

The Supervisors of Towanda Township met at the township building for the reorganization meeting of January 3, 2011. At 6:00PM the meeting was called to order and a motion was made to appoint Francis Lindsey temporary chairman and Lori Kepner temporary secretary by Charlotte Sullivan, seconded by Gary Scranton. Present at the meeting were Frank Lindsey, Charlotte Sullivan, Gary Scranton and Lori Kepner.

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

Charlotte Sullivan made a motion to appoint secretary/treasurer, Lori Kepner with a compensation set at \$13.31 per hour which reflects a 1.5% increase due to the cost of Lori's treasurer's bond. Gary Scranton seconded the motion and all agreed.

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

Charlotte Sullivan made a motion to appoint Lori Kepner, Zoning Officer, until a replacement is found. Gary Scranton seconded the motion and all agreed.

Charlotte Sullivan made a motion to appoint Bill Manuel as our Emergency Management Coordinator tentative on his acceptance. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to increase all general laborers and other road crew pay by 3 % with the exception of new hire's which will start out at \$10.61 and new hire CDL rate will be at \$15.39 per hour. Gary Scranton 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: Full-time Road master Frank Lindsey: \$19.11 per hour, which reflects a 3% increase, with paid overtime(or comp time), holidays, and 4 weeks paid vacation based on a 40 our work week per our employee manual. Other working supervisors at \$13.11, which reflects a 3% increase, with no benefits. Gary Scranton seconded the motion and all agreed.

Charlotte Sullivan made a motion to establish the treasurers bond at \$500,000.00, Gary Scranton seconded the motion and all agreed.

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

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

Frank Lindsey made a motion that anyone of the board of supervisors that could attend the monthly COG meetings would 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.

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

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

Frank Lindsey made a motion to appoint the Assistant Secretary as Charlotte Sullivan. Gary Scranton seconded and all agreed with wages recommended to auditors at \$13.11 per hour which reflects a 3% increase.

Frank Lindsey made a motion to retain PLIGIT and Citizens and Northern bank as the Township Depositories, Gary Scranton seconded and all agreed.

Frank Lindsey made a motion to retain Jonathan Foster as our township solicitor with no increase in rate from 2010 at \$95.00 per hour, 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 2010 Township Meeting. Gary Scranton seconded and all agreed.

Frank Lindsey made a motion to appoint Gary Scranton as representative for the Fire Board, Charlotte Sullivan seconded the motion and all agreed.

Frank Lindsey made a motion to certify the voting delegate at the PSATS convention as the person who may attend the convention such as a supervisors, road master, or township secretary. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to set rental rates for the equipment:
Backhoe: \$85.00, Lg, truck \$70.00, Sm trk \$65.00, Tar Buggy \$25.00, Stonerake \$20.00, Roller \$55.00, tractor/mower \$160.00, and contracted Sidewalk snow removal located along South Main Street at \$100.00 per job. Charlotte Sullivan seconded the motion and all agreed.

Frank Lindsey made a motion to appoint the following members to the Zoning Hearing Board. Charles Strickland, and Paul Kreischer. Fred Smith will be held as the Zoning Solicitor. Charlotte Sullivan seconded the motion and all agreed. The Township needs to appoint one additional member to the Zoning Hearing Board.

Frank Lindsey 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 authorize everyday utilities bills, etc to be paid to make sure the township does not get charged late fees, Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to Set taxes are following, seconded by Gary Scranton 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 2010 at .51 cents per mile.

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.

Charlotte Sullivan made a motion to authorize the Road master to make purchase up to \$500.00 without prior approval of the board but will contact the secretary with the purchase information and invoice. Gary Scranton seconded the motion and all agreed.

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

Gary Scranton made a motion to adjourn at 7:00PM, seconded by Charlotte Sullivan and all agreed.

There were no citizens present at the Township meeting.

Signed: _____
Lori Kepner, Secretary

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of January 3rd, 2011. The meeting was called to order by Chairman Francis Lindsey at 7:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Charlotte Sullivan made a motion to accept the minutes of the previous meeting, seconded by Gary Scranton and all agreed. The treasurer's report was given. Charlotte Sullivan made a motion to accept the treasurer's report as given. Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. Gary Scranton made a motion to pass Resolution 1995-5 Bradford County Sanitation: Which addresses the enforcement of Act 537 Sewage Facilities Act. Charlotte Sullivan and Gary Scranton were appointed to the board to represent Towanda Township. Frank Lindsey seconded the motion and all agreed.
2. TMA/CHARLOTTE: Charlotte explained there are no sewer rates increases. Charlotte turned in the minutes from the November 15th, 2010 meeting.
3. CBPA/CHARLOTTE: Nothing new. Charlotte turned in minutes from the October meeting and provided a copy of their budget.
4. FIRE REPORT: Gary Scranton stated the meeting was canceled.
5. ROADS/FRANK: Snow plowed and cindered as needed. The new guard rails are up on Patton Hill Rd. We keep the old ones in case we need them in the future.
6. Miscellaneous.
 - a. Gary Scranton made a motion that any comp-time accumulated must be used within the same calendar year. Charlotte Sullivan seconded the motion and all agreed.
 - b. Charlotte Sullivan made a motion to change the probationary period in the employee manual from 6 months to 30 days. Frank Lindsey seconded and all agreed.
 - c. Frank Lindsey made a motion to increase the cost of the driveway permits to \$300.00 for commercial and to leave residential driveway permits at \$50.00. Charlotte Sullivan seconded the motion and all agreed.
 - d. Charlotte Sullivan made a motion to donate \$1200.00 to the Bradford County Library. Gary Scranton seconded and all agreed.
 - e. Gary, Charlotte, Frank and Lori turned in their letters of request for dental and insurance coverage.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from December 7th, 2010- January 3rd, 2011. Gary Scranton made a motion to pay the bills, seconded by Charlotte Sullivan and all agreed. The next meeting will be on February 7th, 2011 at 6:00PM.

