed.

8. Downtown Revitalization Master Plan

- a. So far, we have \$70,450 in funds raised towards the plan! Manager Hotaling still has several businesses that she is waiting to hear back from to get started. This could bring us to \$90,000 in funds. Also, Mr. Schulze is donating funds from his own online auction.

9. Street Paving Projects & Public Works

- a. Bishops Brothers began milling Kingsbury, Olive, Spruce, and Packer on Wednesday, August 2nd. The project is expected to take a week to complete. We appreciate residents' cooperation in moving vehicles during this time.
 - i. Hospital Drive-I've discussed vacating our portion of Hospital Drive with Guthrie to take it over from us and they would be responsible for maintenance moving forward if we were able to pave this section this year. They have agreed to do so. However, the bid came back higher than expected from Bishops, and Guthrie agreed to pay \$8,000 towards paving it.

10. Towanda Borough & Authority Website

- a. We should have all the secondary pages completed with the new website this week. After we review the content, and make sure we have the information as it should be, we will be able to go live with the new website!

BOROUGH SOLICITOR

- Solicitor Smith stated that he still has a couple of old items to take care of - the parking garage property deed.
- Also, he will work on the street opening permit ordinance. Manager Hotaling stated that we now have a committee to go forward with it. Mrs. Kulick will check with PSAB for some sample ordinances.
- Solicitor Smith stated that we still have some discussions to take place on the Hospital Drive property. He asked for an "executive session" at 7:38 PM to discuss a legal issue concerning property. The meeting was called back into order at 7:46 PM.

BOROUGH SECRETARY

- The Borough Picnic will be held this Friday, August 11th at 4 PM.

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for July was made by Mr. Kovalcin and seconded by Mrs. Miller. Motion passed.
- President Christini called for an "executive session" at 7:49 PM to discuss a personnel matter. The meeting was called back into order at 8:13 PM.

UNION SUB-COMMITTEE:

No action is needed.

PLANNING COMMISSION REPORT:

- The public hearing at our next Planning Commission meeting is readvertised for August 15, 2023. The owner of 5 Packer Avenue (formerly John Haines dental office with an apartment on the second floor) desires to utilize the former office space on the lower level as a retail store and has applied for a special exception. This is in the R-4 district bordering York Avenue on one side. The Planning Commission will give its opinion on the application.
- After the Planning Commission hearing, there will be a hearing in front of the Zoning Hearing Board which will decide whether we can allow it or not.
- Mr. Schulze stated that he talked to the new owners of the Red Rose Diner and they have been busy cleaning it up and hope to be open soon. They are from Tunkhannock and just moved back there.

RECREATION REPORT:

Mr. Kovalcin stated they had the movie night in the park. The Committee is working on the Pumpkin Rolling Festival with the date being October 14th, and a rain date of October 21st.

TMA/WMA/CBPA REPORTS:

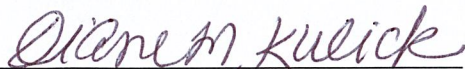
Included in the packet.

LIBRARY REPORT:

No meeting until September 2023.

ADJOURNMENT:

A motion to adjourn was made by Mr. Saring and seconded by Mr. Kovalcin. The meeting adjourned at 8:19 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
September 5, 2023**

The Towanda Borough Council Meeting was held on Tuesday, September 5, 2023, 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. Saring, Mr. Kovalcin, Mr. Shulze, President Christini, & Mrs. Hatch, Mr. Parks

Absent:

CITIZENS TO BE HEARD:

Bruce Johnson from Post 187 Amvets Riders was present and stated the group did a benefit ride to support the Bradford County Veterans Memorial Park. This year they solicited all veterans' associations in Bradford County who donated \$2,400. The Post 187 Amvets Riders themselves donated \$800, making the total \$3,500. There were 30-plus bikes with approximately 50 riders who participated in the ride. The Black Walnut American Legion donated \$500 even though they are located in Wyoming County. Mr. Johnson presented the contribution from the Amvets Riders to Council in a cardboard format. The donation will be used towards the purchase and installation of a digital kiosk at the Veterans Memorial Park that will show locations of veterans' bricks and other memorial locations.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve the August 7, 2023, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mr. Saring. The motion passed.

FIRE CHIEF REPORT:

Chief Roof's reviewed the past month. He stated the fire department had public services calls to pump cellars out that resulted from the storm that occurred on Monday, August 7th. Everything is in good working order at the station.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting and had nothing new to report.

MAYOR'S REPORT:

- Mayor Miller stated that he gave a speech at the Veterans Memorial Park before the Post 187 Amvets Riders started their ride. Much appreciation for the club for doing the ride and for their donation.
- Mayor Miller said thank you to the borough for hosting Riverfest and the fireworks were great.
- He stated that the Porch Fest will be held this coming Saturday.
- The police had a busy past month.

POLICE CHIEF REPORT:

Chief Epler reviewed his report:

- Officer Edsell, Officer Hennessy, and K-9 Hades represented Towanda PD at the Touch a Truck event at the airport. Officer Hennessy and Hades also did a presentation at Camp Sensation for disabled children at Guthrie Memorial and a presentation for the summer reading program at the Monroeton Library.
- Officer Hennessy did K-9 training in Wilkes-Barre which involved drug sniffs and weapons recovery in a junkyard.
- Aggressive driving and DUI patrols were conducted throughout the month.
- Chief Epler and other local Police Chiefs talked to the County Commissioners about the new software from Central Square used as our operating system. He felt that the meeting went well. There is an alternative company called White Box that compresses the data and then sends it back to Central Square. This is more cost-effective. A sample of our data was sent to be analyzed.
- The 2016 Ford Explorer was returned from the Bodyshop, it had to be brought back before the graphics were put on due to the 2014 rack and pinion for the steering going out. The 2014 is currently out of service and in the garage for repairs.
- Riverfest went well with a few minor altercations.

AUGUST 2023 – Monthly Report

275	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
15	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
16	NON-TRAFFIC CITATIONS	4	THEFT REPORTS
1	DUI ARRESTS	5	ANIMAL COMPLAINTS
76	DISTURBANCE CALLS	1	VEHICLE DOORS OPENED
6	VEHICLE ACCIDENTS	0	WARNINGS ISSUED
3	OUT-OF-TOWN ASSISTS	11	MENTAL HEALTH CALLS
10	CRIMINAL ARRESTS		

POLICE COMMITTEE REPORT:

- Mr. Saring stated that the committee did discuss Act 120 and its requirements for municipal police officer certification. Mr. Saring stated that they would like to take out the “preferred but not required” parts. This will hopefully help us get an agreement with a candidate to send them to school and upon passing, commit to the Towanda Borough Police Department. Mr. Saring made the motion and Mr. Kovalcin seconded it. Motion passed. This is contingent upon Solicitor Smith researching what other municipalities are doing to avoid this gap in hiring part-time and full-time police officers.
- Discussed switching to 9mm handguns and that many police departments have switched to them including the state police. They hold more rounds per magazine and are faster and more accurate follow-up shots. The cost could be around \$10,000, and the old guns can be traded or the officers can buy back their own guns for the same trade in amount. A motion was made by Mr. Saring and seconded by Mrs. Hatch to pursue a switch as soon as we can (Jan or Feb). Motion passed.
- Tasers – We have 2 new tasers from last year and we want to start replacing the rest with the X-2 taser (has back-up shot & is lightweight).
- The Committee is working on funding a replacement K-9 car with money from the BC Commissioners.
- Mr. Eberlin stated that there is a public job posting for a police officer that is still out there.

CODE ENFORCEMENT REPORT:

The property maintenance and rental inspection reports are included in the packet. Barry Thrush, Code Enforcement reviewed the reports.

- Mr. Thrush stated that the first ticketed Quality-of-Life with a dollar amount was sent out today. There is an explanation of the procedure if the fines escalate because the ticket is ignored.
- Vacant Store Front Ordinance – Mr. Thrush sent out letters to owners to register and received 3 or 4 back. The second notice will go out and then after that, the fine will be \$500.

PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:

Mr. Parks reported to the committee. They met and discussed street opening permits after they have been paved and they will take the existing recommendations and will take some from Sayre Borough and put them together. Manager Hotaling will type them up for Solicitor Smith to review and bring to Council.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reviewed her report.

1. PennDOT SR 1039 N. Main/Williams Turnback Project

- a. Manager Hotaling met with Steve Kehoe last week to discuss moving forward with the Turnback Project. The project would not begin until 2025. Steve provided an updated estimate for a total of \$2.4 Million. If the Council wants to move forward with the project, we need to approve the Highway Transfer Program Municipal Resolution.

RESOLUTION 2023-15 – It was decided to table this Resolution until Manager Hotaling gets feedback on the turnback project from the Engineer (Stifler-McGraw).

2. 2024 Police Pension MMO

- a. Enclosed you will find the 2024 MMO for the Police Pension plan. The MMO for 2023 is \$139,133. This will mostly be covered by ACT 205 state aid. Manager Hotaling requested by Resolution for Council to accept the 2024 MMO as required by Act 205.

RESOLUTION 2023-16

Approve the **2024 Minimum Municipal Obligation** amount for the Police Pension Plan. Motion made by Mr. Kovalcin and seconded by Mrs. Miller.

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2023-16 - Carried

3. Street Paving & Public Works

- a. Bishops Brothers completed the contracted paving project including Kingsbury, Olive, Spruce, Packer, and Hospital Drive.
- b. Chad is scheduling the Public Works Crew to complete stormwater improvements on Watts Street and is obtaining quotes to improve drainage on Third Street between State and Poplar.
- c. Crosswalks have been repainted and school is back in session.
- d. The Public Works Committee held a work session to draft changes to our Street Opening Ordinance. We looked at several other municipal examples to add to ours. I will be sending a draft to the Committee for review, and then pass it along to our solicitor for Council to adopt.

4. Parks Master Plan

- a. Chris Foster provided draft site plans for the three municipal parks and will meet with the steering committee soon to finalize the plans.
- b. On August 11th, Christine Dettore with DCNR invited me to meet with various departments including PA Boat & Fish Commission, Senator Yaw's office, Representative Tina Pickett, EMHR, and PA Environmental Council, to discuss grant funding sources to improve river access, which is quite timely with our Parks Master Plan Project. Ty Moon with the PA Boat & Fish Commission is reviewing the site plan for the park to make his recommendations to improve our boat launch area. Cain Chamberlin with EMHR offered to host a River clean-up at Fairchild Park.
- c. Last week, Manager Hotaling met with Jeremy Leaidicker with the Penn State Extension regarding his Master Watershed Steward Program. His program can assist with stream restoration, stormwater, and habitat improvements. We looked at improvements he could assist with at Memorial Park and Fairchild Park. She was introduced to Jeremy through the Penn State Master Gardeners, which have revived their community garden project at Memorial Park, and also assisted BBBS with a Community Garden at Borough Hall.

5. Riverfest 2023

- a. Manager Hotaling thanked the Riverfest Committee, staff, and sponsors for our 35th Riverfest event held on Thursday, August 17th, through Saturday, August 19th. Saturday's fireworks show by Bixler Pyrotechnics was fantastic! The committee met the following week to discuss the event and review the revenues and expenses, and after all payments are completed, the event should net about \$3,000, as the (race) timing company waived its fee.

6. Porchfest

- a. The first inaugural Porchfest will be this Saturday, September 9th from 1-7 p.m. We have nearly 30 musicians registered, and some food and craft vendors will be there as well. We narrowed down the registered porch list to 16 porches (where there were more clusters of porches). The streets that will host music include N. 4th Street, Watts Street, Huston Street, Chestnut Street, York Ave, and Main Street.

7. Police Vehicle

- a. We advertised for a 2023 Dodge Durango to open sealed bids at 2 p.m. on September 8th in the Council Room. We received a few requests from dealerships for the vehicle specifications.

8. Downtown Revitalization Master Plan

- a. We received two more donations towards the project this month, and we have \$80,450 in funds raised towards the plan!

9. PA DEP Brownfield Inventory Project

- a. Towanda Borough was selected to participate in a Brownfield Inventory Project with the PA DEP. The DEP was awarded funds through the Infrastructure Investment & Jobs Act to complete this work. Towanda is one of twelve communities that the DEP will work with this year.

10. Merrill Parkway Mural Project

- a. Manager Hotaling met with Courtney Oley, an artist, originally from Bradford County, and currently residing in Florida to look at a few possible mural projects. We looked at the retaining wall along Merrill Parkway, the Municipal Building, and a few other spots in town. Courtney's specialty is painting animals, and we thought the retaining wall along the Parkway would be great to feature native Pennsylvania Wildlife in the panels. Attached are some photos of what this could look like. Ms. Oley's cost to complete (4) 10'x7' panels is \$4,800 + materials (approximately \$300-\$600). Manager Hotaling has requested a grant from Sheetz for \$2,000 and asked the Conservation District if they could possibly fund this initiative as well. Courtney will be available in October to complete the four panels if funds are available. The idea would be to continue painting panels every year until the wall is complete.

BOROUGH SOLICITOR

- Solicitor Smith stated that he is still working on a couple of old items – cleaning up the oil & gas ordinance and the parking garage property deed.

BOROUGH SECRETARY

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for August was made by Mr. Parks and seconded by Mr. Saring. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated that there is no action needed until 2024.

PLANNING COMMISSION REPORT:

- The public hearing with the Planning Commission meeting was held on August 15th. The owner of 5 Packer Avenue (formerly John Haines dental office with an apartment on the second floor) wanted to utilize the former office space on the lower level as a retail store and has applied for a special exception. This is in the R-4 district bordering York Avenue on one side. The Planning Commission's vote opinion was 3 yeas, 3 nays, and 3 absent. These minutes are in this packet and will be posted on the Borough website once approved at the Planning Commission meeting on September 19th.
- Mr. Christini stated there was a Zoning Hearing Board meeting on August 29th at 7 PM, where it was decided to approve the application of Mylen Madigan IV and grant the right to convert the non-conforming dental office to a retail store. Solicitor Smith stated that the Borough has the right to appeal the decision.
- It was stated that we need to look at grandfathered clauses in our zoning ordinances.

RECREATION REPORT:

Mr. Kovalcin stated the Committee is working on the Pumpkin Roll Festival with the date being October 14th, and a rain date of October 21st. They currently have 11 vendors signed up to participate in this event.

TMA/WMA/CBPA REPORTS:

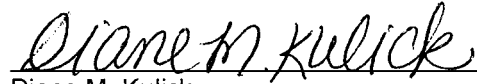
Included in the packet.

LIBRARY REPORT:

Borough Council Meeting Minutes
September 5, 2023
No meeting until September 2023.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Schulze. The meeting adjourned at 8:09 PM.

A handwritten signature in cursive script that reads "Diane M. Kulick". The signature is written in black ink and is positioned above a horizontal line.

Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
October 2, 2023**

The Towanda Borough Council Meeting was held on Monday, October 2, 2023, 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. Saring, Mr. Kovalcin, Mr. Shulze, President Christini, & Mrs. Hatch, Mr. Parks

Absent: Mr. Roof and Manager Hotaling (Manager's report is included)

CITIZENS TO BE HEARD:

Kevin Doupe' of 9 Thomas Street and co-chair of the Planning Commission stated that he wanted to thank the Mayor, Borough Council & Manager Hotaling for all their help with the Towanda Porch Fest. The turnout was approximately 500 to 600 people with 20 porches participating. There was a variety of acts and singers and they plan on doing it every year on the first Saturday after Labor Day. As a member of the Planning Commission, both he and Shane Mize, who was present with him mentioned the Vacant Store Front Ordinance that is now in place. The commission put a lot of time and effort into this, and they are very happy with what they are seeing downtown. The painted and cleaned buildings are what they hoped for.

