

The Supervisors of Towanda Township met at the residence of Francis Lindsey for the reorganization meeting of January 3, 2017. At 10:15am the meeting was called to order and a motion was made to appoint Charlotte Sullivan temporary chairman and Lori Kepner temporary secretary by Gary Scranton, seconded by Charlotte Sullivan. Present at the meeting were Francis Lindsey, Charlotte Sullivan, Gary Scranton, Lori Kepner, Ray Green Jr., and solicitor Jonathan Foster. One visitor was present James Lowenstein from the Daily Review.

OFFICERS: A motion was made by Gary Scranton to nominate Charlotte Sullivan as Chairman, Frank Lindsey as Vice Chairman and Gary Scranton as member, seconded by Charlotte Sullivan, all agreed.

Charlotte Sullivan a motion to appoint secretary/treasurer, Lori Kepner with a cost of living increase of 3% with a rate of \$16.00 per hour. Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to appoint Lori Kepner as our Open Records Officer, Charlotte Sullivan seconded the motion and all agreed.

The appointment of a Zoning Officer on an as needed basis. Jeff Innocenzo will fulfill this position if needed.

Charlotte Sullivan made a motion to appoint Gary Scranton as our Emergency Management Coordinator, with a rate of \$12.30 per hour, and Bill Manvel as the assistant EMA coordinator with no fee payable for coverage. Gary Scranton seconded and all agreed.

Gary Scranton made a motion to increase employee's wages with a 3% cost of living increase. The wages for new hires will be at the discretion of the board of supervisors, depending on experience. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion that the recommended wages for the working supervisors to our auditors be as follows: Frank Lindsey, Charlotte Sullivan and Gary Scranton will receive a rate of \$15.00 per hour.

Gary Scranton made a motion to establish the treasurers bond at \$900,000.00, Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to appoint Stiffler & McGraw Associates as our engineer, Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to appoint Mike Welliver as Chairman of the Vacancy Board. Charlotte Sullivan seconded and all agreed.

Gary Scranton made a motion to appoint the Assistant Secretary as Charlotte Sullivan. Charlotte Sullivan seconded and all agreed. Rate of pay will be at \$15.00 per hour as needed.

Gary Scranton made a motion to appoint Charlotte Sullivan TMA representative, Charlotte Sullivan seconded and all agreed.

Gary Scranton made a motion to appoint Charlotte Sullivan, Avery Boardman, and Dr. Henson Paul Kreischer, and Jody Place as representatives for CBPA, Charlotte Sullivan seconded and all agreed.

Charlotte Sullivan made a motion that whoever wanted to attend could attend the monthly COG meetings and represent the township, Gary Scranton seconded and all agreed. These meetings are normally the last Monday of each month at 7:30PM at the Troy Borough Hall.

Charlotte Sullivan made a motion to retain PLGIT and Citizens and Northern bank as the Township Depositories. Gary Scranton seconded and all agreed. Berkheimer Associates will continue as the Township Earned Income Tax Collector which is in compliance with Act 32. There will be two signatures on all checks to be signed (Treasurer and one Supervisor).

Charlotte Sullivan made a motion to retain Jonathan Foster as our township solicitor at a rate of \$120.00 per hour, Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to appoint the following members to the Zoning Hearing Board. Charles Strickland, Jeff Innocenzo and Paul Kreischer. Fred Smith will be held as the Zoning Solicitor. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to appoint Charlotte Sullivan as our deputy for the Bradford County Tax Collection Committee. Charlotte Sullivan seconded and all agreed. Gary Scranton will be our first alternate, and Lori Kepner will be our second alternate.

Charlotte Sullivan made a motion to appoint Gary Scranton as representative for the Fire Board, Gary Scranton seconded the motion and all agreed. Meetings are held on the second Tuesday of the month at 6pm at the Towanda Borough Fire Dept.

Charlotte Sullivan made a motion to appoint Gary Scranton as the representative for Towanda Township for the Bradford County Airport. Gary Scranton seconded and all agreed.

Gary Scranton made a motion to retain Code Inspections as our Building Permit Official. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to establish the Township meetings to be held at the Towanda Township Municipal Building, 44 Chapel St, Towanda PA 18848, with the dates set forth at the December 2016 Township Meeting. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to certify the voting delegate for the PSATS convention as whoever may attend the convention. This could be a road master, supervisor, or secretary. Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to set rental rates for the equipment:
Backhoe: \$95.00, Lg, truck \$85.00, Sm trk \$70.00, Tar Buggy \$45.00, Stonerake \$35.00, Roller \$75.00, tractor/mower \$185.00; these rates do not include operators wages. The operator must be a Township employee and will be at their rate of pay per hour. The contracted Sidewalk snow removal located along South Main Street at \$150.00 per job. Frank Lindsey seconded the motion and all agreed.