Gary Scranton made a motion to adjourn, Charlotte Sullivan seconded the motion and the vote was unanimous. The meeting adjourned at 8:30PM

February 7th, 2011 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of February 7th, 2011. The meeting was called to order by Chairman Francis Lindsey at 7:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Charlotte Sullivan made a motion to accept the minutes of the previous meetings, seconded by Gary Scranton and all agreed. The treasurer's report was given. Charlotte Sullivan made a motion to accept the treasurer's report as given. Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

Josh Brown from Chesapeake was present along with Attorney Jonathan Foster.

NEW BUSINESS:

1. The supervisors reviewed the EIT Collection agreement and had no adverse comments.
2. TMA/CHARLOTTE: There was no meeting, it had been canceled.
3. CBPA/CHARLOTTE: Brian Driscoll resigned from CBPA. He has been replaced by Lauren Houghling. We received the Minutes from the December 2010 meeting along with their Statement of Revenue and Expenses.
4. FIRE REPORT: We received the Fire board minutes from Melissa. Bill Manvel is the new Bradford County EMA director. The fire department asked Gary Scranton about the access road to the new compressor station behind the township garage office. They wanted to know if it would be gated and who would have a key. We are not sure who will be responsible for Fire Protection if they have it locked. Gary will look into it. The next Fire board meeting will be on February 8th, 2011.
5. ROADS/FRANK: Snow plowed and cindered as needed. Jazz Sheets from N. Towanda Township came over with their grader and pushed back snow over the berm on Patton Hill. Frank just wanted to note that Dee Reeves had contacted him and said he cindered the Elks club, Frank explained he didn't he turned around in the parking lot of the Elks and maybe some had spilled out but he did not cinder it!
6. Miscellaneous.
 - a. The township reviewed a subdivision map of the Garage office location which would break the parcel into two parcels. One parcel will be a little over an acre and the other a little over three acres. Jonathan Foster can move forward with the advertising.
 - b. The township office is working on a local area wage survey of our own.
 - c. Charlotte Sullivan made a motion to approve the trailer permit application received from Ray White with the condition that it is used for office use only and not for any residential use. Gary Scranton seconded the motion and all agreed.
 - d. Charlotte Sullivan made a motion to pass Resolution 2011-01 with some wording changes on the Fee Schedule Resolution and add a line for singlewide mobile homes/office trailers with a fee rate of \$50.00. Gary Scranton seconded the motion and all agreed.

e. Charlotte asked Frank Lindsey to buy a mailbox and install it for the Township since our mailbox renewal is up as of March 1st, 2011 at the Post office. Our new 911 address is 44 Chapel Street, Towanda, PA 18848. We will start receiving mail at the new address on March 1st.

f. Charlotte Sullivan would like Jonathan Foster to get some language on personal days, and bereavement to be added to our employee manual. Bereavement maybe set at 3 days. Personal days maybe set at 3 days after a year of service.

g. It has been brought to the supervisors' attention about 8 storage sheds located on EJ Stewarts land. EJ explained to Frank Lindsey that they were for personal use only. Charlotte Sullivan spoke with the Bradford County Assessment Office about the sheds and they will be investigating the situation on a possible addition to property taxes.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from January 3rd, 2011-February 7th, 2011. Gary Scranton made a motion to pay the bills, seconded by Charlotte Sullivan and all agreed. The next meeting will be on March 7th, 2011 at 6:00PM. Gary Scranton made a motion to adjourn, Charlotte Sullivan seconded the motion and the vote was unanimous. The meeting adjourned at 8:30PM

Lori Kepner, Secretary

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of March 7th, 2011. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Gary Scranton made a motion to accept the minutes of the previous meetings, seconded by Charlotte Sullivan and all agreed. The treasurer's report was given. Gary Scranton made a motion to accept the treasurer's report as given. Charlotte Sullivan seconded the motion and all agreed.

CITIZENS TO BE HEARD

No citizens were at the meeting

NEW BUSINESS:

1. TMA/CHARLOTTE: Steve Place would like to be on water. Fred Johnson is looking into it. Received Dec 2010 minutes.

2. CBPA/CHARLOTTE: Nothing new. We received the minutes from the February meeting.

3. FIRE REPORT: We received the Fire board minutes from Melissa. The fire department will have a key to the Liberty compressor station gate. The next Fire board meeting will be on March 8th, 2011. Gary will start working on the EMA plan.

4. ROADS/FRANK: Blake Hart is interested in putting in two 40x80 garages across from Serve Inc. Our big truck broke down the part should be in this week. F250 pickup was acting up again; Frank will take it to Croft Ford in Athens. Frank wanted to purchase a pressure washer for the garage for approximately \$4300.00. Gary Scranton made a motion to purchase a pressure washer, Charlotte Sullivan seconded and all agreed. Frank will need to get three phone quotes.