Mr. Thomas Bradford, 103 Means Street, had some questions and comments concerning the vacant storefront ordinance. He stated that he appreciates the borough and the services they have provided over the years. He is not happy with having to register his property and paying a fine if he does not do this. The ordinance was explained to him being that if the windows are clean and display art, there is no financial effect on the owner of the property.

Melinda Geiger of 30 Kingsbury Avenue stated that her sister lives on Packer Avenue and a neighbor there owns a triple lot with weeds above 10 inches. There is also a camper that has been sitting there and not moved for probably 12 to 15 years. Also, there is a tree growing in front of it and it is unsightly with animals going in and out of it and the lot including skunks that come out at night, and they are destroying her sister's yard on 27 Packer Avenue. There is also an abandoned truck that has been there for years that sits in the alley. The weeds adjoin her property also. She asked council if there was a way to get this area cleaned up. Mr. Thrush sent a letter out to the property owner and will follow up with him.

Charlotte Parks of 306 Williams Street and Kali's Mission Treasurer stated that 2023 was their 5th year and Kali is turning 19 this month. They have met their goal for this year in spaying and neutering 25 cats in Towanda and 207 cats since April in Bradford County. This eliminates approximately 3,312 kittens from being born. They are planning to do 2 more trappings in October (weather permitting), and the fundraising will continue. They will receive a grant from United Way in 2024.

Frank Innes of 309 York Avenue stated that he is a member of the zoning hearing board who was not able to attend the zoning hearing board meeting that was held most recently about the Madigan property at 5 Packer Avenue. A couple of nights before the hearing he sent an email to his fellow members of the zoning hearing board and the board's Solicitor Jon Foster and proposed the answers to some questions. The questions were not answered by the two members of the zoning hearing board who were at the hearing and made the decision. Mr. Innes stated that under the ordinance that applies to that property in the R-4 zone, there is no room for a special exception for any retail use. Mr. Thrush made the right decision in response to the application he received. However, to apply for a special exception for a use that is not contemplated by the ordinance is a waste of time and money. The zoning hearing board did not give any guidance for any future reference, particularly about the questions Mr. Innes asked in his email. As a citizen, Mr. Innes had no objection whatsoever to retail space use for that property. He feels that the solution would be to have Solicitor Smith change the zoning ordinance to accommodate Mr. Madigan. You can do that by enlarging the highway commercial zone by about four or maybe five properties coming down the east side of York Avenue, and then it is permitted use. The problem would be solved without the \$1,000 fee for the hearing. Mr. Innes stated that he is always willing to pitch in and brainstorm about zoning if needed. He said that if any portion of the borough government is going to ignore our ordinances, we are not doing our jobs in borough government. He stated that he would not have signed that decision, and he would have argued strenuously against it if he would have been able to attend the meeting. President Christini stated that Council would keep Mr. Innes' thoughts in mind.

Shane Mize of 359 York Avenue and Chairman of the Planning Commission stated that he is a US Air Force Veteran and not originally from this area but his wife is and they have children. When he moved here, one of the

things he wanted to do was make this town a better town. He is enjoying being on the planning commission and he feels that they have been doing good work making the town a better place. He was also on the porch fest committee and thanked the Borough for everything that was done to make it such a great event. They had so much fun planning it, his kids enjoyed it, and we got to see the community come together. As far as the Vacant Store Front ordinance, he stated that he could understand Mr. Bradford's point of not wanting to be told what to do with his property. But, "If I'm a member of the community that my property is in, I have to go by the rules and regulations that were set down."

Eric Casanave with Stiffler McGraw Associates (a local engineering company), was present to talk to Council about PennDOT's proposed North Main Street (SR 1039) Turnback Project. There have been some developments this past month that Manager Hotaling wanted Council to hear where things stand on the project. Mr. Casanave stated that the turnback project is PennDOT intending to turn back North Main Street, (State Route 1039), part of Locust Avenue (between North Main & William Street), and part of William Street (from Locust Avenue down to Packer Avenue). PennDOT will give this street back to the Borough in exchange for giving the Borough money to improve and rebuild it and put it in good condition.

Over a year ago, Mr. Casanave, Chad Strickland, and John Miller met with PennDOT to look at the street and the conditions and discussed the scope of work with PennDOT. They sent a cost estimate to the Borough and then a couple of weeks after that they decided to hold on to it because they were looking to fund other projects in other parts of the state. So, things went kind of quiet for a while. This summer, they sent Manager Hotaling some information on a new cost estimate and some agreements that they wanted council to consider in terms of formalizing a takeover. Mr. Casanave stated that before Manager Hotaling made a recommendation to Council, her first question was, "Is it enough money?" Therefore, Stiffler-McGraw valued the project and determined that it was not enough money. They had a meeting with PennDOT last Friday, and Mr. Casanave sent them their backup evaluation which was about \$900,000 more than PennDOT's amount. PennDOT is taking that under advisement, so there is nothing for Council to decide tonight.

Mr. Casanave reviewed some points in a memo he handed out at this meeting. He stated that they met about a year ago to look at reconstructing those parts of the streets. It's approximately 4,100 feet (0.77 miles) according to PennDOT, and he had stated their initial cost estimate was \$2.1 million back in 2022, that they took off the table and came back this time with \$2.4 million. PennDOT bumped the cost up a little bit and they added a little bit to the scope of work in that as well. Stiffler-McGraw looked at it and they ended at about \$3.35 million which they based on PennDOT's unit prices and inflation by the time this project would go to construction in 2025. Mr. Casanave stated that PennDOT contacted Lauren today and stated that they have not had a chance to get answers to questions we have, but are working on it.

Also, Mr. Casanave stated that the revised PennDOT Turnback funding approach to a "reimbursement" program, where costs are allocated by the Commonwealth, but are only paid when the Borough incurs a cost. Therefore, unless a Municipality has the liquidity to interim finance these projects, borrowing becomes necessary (either a full contract loan or interim loan to float costs as they happen), and those costs are reimbursed by PennDOT on an ongoing basis. He stated that the Towanda Municipal Authority (TMA) under separate expense, has submitted an H2OPA-COVID Funding Grant Application to the Commonwealth Financing Agency to cover the costs of water and sewer main improvements along this same stretch of road. TMA expects to hear whether this application is successful in November. PennDOT does not reimburse any utility costs.

Stiffler-McGraw & Manager Hotaling have posed the following questions to PennDOT that are being worked on:

1. Would additional funds be available that are more in line with the current project's \$3.35 million estimate?
2. Should actual construction costs exceed or be less than this estimate, will reimbursement be made for the actual cost incurred?
3. Will any loan interest on borrowed funds be reimbursable through the Turnback Funding?
4. How long does it take to get reimbursed by PennDOT?
5. When would the official "takeover" date be – the date the Agreement is signed, or the date construction is completed? Or at some other date?

Mr. John Smith (retired) of 329 William Street stated that he moved here after driving through here and liking it. He said he was traveling down York Avenue and stated that he was going to move here. He was present tonight to observe the meeting. Council welcomed and thanked Mr. Smith for his comments.

Courtney Oley was present and introduced herself as she is painting the murals on the panels on the Merrill Parkway, and she is excited to be doing it and bringing the community together. She grew up in Rome but lives in St. Petersburg, Florida, and does art down there. She has been painting animals since she was 6 years old and she is excited to do this project for the community. She will be doing 4 panels on this trip of individual wildlife, a black bear, a box turtle, a barn owl, and a river eel. She stated that she has art in 41 states and this is her first mural work.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve the September 5, 2023, Regular meeting minutes was made by Mr. Kovalcin and seconded by Mrs. Hatch. The motion passed.

FIRE CHIEF REPORT:

Chief Roof's incident report is included.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting and had nothing new to report.