Gary Scranton made a motion to set taxes as following, seconded by Charlotte Sullivan and all agreed:

Real Estate: 2.48 mills

Spec Fire Tax: 1.91 mills

Real Estate Transfer: .5%

Earned Income: .5%

Total road miles at 13.91

Federal Mileage Rate for 2017 at .535 cents per mile.

Charlotte Sullivan made a motion to authorize payment of everyday utilities bills, etc when due, to avoid late charges. Gary Scranton seconded and all agreed.

Gary Scranton made a motion to donate \$300.00 to the Bradford County Humane Society, \$200.00 donation to the veteran's memorial park (which is near the Veterans Memorial Bridge, Towanda), \$1500.00 to the Towanda Public Library and \$200.00 to the Veterans Memorial. Charlotte Sullivan seconded and all agreed. Any other donations will be determined by the board as it may occur.

Gary Scranton made a motion to authorize the Road master to make purchases up to \$1000.00 without prior approval of the board and will provide the secretary with the purchase information and invoice. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to establish a 5 minute limit on visitors to be heard during our township meetings. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to set holidays & benefits which are to be determined by the employee manual. Frank Lindsey seconded the motion and all agreed.

Gary Scranton made a motion to adjourn, seconded by Frank Lindsey and all agreed.

James Lowenstein was the only visitor present.

Signed: _____
Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

January 3rd, 2017

The Regular Monthly meeting was held on January 3rd, 2017 at 10am at the Residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Francis Lindsey, and Gary Scranton. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Jr., Esquire. Visitors were James Loewenstien(Daily Review). The Pledge of Allegiance was recited

Minutes of the December 5th, 2016 Regular meeting were approved. Motion by Gary Scranton and seconded by Frank Lindsey and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Frank Lindsey and all agreed

TMA/CBPA REPORT: Charlotte gave a verbal report. TMA budget approved and rates will be going up 10%. CBPA reviewing personnel policy. Nothing new with the BCTCC.

Fire Report: Nothing new right now.

Road Report by Ray Green: They have been plowing and cindering as needed. Ray has been brush cutting. All equipment gets cleaned after each storm. Ray did adjust the plow on F550 and also bought a new rubber edge.

Miscellaneous Business. Jonathan is still working on road paving ordinance. Nothing new with Hemlock Hills. The supervisors and Lori turned in their insurance request letters.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received.

At this time(11:15am) Frank Lindsey called an Executive Meeting to discuss report procedures. At 11:25 Frank Lindsey made a motion to come out of executive meeting. The executive meeting was held to just discuss adding totals on reports for incomes and expenses.

Gary Scranton made a motion to adjourn at 11:30. Charlotte Sullivan seconded and all agreed. Next Township Meeting is scheduled for February 6th, 2017 at 10:00am.

Lori Kepner, Secretary _____

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

February 6th, 2017

The Regular Monthly meeting was held on February 6th, 2017 at 10am at the Residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Francis Lindsey, and Gary Scranton. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Jr., Esquire. Visitors were James Loewenstien(Daily Review). The Pledge of Allegiance was recited

Minutes of the January Reorganization meeting and the January Regular meeting were approved. Motion by Frank Lindsey and seconded by Gary Scranton and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Frank Lindsey and all agreed. Gary Scranton made a motion to increase the treasurer's report to \$900,000.00 from \$500,000.00 through our current carrier Gannon insurance. Frank Lindsey seconded the motion and all agreed. The board will shop the treasurer's bond rate in July when our policy is renewed.

TMA/CBPA REPORT: Charlotte gave a verbal report. Penn dot approved the moving of the TMA water station. Kyle Lane explained the study for the trail way should start soon. CBPA-Nothing new.

Fire Report: Nothing new right now. There was no quorum

Road Report by Ray Green: They have been plowing and cindering as needed. Ray had to cut some trees branches over Johnston road during the last ice storm; he needs to go back and clean up the area a bit. The F550 and Top kick have been inspected and the F250 will need to be soon as well. We just had heating oil delivered; our last delivery was about this time last year. It looks like Bridge Street Rod and Gun club maybe doing some logging soon. We will have to get in touch with them on a time frame and who the logger will be. Ray is going to meet with Greg Dibble to go over road projects and some concerns on the pipe on Vanderpools property on Railroad.

Miscellaneous Business. Jonathan is still working on road paving ordinance. Nothing new with Hemlock Hills. Zito Media Fiber Optic Line- Foster discussed with Zito Media the need for a right-of-way Agreement with Township. Foster has reviewed and revised agreement and discussed the agreement with the board of supervisors. Gary Scranton made a motion to have Jonathan draft a final agreement for the supervisors for the next meeting. Charlotte Sullivan seconded and all agreed.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received. The board received a subdivision order from Harry and Jane Fassett. Gary Scranton reviewed for the Township and found no issues with the subdivision paperwork. Gary Scranton made a motion to approve the subdivision with no adverse comments. Frank Lindsey seconded and all agreed.

Charlotte Sullivan made a motion to adjourn at 11:30. Frank Lindsey seconded and all agreed. Next Township Meeting is scheduled for March 6th, 2017 at 10:00am at the residence of Frank Lindsey.