5. Miscellaneous.

a. Charlotte Sullivan made a motion to accept Gannon Insurance as our insurance provider for the 2011-2012 period for the Township. Gary Scranton seconded and all agreed.

b. We will table the wage survey until the next meeting. Jonathan is getting information gathered for the township.

c. Frank Lindsey made a motion to pass Resolution 2011-01 Fee Schedule. Gary Scranton seconded and all agreed.

d. Lori completed the salt contract for 2011-2012. We will get a price per ton sometime in August 2011.

e. We will table the bereavement/personal days until the next meeting.

f. The supervisors reviewed the Calaman subdivision request and found no adverse comments.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from February 8th, 2011 to March 7th, 2011. Gary Scranton made a motion to pay the bills, seconded by Frank Lindsey and all agreed with Jonathan Foster's bill of \$2124.75. The next meeting will be on April 5th, 2011 at 6:00PM. Charlotte Sullivan made a motion to adjourn, Frank Lindsey seconded the motion and the vote was unanimous. The meeting adjourned at 8:00PM

Lori Kepner, Secretary

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of April 4th, 2011. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Charlotte Sullivan made a motion to accept the minutes of the previous meetings, seconded by Gary Scranton and all agreed. The treasurer's report was given. Charlotte Sullivan made a motion to accept the treasurer's report as given. Gary Scranton seconded the motion and all agreed. Charlotte Sullivan made a motion to invest \$200,000.00 of the Township General Fund money into a CD or equivalent. Gary Scranton seconded and all agreed. Gary Scranton will check with State Farm where he has an investment to see what the Township options could be there.

CITIZENS TO BE HEARD

Josh Brown with Chesapeake and Jonathan Foster Jr, township solicitor were present.

OPEN BIDS FOR SALE OF TOWNSHIP PROPERTY: Gary Scranton made a motion to accept a bid received by Appalachia Midstream Services, LLC in the amount of \$36,000.00 for 3.3 acres of parcel 50-086-08-000-00. It is the winning bidders responsibility to pay for all cost related to the purchase of this property, including the subdivision costs, survey costs, and transfer taxes. The township will retain the mineral and oil rights to the 3.3 acres. There was only one bid received. Frank Lindsey seconded and all agreed.

NEW BUSINESS:

1. TMA/CHARLOTTE: There will be a new water source.
2. CBPA/CHARLOTTE: Canceled meeting
3. FIRE REPORT/GARY: We received the Fire board minutes from Melissa. Bruce Johnson resigned. The Equipment is reported to be in good working conditions. The Fire Department explained they shouldn't need any new equipment for the next two years.
4. ROADS/FRANK: Frank will be attending a mandated flagger's class. There is a breakfast meeting scheduled with Vestal Asphalt that Frank will be attending. Frank has been over several roads which are in need of repair. Monahan Road sign was down.
5. Miscellaneous.
 - a. We will table the wage survey until the next meeting. Jonathan is getting information gathered for the township.
 - B. Gary Scranton made a motion to add three days of bereavement to our employee manual along with three personal days. Charlotte Sullivan seconded the motion and all agreed.
 - c. We will table the promulgation an EMA plan resolution until Gary Scranton has them completed.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from March 8th, 2011 to April 4th, 2011. Gary Scranton made a motion to pay the bills, seconded by Charlotte Sullivan and all agreed with the addition of Wilma's reimbursement for supplies of \$70.79, Dave Sullivan bill of \$400.00 for snow removal, and a Kmart bill of \$44.99 for supplies. List of bills attached. The next meeting will be on May 2nd, 2011 at 6:00PM. Charlotte Sullivan made a motion to adjourn, Gary Scranton seconded the motion and the vote was unanimous. The meeting adjourned at 8:00PM

May 2nd, 2011 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of May 2nd, 2011. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Gary Scranton made a motion to accept the minutes of the previous meeting, seconded by Charlotte Sullivan and all agreed. The treasurer's report was given. Charlotte Sullivan made a motion to accept the treasurer's report as given. Gary Scranton seconded the motion and all agreed. Charlotte Sullivan made a motion to invest \$200,000.00 of the Township General Fund money into a CD or equivalent with the best secure rates. Gary Scranton seconded and all agreed.

CITIZENS TO BE HEARD

Josh Brown with Chesapeake and Jonathan Foster Jr, township solicitor were present. Josh Brown presented Towanda Township with a check for \$5000.00 for damages which occurred at the Garage Office due to the construction of the Liberty Compressor Station. Gary Scranton made a motion to accept the payment, seconded by Charlotte Sullivan and all agreed. Josh Brown presented the paperwork to move forward with the subdivision of the Garage Parcel. The supervisors need to sign the application for the subdivision so it can move forward. Gary Scranton made a motion to sign the paperwork, seconded by Charlotte Sullivan and all agreed. Jonathan Foster received copies of all paperwork provided to the Township.