MAYOR'S REPORT:

Mayor Miller stated that a couple of citizens asked him about the bicycle ordinance and riding on sidewalks in the borough. A couple of parents on Chestnut Street were afraid of their children getting hit by a car, so they wanted them to ride on the sidewalk for safety reasons. However, their neighbors know that this is prohibited and they call the police and wanted Mayor Miller to bring this concern to council. Chief Epler stated that they had dealt with motorized bikes going very fast on Main Street sidewalks but they have never dealt with children on bicycles on sidewalks in a residential area.

Mayor Miller stated that they will have additional officers on duty for trick-or-treat night.

He also stated that concerning the "Mayor for a Day" fundraiser for the school, the young boy we had this year was so enamored by the borough and the mayor that he remembered what Mayor Miller wore the day they spent together. So, he dressed up the same way to go to school last week, and he went to his teacher and said, "Hey, we can do a mayor for a day in class," and the teacher ran with it. His best friend, a girl got to be mayor for a day for class. His mom said, "You have no idea what a positive effect you had on him." So great job.

POLICE CHIEF REPORT:

Chief Epler reviewed his report:

- I reached out to the Glock Blue Label Program and was able to get a Glock G45 MOS in 9mm for a trial period of 90 days. I purchased a Holosun Optic and equipped the weapon with that sighting system and have made it available to the Officers to take to the range and decide if they would like that model as a service weapon.
- Officer Hennessy did K-9 training in Hazelton this month which involved drug sniffs.
- Aggressive driving and seatbelt patrols were conducted throughout the month.
- Myself and other Chiefs are continuing to work on the software for our operating system.
- All Officers Qualified with their duty weapons, shotguns, and long rifles.
- 2 refurbished X-2 Tasers were purchased for \$899 each and Officers Campbell and Bellows are carrying them.
- The 2016 police vehicle is still not detailed. There was a mix-up between 911 and the body shop. He is waiting on that now.
- Mental Health calls this month are down.

SEPTEMBER 2023 – Monthly Report

272	COMPLAINTS RECEIVED	1	JUVENILE PETITIONS
43	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
16	NON-TRAFFIC CITATIONS	8	THEFT REPORTS
1	DUI ARRESTS	5	ANIMAL COMPLAINTS
67	DISTURBANCE CALLS	3	VEHICLE DOORS OPENED
2	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
3	OUT-OF-TOWN ASSISTS	5	MENTAL HEALTH CALLS
6	CRIMINAL ARRESTS		

POLICE COMMITTEE:

Mr. Saring stated that they received a couple of new tasers. Mr. Eberlin stated that the Civil Service Committee has 3 applicants and will meet on Thursday. They will talk about the testing timeline. Chief Epler will be out of town but will tell Sergeant Lantz about the meeting, as he will be handling the first part "A." Solicitor Smith has the Act 120 removal item to work on.

CODE ENFORCEMENT REPORT:

The property maintenance and rental inspection reports are included in the packet.

Barry Thrush, Code Enforcement reviewed the reports.

- He has been working on the Vacant Store Front ordinance. He stated that several storefront owners are not happy with the ordinance. Mr. Thrush asked one of them to attend tonight's meeting but they had a business meeting to attend.
- As far as camping trailers, he has not found anything about a homeowner having one on their real property. On your real property, you are not allowed to have motor homes. Therefore, there is a difference. Mr. Thrush talked to Magistrate Carr and he gave Mr. Thrush a case saying that for it to be like a public nuisance, you must prove this public nuisance. It can't be an eyesore and you can't look at it and be like, oh, yeah, that looks terrible. This doesn't qualify as a nuisance. So that's why it's alright. Safety concerns would work if you prove animals are living in there. Yes, there are weeds all around there and there is a lot of trees around it. So, there's no way he could look for a registration or plate number. He sent a letter to the property owner about getting it removed or stored somewhere else, but he doubts they will get it done right away. President Christini thanked Mr. Thrush for his due diligence on this problem and believes there is a hole in our ordinance that we could tighten up and target "trailer" by definition. Well, the ironic part is that there is an RV next door at this person's mother's house and it's been there for years. However, the RV is treated differently in the ordinance. Mr. Thrush feels that he can't come at them and say you are violating the ordinance.
- President Christini asked about the 3 Quality of Life Citations and how they have escalated. Mr. Thrush stated that they got the warning and did not take care of it in 10 days, so then they got a ticket. If they didn't pay the ticket in 10 days it goes to the Magistrate.

PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:

Mr. Parks reported to Council.

He stated that as we reported last month, they went over the changes to the ordinance and Manager Hotaling was going to compile that into one and turn it over to our Solicitor Smith to review.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling was absent but reported the following:

1. Bradford County TCC Voting Delegate Appointment

- a. I would ask the Council to approve **Resolution 2023-18** to appoint myself, Diane, and Brian Driscoll as the Tax Collection Committee representatives.

RESOLUTION 2023-18

Bradford County TCC Voting Delegate Appointments for Towanda Borough.

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mr. Roof

RESOLUTION 2023-18 - Carried

2. PennDOT SR 1039 N. Main/Williams Turnback Project

- a. Eric Casanave and I spoke to Steve Kehoe regarding the Turnback estimate for the project. Eric Casanave plans to be in attendance tonight to discuss the concerns.

3. 2023 Dodge Durango-PD

- a. We received one bid for a 2023 Dodge Durango Pursuit from Ferrario Auto for \$42,535. I would ask the Council to pass **Resolution-2023-17** to accept the bid from Ferrario's.

RESOLUTION 2023-17

Approve the lowest bid & purchase a 2023 Dodge Durango Pursuit AWD Police Car from Towanda Automotive for \$42,535. Motion made by Mr. Parks and seconded by Mr. Saring.

The roll was called and recorded as follows:

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

NAY/NO:
ABSTAIN:
ABSENT: Mr. Roof
RESOLUTION 2023-17 - Carried

4. Public Works

- a. Watts Street stormwater improvements have begun.
- b. I am working on compiling the Street Opening Ordinance from the other municipalities that we looked at. I hope to have the Ordinance to Fred by next month.

5. Porchfest

- a. The first inaugural Porchfest held on Saturday, September 9th from 1-7 p.m. was a huge success! Hundreds of people were in attendance. We had nearly 30 musicians and some food and craft vendors.

6. Merrill Parkway Mural Project

- a. Courtney Oley will be painting four panels along the Merrill Parkway Mural. The BCCD donated \$1,200 towards the project, which will cover one of the panels, and they have selected the American Eel because of their efforts to restore the eel in the Susquehanna River.

7. Trick-or-Treat & Halloween Parade

- a. The Halloween Parade is scheduled for Saturday, October 28th at 7 p.m. The YMCA will host a Trunk-or-Treat on Merrill Parkway from 4:00-5:30 p.m. before the parade. Trick-or-Treat will be on Tuesday, October 31st in the Borough from 6-8 p.m.

8. Local Share Program

- a. DCED is taking applications for projects that improve communities across the Commonwealth until November 30th. We will be submitting an application for improvements at Third Ward Playground from our Master Plan project we are working on. We also received funding through the Commissioners to make improvements to this park. I am waiting on an estimate from Stiffler McGraw to prepare the resolution for next month's meeting. The Master Plan for Third Ward includes new playground equipment with poured-in-place rubber surfacing, including a climbing structure, zip line, corn hole boards, gaga ball pit, new pavilion, restrooms, and new seating.

9. Bradford County Tourism Grant

- a. Tourism Grants are being accepted until October 13th. I will be submitting an application for all the Borough events; Concerts in the Parks, Pumpkin Roll, Riverfest, and Porchfest. Funds will be used for advertising these different events.

10. Creative Communities Grants

- a. The Creative Communities Initiative provides multi-year funding for place-based, community-driven, arts-based projects that serve as catalysts for social cohesion, livability, and community economic development. The letter of intent to apply is due December 1st, 2023.

11. 2024 Borough Budget

- a. Stacy, Laurie, and I will be reviewing our accounts to track where we are with the budget for 2023, and I will begin working on the 2024 budget this month.