Lori Kepner,

Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

March 6th, 2017

The Regular Monthly meeting was held on March 6th, 2017 at 10am at the Residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Francis Lindsey, and Gary Scranton. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Jr., Esquire. No visitors were present. The Pledge of Allegiance was recited

Minutes of the February Regular meeting were approved. Motion by Gary Scranton and seconded by Frank Lindsey and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Charlotte Sullivan.

TMA/CBPA REPORT: Charlotte will provide the agenda and minutes for the January meeting. She was not present at the February meeting due to being sick. Charlotte did not attend the CBPA meeting as well because of being sick, but has provided the minutes and treasurer's report. Kyle Lane did explain that the Lime Street situation is closed at this time.

Fire Report: Nothing new right now. Gary attended the FEMA meeting. There will be 4 trainings throughout the year. Gary has already attended 2. New requirements and paperwork which he has to learn for any new issues that may occur down the road.

Road Report by Ray Green: They have been plowing and cindering as needed. Ray has been brush cutting as needed. Ray met with Greg Dibble to go over road projects and some concerns on the pipe on Vanderpools property on Railroad. As Greg explained the pipe on Vanderpools property is not a Penn dot issue or the Township's issue. It is strictly a property owner's issue. Greg suggested we do the same to Fox Chase and Airport road as we did in the Village last year. Crack seal and then tar and chip. There is a sinkhole on the Wheelers property but it actually is a Penn dot road issue and they will take care of it with the property owner. The garage roof has been repaired from the hail damage last year. We need to get ahold of the property owner on Bridge Street and talk to him about the garbage and get moving on that issue. Ray went to the dirt and gravel roads class and also met with Jim Robson to go over Bennett road and Patton Hill road. Both do qualify with the low volume road projects and Ray will work on the paperwork along with the help of BCCD to get that submitted. Our mailbox was damaged and a police report was done. We will keep up with that issue to see about being reimbursed for the cost of the new mailbox.

Miscellaneous Business. Jonathan is still working on road paving ordinance. The board looked over the clear site triangle language and it looked fine to the board. Jonathan will add the language to the Developers Ordinance. Also he has been working on a road maintenance agreement for loggers in the area. Gary Scranton made a motion to allow Jonathan to make adjustments to the agreement, which would involve Elite Logging and Bennett road, and have it, ready for the next meeting. Frank Lindsey seconded and all agreed. Nothing new with Hemlock Hills. The board discussed an addition to the garage office in the near future. Charlotte directed Frank to be in charge of this project. He is to contact Eric from Stiffler McGraw and move forward with getting options we may have and our requirements.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received.

Charlotte Sullivan made a motion to adjourn at 12:00. Frank Lindsey seconded and all agreed. Next Township Meeting is scheduled for April 3rd, 2017 at 10:00am.

Lori Kepner,

Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

April 3rd, 2017

The Regular Monthly meeting was held on April 3rd, 2017 at 10am at the Towanda Township Office. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton. Francis Lindsey was not present. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Jr., Esquire. James Loewenstein from the Daily review was present. The Pledge of Allegiance was recited

Minutes of the March Regular meeting were approved. Motion by Gary Scranton and seconded by Charlotte Sullivan and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Charlotte Sullivan. The board had unanimously made a decision to pay two days' pay to Lori Kepner for the days which she could not get to the office due to the Winter Storm emergency. It is so noted on her payroll slip as well.

TMA/CBPA REPORT: Charlotte provided all reports. TMA meeting was canceled.

Fire Report: Nothing new right now.

Road Report by Ray Green: During the recent snow storm everything went ok. They did a great job considering the amount of snow we received. The Township had many compliments. Ray White helped with Tip Top during the storm. We are to send a thank you card to him. Fred McNeal also helped the township when in need; we are to send him a thank you card as well. Ray is scheduled to meet with the conservation district about low volume roads in the township that maybe eligible for funding. These include Patton and Bennett. Ray has been working on the Bridge St garbage removal. Ray has been out pipe cleaning. We need to start ordering cinders to get in before we order our two remaining loads of salt required. Ray has been getting equipment ready for the spring.

Miscellaneous Business. Jonathan is still working on road paving ordinance. Jonathan has been working on a road maintenance agreement for loggers in the area; he has completed it. Gary Scranton made a motion to accept the road maintenance agreement finalized by Jonathan. Charlotte Sullivan seconded and all agreed. Nothing new with Hemlock Hills. The board has discussed an addition to the garage office, they will meet with Eric from Stiffler and McGraw in the near future to discuss their options. They discussed fixing the sidewalk at the Township office and also including an actual handicapped parking space. They will discuss this with Eric as well. The Board approved Lori to attend the PSATS convention as their voting delegate. They will contribute 1/3 of the costs. Lori is working on the web site management. The BCTOA spring dinner will be May 25th, 2017. The 2016 audit was completed with no adverse comments..