NEW BUSINESS:

1. TMA/CHARLOTTE: Charlotte explained there was nothing much to report.
2. CBPA/CHARLOTTE: During the month of April was the CBPA Annual Dinner Meeting.
3. FIRE REPORT/GARY: We received the Fire board minutes from Melissa. The next meeting will be on May 10th, 2011.
4. ROADS/FRANK: Henkels and McCoy presented the Township with a road maintenance agreement. They will be putting in the gas pipelines. The agreement was reviewed by the supervisors and by the Township solicitor and the solicitor suggested we add additional language to the agreement. The language is as follows: The Operator and Township retain the right to terminate their future obligations under this agreement 30 days after submitting a written notice of intent to terminate. As soon as possible after receipt of such notice the Township and the Operator shall inspect the Township roads and appurtenances. Following final inspection all identified restoration shall be conducted. Thereafter, this agreement shall be terminated and no further force or effort. Gary Scranton made a motion to accept the agreement with Henkels and McCoy with this added language, Charlotte Sullivan seconded and all agreed. Frank and Lori took pictures of the damages on Patton Hill Rd from all the water from the storms. Lori developed the film for township purposes. Frank has been working on other roads to keep up to date with repairs. The weather has played a big issue with Frank getting patching done, but he is moving forward. They will be getting Cole Cemetery ready for Memorial Day.
5. Miscellaneous.
 - a. We will table the promulgation and EMA plan resolution until Gary Scranton has them completed.
 - b. Charlotte Sullivan made a motion to sign the Declaration of Disaster Emergency form, so the County and Township maybe eligible for any grant money that could be available from the damages from the storms and flooding which had occurred. Frank Lindsey seconded the motion and all agreed.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from April 5th, 2011 to May 2nd, 2011. Charlotte Sullivan made a motion to pay the bills, seconded by Gary Scranton and all agreed. List of bills attached. Gary Scranton cannot make our Regular Scheduled meeting set for June 11th, 2011. Charlotte Sullivan suggested June 1st, 2011 at 11:00am. All the supervisors can make this meeting date and time. The township secretary will advertise the change. Charlotte Sullivan made a motion to adjourn, Gary Scranton seconded the motion and the vote was unanimous. The meeting adjourned at 7:00PM

Lori Kepner, Secretary

June 1st, 2011 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of June 1st, 2011. The meeting was called to order by Chairman Francis Lindsey at 11:00AM. The Pledge of Allegiance was recited. Frank Lindsey, Charlotte Sullivan, Gary Scranton, Lori Kepner and Atty. Jonathan Foster were present. Charlotte Sullivan made a motion to accept the minutes of the previous meeting, seconded by Gary Scranton and all agreed. The treasurer's report was given. Gary Scranton made a motion to accept the treasurer's report as given. Charlotte Sullivan seconded the motion and all agreed. The Township will invest \$100,000.00 in a CD with State Farm at a rate of 1.06%. The money will come out of our General Fund.

CITIZENS TO BE HEARD

Josh Brown, Chesapeake representative

NEW BUSINESS:

1. TMA/CHARLOTTE: Charlotte explained there was nothing much to report.
2. CBPA/CHARLOTTE: Nothing New
3. FIRE REPORT/GARY: We hadn't received any Fire Board Minutes for the May meeting. Gary Scranton reported that there was not much going on right now.
4. ROADS/FRANK: Frank requested that Jonathan Foster send a letter to Chief Oil Co., in reference to the damages done to Patton Hill Road from the recent storms. Chief Oil Co, hasn't returned Franks phone calls since they are responsible for fixing the road per our agreement with them. Frank gave Jonathan the contact name and Lori gave Jonathan the address for Chief Oil and a copy of our signed agreement with them. Frank had recently taken the Flagger Training Class and passed. He also passed the test to train individuals that need the certification. Jeanne Streby who lives along South Main Street has talked to Frank about a sink hole which has developed in her yard from the PennDOT pipe located under South Main Street next to her property. She explained that she contacted PennDOT again and Tina Pickett's office to try to get it resolved. The sink hole is not a Township issue but the dirt, gravel and debris which has run down to the Township road from the sink hole is. Frank will keep in touch with her and try to get a hold of someone at PennDOT. Frank asked Jonathan Foster to take a ride with him after the Township meeting to look over the damages to Patton Hill Rd and also the sink hole.
5. Miscellaneous.
 - a. We will table the promulgation and EMA plan resolution until Gary Scranton has them completed. Gary explained that they need to be completed by our September 12th, 2011 meeting.
 - b. Frank would like to purchase a used refrigerator for the Garage office. He found one for \$300.00. Gary Scranton made a motion to purchase the refrigerator seconded by Frank Lindsey and all agreed.
 - c. Jonathan Foster had to make some updates to the Sales agreement between the Township and Chesapeake Energy. It will be completed soon. Charlotte Sullivan made a motion to authorize Frank Lindsey Chairman, to sign the deed and any other paperwork related to the sells agreement. Gary Scranton seconded and all agreed.
 - d. Charlotte requested a summary of issues occurring in the Township from Lori Kepner every couple of weeks to keep her updated.
 - e. Heather Blokzyl, Manager, Bradford County Airport had called asking when the township was going to repair the pot holes along Airport Road. Frank explained that Glen Hawbaker should be responsible for the repairs since the Airport received the fill from Chesapeake at the

Liberty Compressor Station location and Hawbaker's trucks are the ones that delivered the fill to the Airport. Frank will try to get a hold of Chesapeake and talk to someone.

6. Subdivisions: The Township received a subdivision request for the Henson property. The Township had no adverse comments.

7. COLE CEMETERY: Gary Scranton made a motion to purchase a new lawn mower for Cole Cemetery with Cole Cemetery funds. Charlotte Sullivan seconded and all agreed.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from May 3rd, 2011- June 1st, 2011. Charlotte Sullivan made a motion to pay the bills, seconded by Gary Scranton and all agreed. List of bills attached. Charlotte Sullivan made a motion to adjourn, Gary Scranton seconded the motion and the vote was unanimous. The meeting adjourned at 1:00PM. Our next Township meeting is set for July 11th, 2011 at 6PM.