BOROUGH SOLICITOR

- Solicitor Smith stated that he has a laundry list of things that are in various stages of completion. The street opening ordinance is still in the Public Works Committee. The committee wants to get the specifications.
- Mr. Thrush mentioned, the Quality-of-Life Ordinance, and we did use a sample to get started but would like to add some things that would be subsumed within that ordinance. Items such as household appliances, cars, rubbish, trash, junk in general, and including furniture that people leave on the curb. President Christini stated that we did start small with the ordinance to get it in the process and it looks like we just need Mr. Thrush and Manager Hotaling to come to Council with items that they would like to have added to the ordinance. If Council votes yes on amending it, Solicitor Smith would codify it.
- The TMA rules and regulations are being revamped. Monroe Borough and Towanda Township need to be added as members, and yes, they're getting listed, and there may be some changes.
- Concerning the Hospital Drive situation, we want to vacate it and give it to the hospital. Lauren was in the process of getting a survey.

- Manager Hotaling found a list of all the borough's sidewalk specifications, which are basically construction requirements and criteria. Solicitor Smith will see if this is covered in the maintenance or construction code. It is detailed and it's on engineering software. If it's not somewhere in code, we probably should just say from time to time, regulations will be provided to given standards. That would be an item that probably should go to planning to make sure that it doesn't conflict and may be already addressed.

Also, Solicitor Smith thought that's what we had in our current ordinance. The question is, if we have it, how do we enforce it?

- Solicitor Smith stated that the Parking Garage deed and the changes in the Oil & Gas Ordinance are done and he will send them to the County Planning Commission this week.

An Executive Session was called to discuss a legal matter at 8:26 PM.
Council was back in session at 8:55 PM.

After returning from the Executive Session, 2 motions were made concerning non-conforming uses and passed as follows:

- 1) Direct Solicitor Smith to prepare modification in Ch 325-16(C)2 "Indoor retail sales for guests only," and add a definition for "guests." A motion was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.
- 2) Send to Planning Commission for the next meeting, "Review and possible modification of Ch 325-57. Change to "another non-conforming use." A motion was made by Mr. Eberlin and seconded by Mr. Kovalcin. Motion passed.

Secretary Kulick will get some sample ordinances and they will be shared and discussed at the October 17th Planning Commission meeting.

BOROUGH SECRETARY

The Borough Crews will pick up bagged leaves placed curbside beginning on Tuesday, November 7, 2023.

FINANCIAL & ADMINISTRATIVE REPORT:

A motion for the bills to be paid for September was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated that there is no action needed until 2024.

PLANNING COMMISSION REPORT:

President Christini stated that the main thing that was discussed was an issue of attendance. This has come up over the years and a member has been on here a long time and sometimes members get disinterested or have commitments, so the decision was made to contact the member to make sure that they still want to stay in and they do. The next meeting is on October 17th, and anybody is welcome to attend.

RECREATION REPORT:

Mr. Kovalcin stated the Committee is working on the Pumpkin Roll Festival with the date being October 14th, and a rain date of October 21st. They currently have 19 vendors signed up to participate in this event and in addition, Gannon's Insurance HR is going to set up a table.

TMA/WMA/CBPA REPORTS:

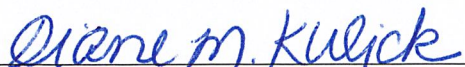
Included in the packet.

LIBRARY REPORT:

The June 13, 2023 meeting minutes were in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Parks and Mr. Eberlin. The meeting adjourned at 9:00 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
November 6, 2023**

The Towanda Borough Council Meeting was held on Monday, November 6, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:11 PM by President Christini.

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

Absent:

CITIZENS TO BE HEARD:

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve the October 2, 2023, Regular meeting minutes was made by Mr. Parks and seconded by Mr. Kovalcin with a change to note that Manager Hotaling was absent (Her report was included). The motion passed.

FIRE CHIEF REPORT:

Chief Roof's incident report is included.

He stated that everything was in good working order. He thanked everyone for their help with the Halloween Parade. They had a good turnout. Also, Chief Roof stated that the Fire Company is going to have breakfast this month as they have not had any since COVID-19 hit. Their parade was praised as being "amazing." Also, he stated that having the signs out on York Avenue during Trick-or-Treat helped to keep the big trucks off the Avenue. This made it so much easier and safer.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting and had nothing new to report. Everything is running fine.

MAYOR'S REPORT:

Mayor Miller thanked Chief Roof and the Fire Department for an excellent parade, and the Police Department and the Fire Police for their efforts during trick-or-treat night.

He also read a letter from Joe & Sue Wheeler with compliments to the Rec Committee on the Pumpkin Roll event being a wholesome family event.

Also, Mayor Miller stated that he received an email from a guy who is interested in bringing a bicycle rideshare program to the borough. We are going to explore this option down the road and we will keep in touch with him.

POLICE CHIEF REPORT:

Chief Epler reviewed his report:

- Officer Hennessy did K-9 training in Pittston Township this month which involved drug sniffs. They also attended the Bradford County Rural Health and Safety Day in Troy. He spoke to fifth graders from around the area about dog safety.
- The new Dodge patrol car has been taken to 911 Rapid Response for upfit. The 2016 had some more decaling put on, but it is still not quite complete.
- I and other Chiefs attended several meetings with the Commissioners about the software for our operating system. It was voted on and announced at the monthly Commissioners meeting that they will fund the project for the startup and the data conversion. The Commissioners are giving us the money for the hardware, software, data conversion, and the first-year maintenance fees for this system which totals \$243,842.09. This will save each agency involved approximately \$35,000.
Chief Epler went on to say that starting in 2025, the agencies (including Towanda, Sayre, Troy, and Canton Borough, plus Athens Township, the BC Sheriff's Office, and the BC District Attorney (Drug Task Force) will be responsible for the yearly maintenance fees which are locked in for 5 years at \$42,000. The \$42,000 is divided by the number of users in each agency. Towanda Borough Police will be at around \$7,500 per year (subject to any new registrations).
- Civil service testing is proceeding for the 2 remaining candidates.
- Officer Smith formally resigned effective Oct 28. He is headed to the PSP Academy. Officer Edsell will be resigning on Nov. 8 due to becoming elected to the magisterial district judge position in Wysox.

- Chief Epler stated that due to the recent police department departures, officers will have to work overtime to cover shifts, as their vacation and sick time is currently suspended. He asked for Council's approval to roll over the police officers' leftover 2023 vacation. Motion to approve this was made by Mr. Kovalcin and seconded by Mrs. Hatch. Motion passed.
- Chief Epler also let everyone know that on Friday night, November 10th at 6 PM, they will be holding a retirement party for Ryan Edsell at the Amvets Post 187 in Macedonia (Echo Beach Rd.).

OCTOBER 2023 – Monthly Report

311	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
15	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
14	NON-TRAFFIC CITATIONS	12	THEFT REPORTS
0	DUI ARRESTS	4	ANIMAL COMPLAINTS
69	DISTURBANCE CALLS	1	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	8	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	6	MENTAL HEALTH CALLS
8	CRIMINAL ARRESTS		

POLICE COMMITTEE:

Mr. Saring stated that Chief Epler discussed all the items that the committee reviewed in their meeting.

CODE ENFORCEMENT REPORT:

Barry Thrush, Code Enforcement is on vacation.

The property maintenance and rental inspection reports are included in the packet.

Manager Hotaling stated that there are still lots of building permits coming in. Also, she stated that we are past the stages of warnings for the Quality of Life ordinance and hearings will be scheduled through Magistrate Carr. As for the Vacant Storefront ordinance, we will be working with Shvon Strickland and Rene Chamberlain (BCRAC) to help get something going with those who have registered and opted to display artwork soon.

PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:

Mr. Parks & Manager Hotaling reported to Council that she is working on pulling in everything that was discussed and that they would like in the ordinance. She will get that information to Solicitor Smith.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reported the following:

1. Local Share Agreement Grant Statewide-Third Ward Playground Improvements

- a. SMA designed the Plan for the Third Ward Playground and developed the estimate for the project. Manager Hotaling will be submitting a grant to DCED for the Local Share Agreement Program requesting \$586,350.00 in funding, with a total project cost of \$625,000. Manager Hotaling asked Council to pass Resolution 2023-19 to submit this grant.