AT THIS TIME AN EXECUTIVE SESSION WAS CALLED BY GARY SCRANTON AT 10:45AM.

At 11:15 Charlotte Sullivan made a motion to come out of Executive Session.

During the executive session the board discussed a possible litigation on some road issues.

Correspondence. All correspondence had been forwarded to supervisors. The Township received a subdivision request on the Hollenback property. There were no adverse comments from the board. Gas Wells: No NOI'S for Towanda Township received.

Gary Scranton made a motion to adjourn. Next Township Meeting is scheduled for May 1st, 2017 at 10:00am.

Lori Kepner,

Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

May 1st, 2017

The Regular Monthly meeting was held on May 1st, 2017 at 10am at the Towanda Township Office. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton. Francis Lindsey was not present. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Sr., Esquire. James Loewenstein from the Daily review was present. Others Vistiors present were Eric Casanave from Stiffler McGraw, Todd Campbell with Niagara H2O, and Citizens and Northern representatives, Jenelle Selleck and Melanie Sparbanie. The Pledge of Allegiance was recited

Minutes of the March Regular meeting were approved. Motion by Gary Scranton and seconded by Charlotte Sullivan and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Charlotte Sullivan.

Visitors: Todd Campbell was present to discuss his businesses(Niagara H2o) plans on the water extension project along the railroad in Towanda Township. He has been in touch with Penn Dot and will only need to be involved with Penn Dot on this project. It does not interfere with Towanda Townships road ways. He explained that he will forward all information to the Township so they are well informed on what's going on. Charlotte Sullivan suggested he contact Towanda Municipal Authority just to make sure there won't be any issues with them as well.

Citizens and Northern representatives were present to discuss CD investments rates. Jenelle Selleck and Melanie Sparbanie gave the current rates to the supervisors and explained some of their options. The supervisors thanked them for coming to the meeting. The supervisors at this time reviewed the other CD rates that had been received and decided to table their decision until a Special meeting date of May 15th, 2017 with a motion made by Gary Scranton seconded by Charlotte Sullivan and all agreed. The meeting will be held at 10am. It will be advertised appropriately.

TMA/CBPA REPORT: Charlotte provided all reports for TMA and CBPA. There was no business for CBPA they just had their annual dinner.

Fire Report: Nothing new right now. Gary explained we should start receiving meeting minutes again from the fire board. Bob Barnes will be retiring from the Bradford County EMA department. He was a valuable asset to the community.

Road Report by Ray Green: Ray had met with the Conservation District and also Insingers Construction on the projects for Bennett Road and Patton Hill Road for dirt and gravel roads projects. It looks good that we will get funding for Patton Hill this year but probably not Bennett, just not enough money for low volume roads this year. Hopefully we can do Bennett next year. We are getting our cinders in now, then we will order the remainder of the salt we need to order. He has been mowing as needed, fixing pot holes, repaired a washout on Woodside and will rent a walk behind broom sweeper for the sidewalk next week. He has ordered parts for the mowers etc. from Dicks Wheel horse before they close the business. They have started a little work on Hemlock Hills so we will just keep an eye on it.

Miscellaneous Business. Jonathan is still working on road paving ordinance. Jonathan had been working on a road maintenance agreement for loggers in the area; he has completed it. Gary Scranton made a motion to accept the road maintenance agreement finalized by Jonathan. Charlotte Sullivan seconded and all agreed. The board met with Eric Casanave from Stiffler and McGraw on the new garage office and sidewalk replacement. Eric was present at the meeting and presented his proposal to the supervisors on the Township Maintenance Building Expansion. The supervisors were in agreement with the proposal. Gary Scranton made a motion to sign the agreement to have Stiffler McGraw move forward with the projects. Charlotte Sullivan seconded the motion and all agreed. We will start looking into updating our employee manual and codification of our ordinances. Elections are May 16th, and Memorial Day is May 29th.

AT THIS TIME AN EXECUTIVE SESSION WAS CALLED BY GARY SCRANTON AT 11:30AM.

At 12:25pm Charlotte Sullivan made a motion to come out of Executive Session. During the executive session the board discussed a possible litigation matter.

Correspondence. All correspondence had been forwarded to supervisors. The Township received a subdivision request on the Hollenback property. There were no adverse comments from the board. Gas Wells: No NOI'S for Towanda Township received.

Gary Scranton made a motion to adjourn. Next Township Meeting is scheduled for May 15th, 2017 at 10:00am.

Lori Kepner,

Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

June 5th, 2017

The Regular Monthly meeting was held on June 5th, 2017 at 10am at the residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Francis Lindsey were present. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Sr., Esquire. James Loewenstein from the Daily review was present. The Pledge of Allegiance was recited

Minutes of the May Regular meeting and May Special meeting were approved. Motion by Charlotte Sullivan and Seconded by Gary Scranton and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid, seconded by Charlotte Sullivan and all agreed. **Visitors:** There were none present except for James Loewenstein from the Daily Review.