Lori Kepner, Secretary

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of July 11th, 2011. The meeting was called to order by Chairman Francis Lindsey at 6P.M. The Pledge of Allegiance was recited. Frank Lindsey, Charlotte Sullivan, Gary Scranton, Lori Kepner and Atty. Jonathan Foster were present. Charlotte Sullivan made a motion to accept the minutes of the previous meeting, seconded by Frank Lindsey and all agreed. The treasurer's report was given. Charlotte Sullivan made a motion to accept the treasurer's report as given. Frank Lindsey seconded the motion and all agreed.

CITIZENS TO BE HEARD

Tony Ventello was present from the Central Bradford Progress Authority. Tony's visit was to explain any questions the supervisors might have in response to the Resolution being acted upon at this meeting.

NEW BUSINESS:

1. TMA/CHARLOTTE: Charlotte turned in the May Minutes and she will turn in the last minutes at our next meeting.
2. CBPA/CHARLOTTE: Charlotte turned in the minutes from the May meeting.
Gary Scranton made a motion to pass the Resolution authorizing approval of the issuance of revenue bonds by the Central Bradford Progress Authority and declaring that it is desirable for the health, safety, and welfare of the people in this municipality and other areas for the Central Bradford Progress Authority to finance certain facilities serving the people of the municipality and such other areas. Charlotte Sullivan seconded the motion and all agreed.
Gary Scranton made a motion to sign the two certificates of approvals which are included with the resolution for the issuance of revenue bonds. Charlotte Sullivan seconded the motion and all agreed.
3. FIRE REPORT/GARY: Nothing new
4. ROADS/FRANK: Frank explained that the work on Patton Hill Road looks great they really did a nice job. The contractor that completed the work was RC Young. The road crew has been working on patching roads, and mowing the Cemetery. We got our new mower in from Dicks Wheel Horse for the Cemetery. We had reports about the pot holes on Airport Road. These pot holes were a result of the truck traffic going in and out of the Airport while delivering material to the Airport from the Liberty Compressor Station. The pot holes are not that severe, but Frank will call Chesapeake and see if they will help us with this matter. There will be a traffic data collection during the week of July 17th in Towanda Borough, Wysox Township and Towanda Township. We received a letter from John Russell on the damages which occurred at the Township Garage building. Frank explained that John is taking care of the damages which they are responsible for. There will be culvert replacements in Asylum, Monroe, and Towanda Townships. The Township received a letter in regards to Mr. Jeff Fowler's complaint about a property located next to him. He would like the township to enforce their junk car ordinance. He also explained that he previously had contacted the Township Supervisors with no response. Neither the supervisors nor the township secretary have ever received a phone call or a letter in reference to this matter. Our Solicitor will look at our ordinances and get back to the supervisors.
5. PIPE LINES: A permit has been issued to request temporary water lines on the Kent-Lecrone wells. There has been a NOI from Chief Inc. to construct a 2.15 mile McCabe 2H well connect

natural gas pipeline. This pipeline will transfer natural gas from proposed wells to existing natural gas transmission facilities.

6. Miscellaneous: The board decided not to sign the Comcast Cable Television Renewal. They do not want to impose any additional fees upon their residents. They had not signed the last agreement either for the same reason. The supervisors suggested a possible doorbell for the Township Office Door for security reasons.

7. COLE CEMETERY: Frank Lindsey made a motion to change the cost for a single Plot (4'X10') to \$600.00. \$350 for the plot and \$250.00 for perpetual care, and change the cost for a double Plot (8'X10') to \$1200.00. \$700.00 for the plot and \$500 for perpetual care. Gary Scranton seconded the motion and all agreed. Gary Scranton made a motion to purchase a lawn sweeper for the Cemetery. Charlotte Sullivan seconded the motion and all agreed.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from June 2nd, 2011 – July 11th, 2011. Frank Lindsey made a motion to pay the bills, seconded by Charlotte Sullivan and all agreed. List of bills attached. Charlotte Sullivan made a motion to adjourn, Frank Lindsey seconded the motion and the vote was unanimous. The meeting adjourned at 8:30PM. Our next Township meeting is set for August 1st, 2011 at 6PM.

Lori Kepner, Secretary

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of August 1st, 2011. The meeting was called to order by Chairman Francis Lindsey at 6P.M. The Pledge of Allegiance was recited. Frank Lindsey, Charlotte Sullivan, Gary Scranton, Lori Kepner and Atty. Jonathan Foster were present. Gary Scranton made a motion to accept the minutes of the previous meeting, seconded by Frank Lindsey and all agreed. The treasurer's report was given. Charlotte Sullivan made a motion to accept the treasurer's report as given. Frank Lindsey seconded the motion and all agreed.

CITIZENS TO BE HEARD

Terry Sheets from Bradco Supply was present to discuss the purchase of a new Roller for the Township. Craig Sullivan was present to discuss some drainage issues at his family's property.