RESOLUTION 2023-19

Apply for funding from the DCED Local Share Program Grant to be used for the Third Ward Playground Improvements Project:

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

The roll was called and recorded as follows:
AYE/YES: Vice President Eberlin, Mrs. Miller, Mr. Roof, Mr. Saring, Mr. Kovalcin, Mr. Shulze,
President Christini, Mrs. Hatch, & Mr. Parks
NAY/NO:
ABSTAIN:
ABSENT:

RESOLUTION 2023-19 - Carried

2. Local Share Agreement Grant Statewide-Borough Equipment

- a. This grant application will allow us to purchase two new commercial lawnmowers, a new backhoe loader, a new dump truck, and a new K9 vehicle for the PD. The total cost for the equipment is approximately \$480,000 and I would like to request \$400,000 in funding through the grant. Manager Hotaling asked Council to pass resolution 2023-20 to submit this grant request.

RESOLUTION 2023-20

Apply for funding from the DCED Local Share Program Grant to be used for Borough Vehicles & Equipment Purchases:

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:

RESOLUTION 2023-20 - Carried

3. PennDOT SR 1039 N. Main/Williams Turnback Project

- a. We are currently waiting on more information from PennDOT regarding any cost overages once the project is bid. Manager Hotaling stated that PennDOT plans to mill and resurface from Main Street to Mix Avenue in 2026.

4. 2023 Dodge Durango-PD

- a. Is currently being outfitted for the PD at 911 Rapid Response in Annville, but we expect it will take several months before it is ready for pickup.

5. Public Works

- a. Watts Street stormwater improvements are wrapping up.
- b. James and Paul have been patching potholes throughout the Borough.
- c. We are street sweeping twice a week to keep up with the leaves, and cleaning out ditches for any stormwater.
- d. Trimming shade trees.

6. Merrill Parkway Mural Project

- a. Courtney began painting at the beginning of October with a total of four panels to be completed this round (3 Borough sponsored and 1 sponsored by the BCCD). Since she began, the entire project exploded. All 33 panels have been spoken for, with many still inquiring and wanting a panel. She plans to finish ten panels before heading back to Florida, weather permitting. WENY came to interview Courtney and me. We held a meet & greet at the Flying Taco on October 25th, which was both well attended and covered by the Rocket & Daily Review. We will also be featured in the Endless Mountains Magazine in December. I am so thrilled to have Courtney working on this project and breathing life into this ordinary cold space along our Parkway, and I know this is going to be a huge draw to our area for years to come.

7. Trick-or-Treat & Halloween Parade

- a. Saturday, October 28th the YMCA held their Trunk-or-Treat on Merrill Parkway from 4-5:30 p.m. with almost 20 Trunks, and the 96th Halloween Parade along the Parkway began at 7 p.m. and didn't conclude until after 8 p.m. Earlier in the day, Foster Hall kicked off a block party with live music and vendors. The parade featured a lot of great floats and marching bands! Ryan Edsell was the Grand Marshall of the parade. Chili asked me to assist him as an MC for the parade. There was a great turnout all day, and a great job by all involved. Trick-or-Treat held on Tuesday, October 31st was very busy, despite the cold weather!

8. Officer Recruitment for Towanda Police Department Grant

- a. The PCCD announced a grant opportunity for Recruitment Incentives for Law Enforcement, where any known vacancies between 10/25/2023-06/30/2025 can receive between \$5,000-\$7,000 per vacancy. Funds can be utilized towards ACT 120 Training, stipends, or sign-on bonuses. I will be submitting a grant for the replacement of Officer Smith and Officer Edsell.

9. Bradford County Tourism Grants

- a. Manager Hotaling submitted two applications for the Bradford County Tourism Promotion Agency Grants. The first grant application was for \$5,000 for advertising funds for all of the Borough events; Concerts in the Parks, Pumpkin Roll, Riverfest, and Porchfest. The second application requested \$1,850 in funding to assist with the purchase and installation of 33 signs for the Merrill Parkway Mural Project. Each mural panel will have its own metal sign hung on the walking path fence and include a photograph of the mural, a write-up about the animal (BCCD to provide), and the sponsor's name or logo.

10. Parks Master Plan

- a. The Steering Committee will meet this month to review SMA's plans for the three parks and then set a date for a public meeting for final comments. I've attached the current design plans to my report.

11. Creative Communities Grants

- a. The Creative Communities Initiative provides multi-year funding for place-based, community-driven, arts-based projects that serve as catalysts for social cohesion, livability, and community economic development. The letter of intent to apply is due December 1st, 2023, and I am working with the Bradford County Regional Arts Council on a submission.

12. 2024 Borough Budget

- a. I am currently working on the 2024 Borough Budget. After reviewing the end of the 3rd quarter with Laurie, and Stacy, there were a few minor corrections, but overall, we are in line with the 2023 budget. I would like to hold our Budget Review Meeting on Tuesday, November 28th 5:30 p.m. A work session will be held on Tuesday, November 28th at 5:30 PM.

BOROUGH SOLICITOR

- Solicitor Smith stated that there have been several zoning issues that we've been talking about.
- He plans on attending the next Planning Commission meeting as there has been a request to redraft the definition of gifts as it arose at the last zoning hearing board meeting.
- Changes to the non-conforming use provision, he is working on and will have some recommendations.
- The oil and gas ordinance draft has been submitted to BC Planning for review and comment.

BOROUGH SECRETARY

Pick up of bagged leaves placed curbside will start Tuesday, November 7, 2023.

FINANCIAL & ADMINISTRATIVE REPORT: DONE

A motion for the bills to be paid for October was made by Mr. Parks and seconded by Mr. Saring. Motion passed.

UNION SUB-COMMITTEE:

Mrs. Miller stated that there is no action needed until 2024.

PLANNING COMMISSION REPORT:

President Christini stated that at the October 17th meeting (Draft included), the discussion concerned attendance. He spoke with commission member Mr. Jim Lacek and Mr. Lacek is fine with being an alternate. In the Municipal Planning Code, this is allowed. Therefore, they would need to appoint another member to the commission. A motion was made by Mr. Kovalcin to appoint Mr. Lacek as an alternate member of the Planning Commission and seconded by Mrs. Hatch. Motion passed.

President Christini asked to have the vacancy in the commission posted on the borough website.

RECREATION REPORT:

Mr. Kovalcin stated the Pumpkin Roll had 161 kids sign up which broke records and everything went great.

TMA/WMA/CBPA REPORTS:

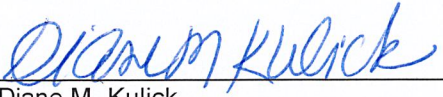
Included in the packet.

LIBRARY REPORT:

The September 14, 2023, meeting minutes were in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mrs. Hatch and Mr. Kovalcin. The meeting adjourned at 7:51 PM.



Diane M. Kulick
Towanda Borough Secretary

**Towanda Borough
Regular Council Meeting Minutes
December 4, 2023**

The Towanda Borough Council Meeting was held on Monday, December 4, 2023, at the Borough Municipal Building, 724 Main Street, Towanda, PA. The meeting was called to order at 7:01 PM by President Christini.

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

Absent:

A motion to amend the December agenda was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.

Mayor Miller swore in the new part-time police officer Trevor A. Wills. His family and many friends attended the ceremony.