TMA/CBPA REPORT: Charlotte provided all reports for TMA and CBPA. There was no business for the Bradford County Tax Committee. The meeting was canceled.

Fire Report: Nothing new right now.

Road Report by Ray Green: Ray has moved one of the garage sheds. He should be able to move the rest this week. They will also paint and fix anything that needs to be done on the garage sheds. He put up the new flag pole. Cinders are all in and ready to dry over the summer. We can now order the salt needed for the 2016-2017 Costars salt contract. This month some of the equipment needs serviced. He will get that done. They have been mowing on a regular basis now. Ray is authorized to hire summer help for cemetery mowing if needed.

Miscellaneous Business. Jonathan is done working on road paving ordinance. Gary Scranton made a motion to accept the road paving ordinance and authorized Jonathan to advertise it. Charlotte Sullivan seconded and all agreed. Jonathan will be preparing a fireworks ordinance for the board to review. Jonathan provided a Wireless Communication Facilities ordinance for the board to review for the next meeting. Eric Casanave from Stiffler and McGraw had called PA One call for the office and the garage. Lori Kepner received a quote for her treasurers bond for \$700.00 a year from Selective Insurance. This bond would be in the amount of \$900,000.00. Gary Scranton made a motion to accept the quote from Selective Insurance, Charlotte Sullivan seconded and all agreed. The cost of the treasures bond went down by \$1000.00. Linda Bump had called and asked about a town clean-up day. The board at this point will consider it for next year. We received the information from Bradford County Sanitation on the approval of a holding tank for the bathroom at the garage extension. Jonathan reviewed the paperwork and found it to be adequate. Lori will be gathering information on Pension Plans, Codification of our records and the Towanda Township Employee manual for future meetings. Gary Scranton will be our representative for the Central Bradford Trail. July 4th, is on a Tuesday this year so the office will be closed that day.

AT THIS TIME AN EXECUTIVE SESSION WAS CALLED BY CHARLOTTE SULLIVAN AT 11:00AM.

At 11:15am Charlotte Sullivan made a motion to come out of Executive Session. During the executive session the board discussed a possible litigation matter.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received.

Gary Scranton made a motion to adjourn at 11:30am. Next Township Meeting is scheduled for July 10th, 2017 at 10:00am.

Lori Kepner,

Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

July 10, 2017

The Regular Monthly meeting was held on July 10th, 2017 at 10am at the residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Francis Lindsey were present. Others present were Lori Kepner, secretary, and Jonathan P. Foster Sr., Esquire. James Loewenstein and Nancy Sharer from the Daily review were present. The Pledge of Allegiance was recited

Minutes of the June Regular meeting meeting were approved. Motion by Frank Lindsey and Seconded by Gary Scranton and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid, seconded by Frank Lindsey and all agreed.

TMA/CBPA REPORT: Charlotte provided all reports for TMA and CBPA from the previous meetings. There was no business for the Bradford County Tax Committee. The meeting for CBPA will be this Thursday the 13th, 2017. They have started working on the ten year comprehensive plan updates.

Fire Report: Nothing new right now. Gary wasn't able to attend the last meeting. There is nothing new with EMA. Gary did attend the Central Bradford County Trail meeting. He spoke about the future meetings and paperwork he received. He provided a survey for the board to fill out and return and also copies for residents who may want to fill it out and send it in.

Road Report by Ray Green: Ray provided a written report to the board. He is not present due to tar and chipping of the roads. The report was read by the board. Charlotte suggested to Jonathan Foster to talk to Metadyne about taking over the road, which mainly is only used for their businesses located on Fox Chase Drive. Jonathan will speak to Cory at Metadyne. The Board received a letter from the Bradford County Conservation District stating that they ranked the Patton Hill Road project; under the Low Volume Roads project; as #1. The Conservation District will start the paperwork and bidding process as soon as possible; Ray will work with them on this project.

Miscellaneous Business. Jonathan had advertised for the passing of the Road Developers Ordinance. Gary Scranton made a motion to accept the Road Developers Ordinance and Frank Lindsey seconded and all agreed. Jonathan is working on the fireworks ordinance for the board to review. Jonathan provided a Wireless Communication Facilities ordinance for the board to review. The board was in favor of the Wireless Communication Facilities ordinance. Gary Scranton made a motion for Jonathan to advertise for adoption at our next meeting. Charlotte Sullivan seconded and all agreed. Lori has talked to PSATS about our options for a Pension Plan; hopefully they will be able to attend our August meeting. Charlotte spoke with Paul Kreischer also about a Pension Plan program and he plans on attending the meeting in August as well. We are working on the Codification of our records. We have started the process of updating our Employee manual.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received.

Gary Scranton made a motion to adjourn at 11:30am. Next Township Meeting is scheduled for July 10th, 2017 at 10:00am.