NEW BUSINESS:

1. TMA/CHARLOTTE: Charlotte explained that the TMA meeting was canceled.
2. CBPA/CHARLOTTE: Charlotte handed in the minutes, and she will hand in the previous meeting minutes at a later date.
3. FIRE REPORT/GARY: Nothing new
4. ROADS/FRANK: Frank Lindsey explained that the parking lot at the Township Garage was being cleaned up. The road crew has been working with North Towanda Township and Burlington Township on repairing some roads. North Towanda and Burlington Townships will then help Towanda Township in return. Patton Hill Road still holding up quite well. Frank Lindsey had contacted Terry Sheets at Bradco Supply to talk about pricing a new Roller for the Township. Our last roller was purchased in 1999. Terry Sheets explained the new Roller would be a Wolfpack Roller, 3100 Double Drum. We can purchase that off the COSTARS program which would save use on advertising costs. The quoted price would be \$17,015.20 with the roll bar. We have \$20630.00 budgeted for equipment. Gary Scranton made a motion for Frank to make sure that this was the piece of equipment that the Township needed. Charlotte Sullivan seconded and all agreed. Frank wasn't sure when we would need it, but he would start the process.
5. Miscellaneous:
 - a. Gary Scranton made a motion to adopt the EIT Confidential Contract Resolution with Berkheimer for the county wide Earned Income Tax Collection. Charlotte Sullivan seconded the motion and all agreed. Gary Scranton also made the motion to adopt the EIT Delinquent Cost Resolution with Berkheimer. Charlotte Sullivan seconded and all agreed. Jim Bush, with Berkheimer Associates, explained to Lori Kepner, township secretary, that we do not have to supply them with a new ACH authorization form or the lists of our employees and residents since they already have all of that information on file because they already collect our Earned Income Tax.
 - b. The Township received notification that they can start ordering salt from the COSTARS program. Frank Lindsey will start calling on cinder quotes.
 - c. Charlotte Sullivan made a motion to renew the Township notary license. Gary Scranton seconded the motion and all agreed.

- d. Jonathan Foster had supplied the Township with information on the Property Maintenance language. The township will table that until the next Township meeting so they have time to review it. Jonathan Foster is to get information together for the Township on camper/RV living regulations.
6. Gary Scranton made a motion to sign the FEMA/Designation of Agent Resolution, which has to be signed in order for the Township to receive any funding available. Charlotte Sullivan seconded the motion and all agreed.

AT THIS TIME (7:45pm) AN EXECUTIVE SESSION WAS CALLED TO DISCUSS PERSONNEL ISSUES. Frank Lindsey made a motion to come out of the executive session at 8:30pm. Gary Scranton seconded and all agreed. Jonathan Foster will review our employee manual.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from July 11th, 2011 through August 1st, 2011. Gary Scranton made a motion to pay the bills, seconded by Charlotte Sullivan and all agreed. List of bills attached. Gary Scranton made a motion to adjourn, Charlotte Sullivan seconded the motion and all agreed. The meeting adjourned at 8:45PM. Our next Township meeting is set for September 12th, 2011 at 6PM.

Lori Kepner, Secretary

September 12th, 2011 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of September 12th, 2011. The meeting was called to order by Chairman Francis Lindsey at 6P.M. The Pledge of Allegiance was recited. Frank Lindsey, Charlotte Sullivan, Gary Scranton, and Lori Kepner were present. Atty. Jonathan Foster was not present due to the flooding of his office in Athens. Charlotte Sullivan made a motion to accept the minutes of the previous meeting with changes, seconded by Frank Lindsey and all agreed. The treasurer's report was given. Gary Scranton made a motion to accept the treasurer's report as given. Charlotte Sullivan seconded the motion and all agreed.

CITIZENS TO BE HEARD

Sandy Vanderpool was present at the meeting. Sandy wanted to know if and when Lime Street had been turned back over to the landowners. The supervisors explained it had been turned back, and that she should research it at the Bradford County Court House. She also had some questions about campers and the recent flood.

NEW BUSINESS:

1. TMA/CHARLOTTE: Charlotte explained that bulk water sales for the TMA had dropped.
2. CBPA/CHARLOTTE: There was no CBPA meeting; it was canceled due to no quorum.
3. FIRE REPORT/GARY: Gary did not attend the August meeting. The Township had not received the minutes from that meeting yet, once we receive them Lori Kepner will forward it to the supervisors.
4. ROADS/FRANK: Frank explained that they needed to work on some roads. Hettich Rd, Mulcahy Rd, Patton Hill Rd, Woodside Rd, Tip Top Rd, and Bennett(ditches). Frank will have to get prices on grinding up part of Bennett Rd. He started ordering cinders for the garage and as soon as he gets them in he will start ordering salt. They have been mowing and cleaning ditches along the township roads. He has been in contact with the gas companies and gas pipe installers on the conditions of the township roads.
5. Miscellaneous:
 - a. Jonathan Foster is working on the property maintenance paper work; the supervisors have received the Property Maintenance Building Code to review. We need to know if we have to pass it by resolution or ordinance.
 - b. We received a letter from the Bradford County Airport in reference to amending our trailer park ordinance to allow for campers/rv's to be lived in as a residence anyway in Towanda Township. There have been others who have called and talked to the supervisors about the same request. The supervisors feel as long as the camper is on an approved septic and well system, and that they meet Bradford County Regulations (set backs Etc.), Bradford County Sanitation Requirements, and Code Inspections permits, that they should be allowed in the Township. There is a short supply of housing in the area and this may help.
 - c. There was a request to put up a street light at the corner of Railroad Street and Liberty Corners Road. The resident explained that it is very dark when they leave their apartment which is at that corner. The Township would then be responsible for the costs related to the light. The supervisors will table this request.
 - d. Charlotte Sullivan made a motion to purchase a new fax machine for Frank's office. Gary Scranton seconded the motion and all agreed. Franks fax machine hasn't been working well for a long time.