CITIZENS TO BE HEARD:

Mrs. Erin Groves, 208 York Avenue, was present on behalf of Hillary Haight, in support of the Bradford County Library to ask Council if they would do a resolution in support of the BC Library. Mrs. Groves went on to say that she is passionate about the position she is taking. She feels that education is way out for a lot of people and is important. Just because little towns have libraries doesn't negate the fact that the Bradford County Library shouldn't be, and we have a lot of things that aren't used 10%, but they are still necessary. Just because we are in 2023 going into 2024 does not mean that we do not need it. (Copies of the 2022 BC Library stats were included in the packets.) She stated that she has written some letters and that she grew up in a reputable family household, going to choir practice on Saturday and then going to the library. She read a lot because her mother didn't have the money to constantly buy books. She said that she thinks that people look at it as an antiquated system that isn't necessary or used, but not everybody has the advantage of sitting in this room. She went on to say that there are some younger, some older here, and if you look ahead and say that I think it's still something that has to be here for our community and aren't too afraid to stand up and say okay, so it's old fashioned, but it's important as an institution of learning, as a social meeting place and somewhere safe. If you want to level the playing field, it starts with education. If you look at why, because she feels that have uneducated people and we have issues that can be solved through education, training, and just a sense of community. This is where it starts.

Mrs. Groves also feels that there are more homeschooled kids now than in prior years who use the BC Library, and it's a great meeting place. Everybody has their own opinion, but if you start with the library, what else is going to be looked at that's underused, and then say, "Let's get rid of it," and favor something new or important? She asked Council to consider it greatly if for no other reason than the fact that there are people who need it and even if it comes to one person when we say about not leaving anybody behind, when we say about leveling the playing field, when we say about making it easier for everybody, some people don't have \$29 to go to Barnes and Noble. Some people have to rely on the library. There are other ways than saying that we're looking at children's programs, or we're looking at veterans programs, and saying that it is underused. She feels that this is just an excuse for not wanting to utilize it. She came to the meeting to ask for a volunteer resolution of support for the BC Library and this doesn't negate anything from the Towanda library. She said she worked with King's College Leonard Corgan Library for four years when she attended college, and she knows that interlibrary loans are important, and every library is important so she can still support the Towanda library. It doesn't negate that the county has one as well, and this is important. Mrs. Groves feels that if more people support it, it's going to make it harder for three individuals to decide on something that has been around since 1941 and that it is "horrible" that they're allowed to even think about getting rid of it. In conclusion, she stated that she hopes Council does what she feels is the right thing to do, and if not, at least she has swung the bat for people that maybe don't have what she has, "faith". President Christini stated that he did reach out to the Library Board and asked them what their position was and the Board told him that they were going to leave it up to the County's appointed Library Board. They were not going to take a stand on it. Vice-President Eberlin stated that he feels that we should consider what has been presented to us and think about it, even if we don't do a resolution tonight. He stated that Council should consider it and at the next meeting (January 2, 2024) address whether to do a resolution or not.

On behalf of Kali's Mission, Mr. Parks asked the Borough for continued support in 2024. As of this month, they have done 270 cats throughout Bradford and Sullivan County. In the borough, they have done 19 cats this year, which comes to around \$1,000. Last year (2022) it was around \$2,500, so they are under budget. He stated in the beginning, that in 5 years they would clean up the borough's feral cats, and they had to struggle this year to

get to the 20 cats that they did because the ones we did catch, their ears were already clipped. He stated that the population is going down, and the program is successful in cleaning up the feral cat population. In five years they have prevented over 12,000 cats from being born. Mr. Parks said that you're never going to get 100% of them because there are still people moving in and out and leaving the cats behind. There are a couple of places in town where they've just picked up and moved away and left their 20 cats there, and the landlords found them in the apartment building after the people moved out. In conclusion, Mr. Parks stated that they are requesting financial support from the borough again this year. President Christini stated that the fact that they are having difficulty finding cats without the clip indicates that they are making progress. There is a line item in the budget for Kali's Mission this year (\$2,500). It will be there if they need it and praised the work the group has done. Mr. Parks thanked the Borough for their support.

APPROVAL OF THE PREVIOUS MONTH'S MINUTES:

The motion to approve the November 6, 2023, Regular meeting minutes was made by Mr. Parks and seconded by Mr. Kovalcin. Motion passed.

FIRE CHIEF REPORT:

Chief Roof's incident report is included. He stated that they had a busy month and everything was in good working order.

FIRE BOARD REPORT:

Mr. Parks stated they had a meeting and had nothing new to report.

MAYOR'S REPORT:

Mayor Miller thanked everyone again for supporting our new police officer Wills. He has responded very well and is very intelligent. Doing a great job so far. He thanked the Chamber for the hometown Christmas events that were very well attended on Friday night, and the wonderful parade on Saturday night. He thanked Phil from the Daily Review for the very nice article in the paper. He also thanked Vicki Wells for the Veterans Remembrance Tree and the placing of the dog tags ceremony at the Veterans Memorial Park. Mayor Miller also had a gentleman reach out to him about a possible traveling comedy show tour. He is going to contact the theater and see if they would like to work something out. Also, he had additional correspondence from a gentleman about bringing a bike rental to town (electric and pedal bikes). He is still gathering more information from him and he wants to get prices. It may be the same company that talked to Manager Hotaling about a possible kayak rental program at Tom Fairchild Park.

POLICE CHIEF REPORT:

Chief Epler reviewed his report:

- Officer Hennessy did K-9 training in Pittston Township and the Wilkes-Barre Scranton Airport this month which involved drug sniffs.
- The new Dodge patrol car is still at 911 Rapid Response for upfit. The 2016 is having issues and is being addressed at the garage.

Civil service testing has resumed for another round of testing. The physical fitness standards are being reviewed for change.

- Civil service testing is proceeding for the 2 remaining candidates.
- Officer Trevor Wills has started part-time with us while he is receiving on-the-job training.

NOVEMBER 2023 – Monthly Report

327	COMPLAINTS RECEIVED	0	JUVENILE PETITIONS
13	TRAFFIC CITATIONS	0	K-9 SERVICE (BORO)
7	NON-TRAFFIC CITATIONS	7	THEFT REPORTS
1	DUI ARRESTS	3	ANIMAL COMPLAINTS

59	DISTURBANCE CALLS	1	VEHICLE DOORS OPENED
3	VEHICLE ACCIDENTS	3	WARNINGS ISSUED
1	OUT-OF-TOWN ASSISTS	14	MENTAL HEALTH CALLS
6	CRIMINAL ARRESTS		

POLICE COMMITTEE:

Mr. Saring stated that the Committee and Chief Epler discussed talking to some of the business owners in town about the loitering or drug activity that's been going on. Mr. Saring knows about one commercial business owner who was talking about shutting down and moving out because of the loitering. After Mr. Saring talked with Chief Epler, he assured the property owner and told them that they have to call the police department right away, and not two to three days afterward. If there are people doing stuff behind their building or someone is in the building that did not want to leave, then call the police department. This will get the word out about not tolerating loitering, and it's the only way we are going to get it taken care of by getting them out of these businesses. President Christini stated that this is the same thing with any kind of problem that's in town, you have got to call when it's occurring, whether it's illegal burning, etc. If people aren't willing to call then it can't be rectified. If the business owner is being affected negatively, they need to be a bit proactive, plus the call will be anonymous. The police will get notified that there is some sort of loitering going on and they will handle it.

CODE ENFORCEMENT REPORT:

Barry Thrush, Code Enforcement Report included.

Mr. Thrush stated the permits are light this month, as he had a week off and we were off for the Thanksgiving Holiday. These numbers will inevitably come back up. Mayor Miller stated that he wanted to pay Mr. Thrush a compliment for the way he handled a recent incident with professionalism.

President Christini asked Mr. Thrush if there was an update on the vacant storefront ordinance. Mr. Thrush stated that they are working on this and Manager Hotaling stated that she talked to Shvonne Strickland in pushing this along and we also have the Bradford County Regional Arts Council's Renee Chamberlain on board. She does have some artwork that we can start displaying, so we need to tell them how many storefronts have signed up or registered at this point. Mr. Thrush stated currently there might be 8 registered and 3 or 4 not registered. He stated that once we get the artwork and can work with the owners, we can see what they would like to display to accommodate them. President Christini stated that he thinks there's probably a lot of uncertainty and a little bit of apprehension, but as soon as some of these vacant storefront people see what's going on they will accept the situation.