Lori Kepner,

Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

August 7th, 2017

The Regular Monthly meeting was held on August 7th, 2017 at 10am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. The Pledge of Allegiance was recited

Minutes of the July Regular meeting were approved. Motion by Gary Scranton and Seconded by Charlotte Sullivan and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid, seconded by Charlotte Sullivan, with the addition of the bill for the Patton Hill Dirt and Gravel Project of \$43920.00, and all agreed.

TMA/CBPA REPORT: Charlotte provided all reports for TMA and CBPA from the previous meetings. The next meeting for the Bradford County Tax Committee will be sometime in September.

Fire Report: Nothing new right now except they are changing the meeting dates to the second Tuesday of the month now. They mainly talked about River fest at the meeting. There is nothing new with EMA; Gary will keep us up to date as he gets information.

Road Report by Ray Green: Charlotte asked Jonathan to talk to Metadyne about taking over Fox Chase Road again, now that it is Tar & Chipped. Jonathan had spoken with Cory at Metadyne at that time he was not really interested. Ray has been mowing as needed, along roads and the township buildings and cemetery. All the Tar and Chip is completed in the Township for this year. Patton Hill Dirt and Gravel Road project is completed all he has to do is seed it. He has been doing ditch work as needed and preparing for winter. During the construction on Route 220, on August 1st, 2017, the one contractor damaged the Cinder Shed side by backing into it. Ray has been in touch with their insurance agent and they will work together to get the siding fixed they have quoted approximately \$3200.00 as the insurance claim to fix the damages. Charlotte Sullivan made a motion to have Ray contract out the repairs once we receive the insurance claim money. Gary Scranton seconded and all agreed.

Miscellaneous Business. Jonathan has prepared the final draft of the fireworks ordinance for the board to review. Gary Scranton made a motion to have Jonathan advertise it for passage at our next meeting. Charlotte Sullivan seconded and all agreed. Jonathan is still working on language for the Wireless Communication Facilities ordinance. We are still working on the following projects, the Pension Plan, the Employee Manual, and Codification of the Township ordinances. Lori will forward a sample ordinance to Jonathan for the Pension Plan to review, which was given as an example from PSATS.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received.

Gary Scranton made a motion to adjourn at 11:30am. Next Township Meeting is scheduled for September 11th, 2017 at 10:00am at the Township Building.

Lori Kepner,

Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

September 11th, 2017

The Regular Monthly meeting was held on September 11th, 2017 at 10am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. Visitors present were James Lowenstein from the Daily Review. Anne Gerner from Zito Media. The Pledge of Allegiance was recited. Anne Gerner from Zito Media discussed the Franchise Agreement and explained to the board information about the new fiber optic lines they will be installing within the local areas. The board asked questions and with the advice of the solicitor signed the Zito Media franchise agreement allowing them to put in lines within Towanda Township. Gary Scranton made the motion and Charlotte Sullivan seconded.

Minutes of the August Regular meeting were approved. Motion by Charlotte Sullivan and Seconded by Gary Scranton and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid, seconded by Charlotte Sullivan, and all agreed.

TMA/CBPA REPORT: Charlotte provided all reports for TMA and CBPA from the previous meetings which include meeting minutes and agendas. Gary Scranton made a motion to appoint Charlotte Sullivan to the TMA board for her next term. Charlotte Sullivan accepted the appointment and seconded the motion. All agreed.

Fire Report: Nothing new right now. Trick or Treat will be October 31, 2017 from 6-8pm.

Road Report by Ray Green: Ray gave the road report. He is finishing up the summer work. He will be getting equipment ready for the winter season. The Patton Hill Road/Bank project is completed. Joe Saxe is still working on the sinkhole issue within the PennDot right of way along Liberty Corners Road near the intersection of Railroad Street. Williams Line painting gave a quote of \$900.00 to do the line painting on Fox Chase Drive. The quote was accepted and line painting project is to be completed. The mowing for the season is almost over. Ray still needs to cut the trees/brush back along a few roads before the end of the season.

Miscellaneous Business. Jonathan has prepared the final draft of the fireworks ordinance which was supposed to be passed at this meeting, but it needed a location change for our meeting which was wrong in the advertisement so we have to move the passing of this ordinance until the October meeting. Jonathan will pay to advertise the ordinance again. Jonathan is still working on the language for the Wireless Communication Facilities ordinance. We are still working on the following projects, the Pension Plan, the Employee Manual, and Codification of the Township ordinances. Lori forwarded the sample ordinance from PSATS to Jonathan for the Pension Plan. There is a Webinar coming up that the board could watch to learn more information on the Pension Plan. Lori will look into this. The BCTOA annual meeting will be on September 28th, 2017. The commissioners meeting on the Creek repairs and permitting issues will be on September 28th, 2017 at the Athens High school at 6pm. Charlotte suggested that Lori attend the Secretaries Training course on September 14th, 2017 in Wyalusing PA. She thought any information gathered will always be helpful for the Township. Gary Scranton made the comment that he agreed with that. Lori will then attend that meeting.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: The Township received an NOI on the King Well.