- e. Charlotte wanted to make sure that when we update our Road Name Ordinance that we include Kingsley Rd which should be Kinsley Rd in that paperwork.
6. Cole Cemetery: Gary Scranton provided paperwork for the supervisors to review on the layout of the cemetery plots. They were reviewed by the supervisors at the meeting. Gary will get a quote from Scott Williams from Butler Surveying on making the grids out for the Township.
7. Pipe Lines/Gas activity: The Township received several Notice of Intents. One from Chief Oil & Gas for the project named King Well; One from Chesapeake Energy for the Rock Ridge Location, and gathering line information for Kilmer and Crystal.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from August 2nd, 2011 through September 12th, 2011. Gary Scranton made a motion to pay the bills, seconded by Charlotte Sullivan and all agreed. List of bills attached. Charlotte Sullivan made a motion to adjourn, Gary Scranton seconded the motion and all agreed. The meeting adjourned at 8:35PM. Our next Township meeting is set for October 3rd, 2011 at 6PM.

Lori Kepner, Secretary

October 3rd, 2011 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of October 3rd, 2011. The meeting was called to order by Chairman Francis Lindsey at 6P.M. The Pledge of Allegiance was recited. Frank Lindsey, Charlotte Sullivan, Gary Scranton, and Lori Kepner were present. Atty. Jonathan Foster was also present. Gary Scranton made a motion to accept the minutes of the previous meeting, seconded by Charlotte Sullivan and all agreed. The treasurer's report was given. Gary Scranton made a motion to accept the treasurer's report as given. Charlotte Sullivan seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting

NEW BUSINESS:

1. TMA/CHARLOTTE: Nothing new
2. CBPA/CHARLOTTE: The CBPA building had \$1 million dollars worth of damages from the flood
3. FIRE REPORT/GARY: John Ambrusch is the new EMA director for Bradford County. Gary is still working on EMA plan. He will contact Bill Manvel about becoming our EMA director. Fire meeting will be on October 11th at 6PM. The Township is not applying for any FEMA money for damages.
4. ROADS/FRANK: Frank has been getting equipment ready for the winter. They have been cutting back brush, and cleaning the garage. Henkel and McCoy will be repairing three of the township roads which they damaged. Vestal Asphalt got bid on ditching work on Hettick. The guys helped North Towanda Township for two days. We received free modified from Chesapeake. We received 11 loads of cinders. The RockRidge well will be started soon.
5. Miscellaneous:
 - a. The supervisors will have a work session to go over the property maintenance paper work.
 - b. Jonathan went over some information with the supervisors at the Township meeting and he got their input on some things they wanted to include in the ordinance. It is a work in progress, but Jonathan will gather information and get it to the supervisors as soon as possible.
 - c. Charlotte wanted to know when we had our codification last and if we were required by a contract to update it by a certain date. Lori will look into it and have that information for the next meeting.
 - d. Charlotte Sullivan made a motion to advertise for a CPA firm to perform the 2011 audit for the Township and their tax collector. Gary Scranton seconded the motion and all agreed.
 - e. We received the final plans for the safe route for the Towanda School district.
6. Cole Cemetery: Charlotte Sullivan made a motion to accept a quote from Scott Williams from Butler Surveying for \$250.00 to set the rebar work at the cemetery. Gary Scranton seconded and all agreed. We will purchase granite stakes to mark plots sold. Charlotte Sullivan made a motion to purchase a lawn sweeper for \$279.00, seconded by Gary Scranton and all agreed.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from September 13th, 2011 to October 3rd, 2011. Gary Scranton made a motion to pay the bills, seconded by Frank Lindsey and all agreed. List of bills attached. Charlotte Sullivan made a motion to adjourn, Frank Lindsey seconded the motion and all agreed. The meeting adjourned at 8:00PM. Our next Township meeting is set for November 7th, 2011 at 6PM.

Lori Kepner, Secretary

November 7th, 2011 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of November 7th, 2011. The meeting was called to order by Chairman Francis Lindsey at 6P.M. The Pledge of Allegiance was recited. Frank Lindsey, Charlotte Sullivan, Gary Scranton, and Lori Kepner were present. Charlotte Sullivan made a motion to accept the minutes of the previous meeting, seconded by Gary Scranton and all agreed. The treasurer's report was given. Charlotte Sullivan made a motion to accept the treasurer's report as given. Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting

NEW BUSINESS:

1. TMA/CHARLOTTE: The TMA is presently looking for other water sources. Charlotte handed in the September 2011 meeting minutes.
2. CBPA/CHARLOTTE: They discussed the flooding and repairs needed to the building. Charlotte handed in the September meeting minutes.
3. FIRE REPORT/GARY: The Towanda Fire Department fixed the dry hydrant at Doctor Sullivan. Both the Resolution and the Promulgation were tabled to a later date when Gary completes the EMA Plan:
 - a. Resolution 2011-04: PA Emergency management Services mandates that Towanda Township prepare, maintain, and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster. TABLED
 - b. Promulgation: For Resolution 2011-04. TABLED

Bill Manvel will accept the position as assistant EMA Coordinator for Towanda Township. When Gary is away on vacation, or just out of town, then Bill Manvel will coordinate. Bill is too tied up with Towanda Borough to take on the role as our EMA Coordinator. Gary Scranton made a motion to appoint Bill Manvel as our assistant EMA coordinator, Charlotte Sullivan seconded and all agreed. The Township will be moving the EMA office to the Township Garage. The County is trying to get beepers for all the EMA coordinators, this will be funded by the County.