PUBLIC WORKS/CODE ENFORCEMENT COMMITTEE REPORT:

Mr. Parks & Manager Hotaling reported to Council that she is working on pulling in everything that was discussed and what they would like in the ordinance. She will get that information to Solicitor Smith.

BOROUGH MANAGER HOTALING REPORT:

Manager Hotaling reported that last month was busy with budgeting and applying for some grants. She submitted the 2 grants that were approved to apply for by resolution at last month's meeting.

1. LSA Grants-Third Ward Playground Improvements & Borough Equipment

- a. Both Grants were submitted for the Borough. Third Ward Playground included Phase I improvements requesting \$580,000 and the second requesting \$400,000 to purchase a new commercial lawnmower, a new backhoe loader, a new dump truck, and possibly a new K9 vehicle for the Police Department. The total cost for the equipment is approximately \$470,000.

2. DCED Technical Assistance Grant-CEO Support

- a. Barry and Manager Hotaling will be meeting with Lisa Burns of PA DCED, and Cesare Forconi to tour the Borough and discuss the program and their assistance. This is a support mechanism for Mr. Thrush if he has questions concerning Code Enforcement.

3. Holiday Decorations

- a. The Public Works crew has been enjoying getting downtown all lit up for Christmas, and putting up our streetlight swags along the Parkway. The "present" on the Parkway is up, and our building features a new star that was built with the leftover material from last year's project.

4. **Officer Recruitment for Towanda Police Department Grant**
 - a. Manager Hotaling also submitted the Officer Recruitment grant which would provide up to \$7,000 per officer as a stipend/sign-on bonus depending on their ACT-120 training between October 25th 2023-June 30th, 2025.
5. **Bradford County Tourism Grants**
 - a. The Bradford County Tourism Promotion Agency awarded both grant applications that were submitted for the Borough. The first grant application was for \$5,000 for advertising funds for all of the Borough events; Concerts in the Parks, Pumpkin Roll, Riverfest, and Porchfest. The second application requested \$1,850 in funding to assist with the purchase and installation of 33 signs for the Merrill Parkway Mural Project.
6. **Parks Master Plan**
 - a. The Steering Committee met this month and we went over the three Parks Site Plans with Chris Foster, our consultant. We will be creating an online survey for community members to share their opinions on each of the new Park Plans to make sure that we covered what the community requested.
7. **PennDOT Traffic Light Meeting**
 - a. Superintendent Strickland and Manager Hotaling met with Joseph Lyons, a traffic engineer with PennDOT last month to discuss the issue of traffic backing up traveling north from South Towanda. He does recommend submitting a grant through the Green Light Go program which is due in February (to complete a study). The last study was done during the height of the gas boom.
8. **NTSWA Rate Increase**
 - a. NTSWA added a \$4.00 per ton increase beginning January 1st, and a 2.7% increase for their dumpster rentals.
9. **Police Union Agreement Amendments**
 - a. Sergeant Lantz, Officer Bellows, Belinda Combs with the Teamsters Union, and Manager Hotaling met to clarify and modify some of the language in the articles. They will be adding language for separation of employment during the probationary period, and separating compensatory time and personal time. Also, adding steps back in for new full-time officers with 2 years or more experience, and those with less than 2 years. Once complete, Belinda will send Manager Hotaling the definitions and clarifications for the approval of the officers.

An Executive Session was called at 7:41 PM to discuss a personnel issue.
Executive Session ended at 7:58 PM and Manager Hotaling continued with her reporting.

10. **2024 Borough Budget**
 - a. Finance and Administration met on November 28th to review 2023 projects and account balances, plus review the draft budget for 2024. The budget proposal will increase the Borough millage rate by 1.0 for a total of 23.56 mills between the Borough General Fund, Street Light Fund, Fire Fund, and Library Fund. The increase comes from cost increases to insurance, and supplies, replacing two full-time Police Officers in 2024. She asked Council to approve the draft for public display and ready for adoption at the year-end meeting. A motion to approve advertising the 2024 budget draft was made by Mr. Kovalcin and seconded by Mr. Saring. Motion passed.

BOROUGH SOLICITOR

- Solicitor Smith presented a Resolution to approve a Tax Appeal settlement at 383 York Avenue (Towanda Hotels, LLC) that was denied by the BC Board of Assessment. Therefore, the taxpayer petitioned the Court of Common Pleas, which Towanda Borough, Bradford County, and the Towanda Area School District were parties to the Appeal. A settlement of the Appeal was entered into where the fair market value and the assessed value of the Property for the tax years 2023 and 2024 would be changed.

RESOLUTION 2023-21

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT:
RESOLUTION 2023-21 - Carried

BOROUGH SECRETARY

A reminder that newly elected Council members to be sworn in on January 2, have their receipt of Election Certificates which come from the County and the Affidavit of Residency completed and notarized.

FINANCIAL & ADMINISTRATIVE REPORT:

- A motion for the bills to be paid for November was made by Mr. Saring and seconded by Mrs. Miller. Motion passed.
- Vice-President Eberlin stated there was a Police Pension Plan meeting with C&N Bank on November 20th with Philip Prough, Chief Investment Officer. The portfolio is doing well and the reallocation that they did with a little more in US Treasuries ended up being in our favor. Mr. Prough would like to make a presentation at the next meeting in May 2024 and suggest taking a look at adding individual stocks to the portfolio.

UNION SUB-COMMITTEE:

Mrs. Miller stated that there is no action needed until mid-2024.

PLANNING COMMISSION REPORT:

President Christini stated there was not a meeting in November and we probably won't be meeting in December either due to the Christmas holiday.

RECREATION REPORT:

Mr. Kovalcin stated they are currently working on dates for next year.

TMA/WMA/CBPA REPORTS:

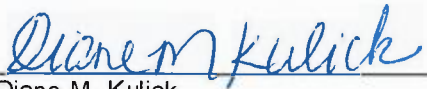
Included in the packet.

LIBRARY REPORT:

The October 12, 2023, meeting minutes were in the packet.

ADJOURNMENT:

A motion to adjourn was made by Mr. Kovalcin and Mr. Roof. The meeting adjourned at 8:10 PM. President Christini reminded Council that there will be the standard year-end special public meeting on Wednesday, December 27th at 6 PM to adopt the budget and tax millage for the year 2024.



Diane M. Kulick
Towanda Borough Secretary

TOWANDA BOROUGH SPECIAL COUNCIL
MEETING MINUTES
DECEMBER 27, 2023

A **SPECIAL** meeting of the Towanda Borough Council was held on Wednesday, December 27, 2023, at the Municipal Building. The meeting was called to order at 6:00 PM, by Council President Christini. Roll was called and recorded as follows:

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

Absent: Mrs. Miller & Mr. Roof

CITIZENS COMMENTS

None.

PAYMENT OF 2023 YEAR-END BILLS

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

ADOPTION OF THE 2024 GENERAL FUND BUDGET & SPECIAL FUNDS

Manager Hotaling reviewed the Budget. President Christini asked if there were any questions regarding the proposed 2024 Borough General Fund Budget and Special Funds. There were none.

RESOLUTION 2023-22

Adoption of 2024 Towanda Borough General Fund Budget & Special Funds

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Miller & Mr. Roof

RESOLUTION 2023-22 - Carried

ADOPTION OF 2024 REAL ESTATE TAX LEVY ORDINANCE

ORDINANCE 2023-5

Adoption of 2024 Towanda Borough Real Estate Tax Levy Ordinance as presented. The new millage rate for 2024 will be 23.56.

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

The roll was called and recorded as follows:

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

NAY/NO:

ABSTAIN:

ABSENT: Mrs. Miller & Mr. Roof

ORDINANCE 2023-5 - Carried

The 2024 Borough Council Reorganization Meeting will be held on Tuesday, January 2, 2024, at 7 PM.

ADJOURNMENT

Mr. Kovalcin made the motion, seconded by Mr. Saring. The meeting adjourned at 6:16 PM.



Diane M. Kulick
Towanda Borough Secretary