At this time (11am) an Executive session was called by Charlotte Sullivan. Charlotte Sullivan called the board out of executive session at 11:15am. During the executive session the board discussed possible litigation matters.

Gary Scranton made a motion to adjourn at 11:45am. Next Township Meeting is scheduled for October 2nd, 2017 at 10:00am at the Township Building.

Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Special Monthly Meeting

May 15th, 2017

The Regular Monthly meeting was held on May 15th, 2017 at 10am at the Towanda Township Office. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton. Francis Lindsey was not present. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master. The Pledge of Allegiance was recited. There were no visitors present.

Investments: The supervisors reviewed all the investments rates from Plgit, PS bank, First Citizens, M&T bank, Citizens and Northern, and Chemung Canal Trust. After much thought, Gary Scranton made a motion to accept the CD rate from PLGIT for a three year term at a net of 1.65% for the investment of \$110,000.00. Charlotte Sullivan seconded and all agreed.

Miscellaneous Business:

The treasurer's bond will be up for renewal in July. As discussed in previous meetings the board would like to shop for a better rate on the treasurer's bond. Lori Kepner will start this process and hopefully have some rates back by the next meeting.

We received the paperwork from Bradford County Sanitation on a holding tank for the new Garage office when built. The board would like Jonathan Foster to review for the next meeting before making a final decision.

Charlotte, would like us to start work on updating the employee Manuel, also get information gathered on our last codification and what costs maybe to update, and also gather information on pension plans.

Charlotte wanted to investigate whether we have a fireworks ordinance and if we do not possibility have Jonathan Foster write one up for us for the Townships protection.

Ray gave the road report updates. All cinders are in. We need to order two loads of salt. We have purchased approximately 2 years' worth of parts for the mowers etc. from Dicks Wheel Horse due to the business closing. The sidewalk has been sweep. They have done a band aid job for now on Bennett road. Due to the drainage problem from South Main Street through the Jackie Vanderpool property on Railroad Street; they have contracted M.R. Dirt to work on fixing the problem. We will have them the problem while they are there. We need to talk to Eric from Stiffler McGraw on doing the handicap parking space before we replace the sidewalk in front of the office on Chapel Street.

Correspondence. All correspondence had been forwarded to supervisors.

Gary Scranton made a motion to adjourn. Next Township Meeting is scheduled for June 5th, 2017 at 10:00am.

Lori Kepner,

Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

October 2nd, 2017

The Regular Monthly meeting was held on October 2nd, 2017 at 10am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. Visitors present were James Lowenstein from the Daily Review.

Minutes of the September Regular meeting were approved. Motion by Gary Scranton and Seconded by Charlotte Sullivan and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid, seconded by Charlotte Sullivan, and all agreed.

TMA/CBPA REPORT: Charlotte provided all reports for TMA and CBPA from the previous meetings which include meeting minutes and agendas. The TCC budget meeting will be on November 15, 2017.

Fire Report: Nothing new right now. Trick or Treat will be October 31, 2017 from 6-8pm, the township will advertise in the local paper. There is nothing new on the Central Bradford Trail. Gary received the NIMS paperwork from the county. The report is due October 2nd, 2017. He will finish and has a meeting with EMA this afternoon.

Road Report by Ray Green: Ray gave the road report. The tractor broke down and Ray has been trying to get it running. It seems to be an electrical issue. He has finished mowing. He will be getting equipment ready for the winter season. The Penn dot Route 220 project is moving along and should be done by the end of November. There was a stop sign down on Johnston Road. Ray replaced it. The lines are done on Fox Chase Drive.

Miscellaneous Business. Jonathan has prepared the final draft of the fireworks ordinance which was advertised to be passed at this meeting. The board reviewed the ordinance one last time. Gary Scranton made the motion to approve the Fire Works Ordinance with the addition of the permit fee to be set at \$100.00 but that Farmers/Agricultural uses are exempt, but only when used for agricultural purposes. Farmers will still have to fill out all the proper paperwork and get it approved. Charlotte Sullivan seconded the motion and all agreed. Jonathan is still working on the language for the Wireless Communication Facilities ordinance. He has found some issues within the legislature on this issue. He suggested we table this ordinance until a further date when it is in the best interest of the Township. We are still working on the following projects, the Pension Plan there will be a webinar that the board can attend for a further explanation of the Pension Plan the date is October 5th, 2017 from 2-3pm. Lori will get the information to the board; the Employee Manual, and Codification of the Township ordinances. The BCTOA annual meeting was on September 28th, 2017. The commissioners meeting on the Creek repairs and permitting issues was held on September 28th, 2017 at the Athens High school at 6pm. Lori attended the Secretaries Training course on September 14th, 2017 in Wyalusing PA. The board will start working on items and interests for the Budget to be reviewed at the November meeting.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: There were no NOI for the Township.

At this time (10:55am) an Executive session was called by Charlotte Sullivan. Charlotte Sullivan called the board out of executive session at 11:25am. During the executive session the board discussed possible litigation matters.