4. ROADS/FRANK: We have received our two orders of salt from Cargil through the Costars Program. Chesapeake will be paving Cummings Road soon. We will need to discuss the traffic to the hydrant with Tom Fairchild, since Chesapeake is fixing Cummings road this time, they feel they shouldn't have to keep fixing it when their equipment isn't doing any further damages. The road crew needed to cinder one day and they have been cutting back brush. Roadwork on Patton Hill road to be done soon. Henkels and McCoy have only done work on Franklin Road. Frank will stay on top of Henkels and McCoy on the road repairs. Frank is going to buy a lock for the Township port a john as the use of the port a john is being abused by individuals other than Township employees.

5. Miscellaneous:

Gary Scranton made a motion to appoint Frank Melly as our CPA for the 2011 year at a rate of \$900.00 same as last year. Mr. Melly will audit both the Township and Tax Collectors books. Charlotte Sullivan seconded and all agreed. Charlotte Sullivan made a motion to advertise the Budget for 2012. Gary Scranton seconded and all agreed. The supervisors decided to work on the property maintenance ordinance sometime in March 2012 when it may not be so busy. Jonathan is still working on the Camper/RV ordinance. Election Day is November, 8th.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from October 4th, 2011 to November 7th, 2011. Gary Scranton made a motion to pay the bills, seconded by Frank Lindsey and all agreed. List of bills attached. Charlotte Sullivan made a motion to adjourn, Frank Lindsey seconded the motion and all agreed. The meeting adjourned at 7:45PM. Our next Township meeting is set for December 5th, 2011 at 6PM.

Lori Kepner, Secretary

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of December 5th, 2011. The meeting was called to order by Chairman Francis Lindsey at 6P.M. The Pledge of Allegiance was recited. Frank Lindsey, Charlotte Sullivan, Gary Scranton, and Lori Kepner were present. Jonathan Foster, Sr, Township Solicitor was also present. Gary Scranton made a motion to accept the minutes of the previous meeting, seconded by Charlotte Sullivan and all agreed. The treasurer's report was given. Charlotte Sullivan made a motion to accept the treasurer's report as given. Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting

NEW BUSINESS:

1. TMA/CHARLOTTE: At the TMA meeting, they discussed the flood repairs; their flood insurance will cost them approximately \$7651.00 annually. The TMA water sales are coming back up. Wysox project is moving forward.
2. CBPA/CHARLOTTE: Jody Place expressed her interest in being reappointed to CBPA as a representative for Towanda Township. Charlotte Sullivan made a motion to reappoint Jody Place, seconded by Gary Scranton and all agreed.
3. FIRE REPORT/GARY: There wasn't a quorum at the last meeting. The next meeting should be December 13th, 2011. The EMA plans are on hold because of the flood issues.

Both the Resolution and the Promulgation were tabled to a later date when Gary completes the EMA Plan:

- a. Resolution_____ : PA Emergency management Services mandates that Towanda Township prepare, maintain, and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster. TABLED
 - b. Promulgation: For Resolution_____. TABLED
4. ROADS/FRANK: Frank has been dealing with road issues caused by Henkels and McCoy, but we have a maintenance agreement with them and Frank will keep after them. They have been working on equipment, cutting back brush, and cleaning out ditches. The Township garage parking lot will be paved soon. Frank hasn't had enough time to use up his vacation. Gary Scranton made a motion to pay Frank for the remainder due on his vacation time before the end of the year, Charlotte Sullivan seconded and both agreed. Frank abstained from voting.
 5. Miscellaneous:
 - a. Charlotte Sullivan made a motion to approve the 2012 budget; Gary Scranton seconded and all agreed.
 - b. We are still working on the camper/rv ordinance, Jonathan Foster took down information provided to him from the supervisors at the township meeting.
 - c. The supervisors discussed the 2012 Township regular meeting dates. Charlotte suggested we change July's meeting to July 9th after the holiday. All supervisors were in agreement with this date. The reorganization meeting for Towanda Township will be January 3rd, 2012 at 6pm. The Towanda township auditors meeting will be on January 4th, 2012, I am still waiting to hear back from the auditors for a time.

6. Wells & Subdivisions: We received a two home on one lot modular from the Bradford County Planning Commission for Margaret Potter. A waiver to amend the County set back from the rear lot of 25ft to 15ft and the front lot from 25ft to 15ft so the trailer can be placed front to back and not side to side has been requested. Also the supervisors explained that they believed the alley way between Margaret Potter's property and the Township property had been vacated in the early 1900's. Frank Lindsey explained there is enough room for a driveway if needed in the future. Gary Scranton made a motion to accept the two homes on one lot modular, Frank Lindsey seconded and Charlotte Sullivan abstained from voting.

BILLS TO BE PAID LIST: The supervisors received a detailed list of the bills to be paid from November 7th, 2011- December 5th, 2011. Gary Scranton made a motion to pay the bills, seconded by Frank Lindsey and all agreed. List of bills attached. Gary Scranton made a motion to adjourn, Charlotte Sullivan seconded the motion and all agreed. The meeting adjourned at 7:45PM. Our next Township meeting is set for January 3rd, 2012 at 6PM.

Lori Kepner, Secretary