Gary Scranton made a motion to adjourn at 11:40am. Next Township Meeting is scheduled for November 6th 2017 at 10:00am at the Township Building.

Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

November 6th, 2017

The Regular Monthly meeting was held on November 6th, 2017 at 10am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. Visitors present were James Lowenstein from the Daily Review.

Minutes of the October Regular meeting were approved. Motion by Charlotte Sullivan and Seconded by Gary Scranton and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid, seconded by Charlotte Sullivan, and all agreed.

TMA/CBPA REPORT: Charlotte provided all reports for TMA and CBPA from the previous meetings which include meeting minutes and agendas. There was nothing new to report on either.

Fire Report: Nothing new right now. Trick or Treat went well. We should be receiving a copy of their budget in the near future. Gary stated that the Central Bradford Trail committee had one public meeting, and Hunt Engineering was awarded the contract for the Central Bradford Trail study. Nothing new with EMA.

Road Report by Ray Green: Ray gave the road report. Ray should be finished mowing grass. Ray has gotten the tractor fixed now. He will be getting equipment ready for the winter season. He has been cleaning sluices so they are free of leaves. He had two trees down, which were then taken care of and removed from the roadway.

Miscellaneous Business. Jonathan provided the written report to the board. Jonathan has stopped working on the language for the Wireless Communication Facilities ordinance for now until he sees how legislation moves forward. We will discuss the following projects, in February 2018, the Pension Plan, the Employee Manual, and Codification. The board reviewed the proposed Budget; Gary Scranton made a motion to advertise the proposed budget to be passed at the December meeting, Charlotte Sullivan seconded and all agreed. Lori gave her report on the classes she attended at the Fall Forum in October. The board discussed the upcoming holiday schedule. The board would like Lori to start working on getting liability/workers compensation insurance quotes this year before the renewal in February.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: There were no NOI for the Township. There was a subdivision for Hance/Rosencrance, the board reviewed the subdivision paperwork and had no adverse comments.

At this time (11:30am) an Executive session was called by Charlotte Sullivan. Charlotte Sullivan called the board out of executive session at 11:45am. During the executive session the board discussed possible litigation matters.

Gary Scranton made a motion to adjourn at 11:55am. Next Township Meeting is scheduled for December 4th, 2017 at 10:00am at the Township Building.

Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

December 4th, 2017

The Regular Monthly meeting was held on December 4th, 2017 at 10am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. Visitors present were James Lowenstein from the Daily Review.

Minutes of the November Regular meeting were approved. Motioned by Gary Scranton and Seconded by Charlotte Sullivan and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's report and bills to be paid, seconded by Charlotte Sullivan, and all agreed.

TMA/CBPA REPORT: Charlotte provided all reports for TMA and CBPA from the previous meetings which include meeting minutes and agendas. The Township received the nomination of Avery Boardman to be reappointed to CBPA as a representative for Towanda Township. Charlotte made a motion to appoint Avery Boardman to represent Towanda Township again with CBPA. Gary Scranton seconded and all agreed. The board has to approve who will be on as the Bradford County TCC delegates. Lori Kepner had prepared the 2017-12 Resolution appointing the TCC delegates. Charlotte Sullivan made a motion to pass the resolution 2017-12; Gary Scranton seconded and all agreed.

Fire Report: Nothing new right now and nothing new with EMA or the Central Bradford Trail.

Road Report by Ray Green: Ray gave the road report. He had met with Terry Sheets from Bradco Supply to discuss options on a new roller and tractor, so the township had something to start with to review. The F550 needed some repairs. The top Kick plow cylinder had to be repaired. The damage done to the cinder shed has been repaired. Ray has been busy keeping ditches and pipes clear of leaves. Ray is preparing for the winter months to come.

Miscellaneous Business. Jonathan provided the written report to the board.

The board reviewed the proposed Budget which was advertised; Charlotte Sullivan made a motion to pass the budget with no tax increases, Gary Scranton seconded and all agreed. The pension plan, codification and employee manual are tabled to the February 2018 meeting. The 2018 meeting dates were discussed. Our meetings are typically the first Monday of each month unless it falls on a holiday. The board approved the meeting dates and they will be advertised before the New Year. The board had no adverse comment to the resolution opposing casinos located within Towanda Twp. Charlotte Sullivan commented we do not have zoning, and that the board wasn't against it if it happened. The township has had several complaints about the new intersection at Route 220 and South Main Street. There had been a serious accident there this past weekend.

Correspondence. All correspondence had been forwarded to supervisors. Gas Wells: There were no NOI for the Township.

At this time (10:55am) an Executive session was called by Charlotte Sullivan. Charlotte Sullivan called the board out of executive session at 11:15am. During the executive session the board discussed possible litigation matters.

Gary Scranton made a motion to adjourn at 11:30am. Next Township Meeting is scheduled for January 2nd, 2018 at 10:00am at the Township Building.

Lori Kepner, Secretary