

January 4th, 2016 Reorganization Meeting

The Supervisors of Towanda Township met at the residence of Francis Lindsey for the reorganization meeting of January 4th, 2016. At 10:00am the meeting was called to order and a motion was made to appoint Frank Lindsey temporary chairman and Lori Kepner temporary secretary by Charlotte Sullivan, seconded by Gary Scranton. Present at the meeting were Francis Lindsey, Charlotte Sullivan, Gary Scranton, Lori Kepner, Ray Green Jr., and solicitor Jonathan Foster.

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

Charlotte Sullivan a motion to appoint secretary/treasurer, Lori Kepner with a cost of living increase of 3%. 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, and Bill Manvel as the assistant EMA coordinator. 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. Gary Scranton made a motion to pay Larry Morse a rate of \$15.45 an d hour seconded by Frank Lindsey 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 \$14.65 per hour.

Gary Scranton made a motion to establish the treasurers bond at \$500,000.00, 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.

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. .

Charlotte Sullivan made a motion to retain Jonathan Foster as our township solicitor at a rate of \$100.00 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.

Gary Scranton made a motion to retain Code Inspections as our Building Permit Official. Charlotte Sullivan seconded the motion and all agreed. Please note fee schedule is on file.

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 2014 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 \$70.00, tractor/mower \$185.00; these rates do not include operators wages. These rates do not include operator rate. The operator must be a Township employer. 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 2016 at .54 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, \$100.00 donation to the veteran's memorial park, and \$1400.00 to the Towanda Public Library. Charlotte Sullivan seconded and all agreed.

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. Gary Scranton seconded the motion and all agreed. Gary also made a motion to review the employee manual this year to be sure that it is up to date.

Gary Scranton made a motion to adjourn, seconded by Charlotte Sullivan and all agreed.

No visitors present.

Signed: \_\_\_\_\_  
Lori Kepner, Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

January 4th, 2016 – 10:00am

The Regular Monthly meeting was held on January 4th, 2016 at 5pm at the Towanda Township Office. The meeting was called to order by Vice-President Charlotte Sullivan Present were: Supervisors Charlotte Sullivan and Gary Scranton, and Lori Kepner, secretary, Raymond Green Jr., Road Master. Also present were Jonathan P. Foster Sr., Esquire. Francis Lindsey was not present.

The Pledge of Allegiance was recited

Minutes of the November 9th 2015 meeting were approved. Motion by Charlotte Sullivan and seconded by Gary Scranton.

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

We received a copy of the Minutes and agendas for the Towanda Municipal Authority. TMA considers Lime Street a paper street. We received minutes and agenda for the Central Bradford Progress Authority: Paul Kreisler would like to represent Towanda Township and wishes to remain on the CBPA board. Charlotte Sullivan made a motion to accept Paul Kreisler request to stay on the CBPA board. Gary Scranton seconded and all agreed. Charlotte attended the Bradford County Tax Collection Committee meeting. She provided copies of minutes and agenda for that meeting.

Fire Report: The fire department had helped with the flushing of our road pipes. We sent them a donation of \$250.00 for their services. The board was in agreement with this charge. Ray Green explained it was a huge help for the Township and saved the Township many hours of work.

Road Report by Ray Green: All storm repairs have been completed. They have done all seal crack work on roads. They have cleaned up the cemetery for the season. All ditches and pipes have been cleaned and cleared. We are ready for winter to come all cinders and salt are in and all equipment is ready. Ray and Gary attended the Flagger class and both passed the test.

Miscellaneous Business. Jonathan reported on a proposed road paving ordinance; he is still working on it should have draft ready at next township meeting. Jonathan still working on Lime Street paperwork would like to send letters to property owners stating that it is a paper street and has never been taken over by the Township. Mr. DuPont is working hard on making the property up to par. He has been more than helpful and willing to do whatever he needs to do. After a lot of consideration the board has decided to use their own elected auditors to perform the 2015 audit. The least expensive quote the Township received was \$2500.00. The board feels the current auditors are very capable of doing the audit for 2015. Gary Scranton made the motion to have the elected auditors for Towanda Township do the 2015 audit. Charlotte Sullivan seconded and all agreed. Charlotte Sullivan made a motion to have a special meeting on December 14<sup>th</sup>, 2015 to approve the budget. Gary Scranton seconded and all agreed. The reorganization meeting will be held on January 4<sup>th</sup>, 2016 by Second Class Township code.

Correspondence. All correspondence had been forwarded to supervisors.

Subdivision/Gas Wells: No NOI'S were received for the Township.

Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

Next Township Meeting is scheduled for January 4<sup>th</sup>, 2016 at 10:00am at the Township office.

Lori Kepner, Secretary \_\_\_\_\_

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

February 8th, 2016 – 10:00am

The Regular Monthly meeting was held on February 8th, 2016 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. Other present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Sr., Esquire. Francis Lindsey was not present.

The Pledge of Allegiance was recited

Minutes of the January Reorganization meeting and the January Regular meeting were approved. Motion by Charlotte Sullivan and seconded by Gary Scranton.

Treasurer's Reports and bills to be paid were approved. Motion by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Charlotte Sullivan with the addition of the Bradco Supply bill for the new F550 of \$37464.69 and \$1559.80 for the new auger which will come out of the PUC monies.

We received a copy of the Minutes and agendas for the Towanda Municipal Authority. Nothing new right now. We received minutes and agenda for the Central Bradford Progress Authority: Nothing new right now. TCC meeting in March. The county planning commission position back up for hire.

Fire Report: Nothing new right now.

Road Report by Ray Green: Ray had the 07 F550 and Top kick inspected. The F250 is due this February. The new spreader auger/motor is in for the 07 F550. The new truck issues have been adjusted. We just received heating oil for the garage this year. Look into natural gas for heat. Ray cleaned up a tree on Woodside. He has been brush cutting. Tar and chip projects this year should be lower cost due to oil prices being down. We can get more for our money this year. Ray is working on Evans driveway pipe issue. We need to still address garbage on Bridge st. Doing winter maintenance on roads as needed.

Miscellaneous Business. Jonathan reported on a proposed road paving ordinance; he is still working on it should have draft ready at next township meeting. Jonathan still working on Lime Street paperwork would like to send letters to property owners stating that it is a paper street and has never been taken over by the Township. Mr. DuPont has completed the work that the Township has asked him to do. Jonathan will notify Mr. Duponts lawyer that he has satisfied our concerns. We need to have an engineer review the subdivision paperwork, Jonathan will call someone. Correspondence. All correspondence had been forwarded to supervisors.

Subdivision/Gas Wells: No NOI'S were received for the Township.

Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

Next Township Meeting is scheduled for March 7th, 2016 at 10:00am at the Township office.

Lori Kepner, Secretary \_\_\_\_\_

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting  
March 7th, 2016 – 10:00am

The Regular Monthly meeting was held on March 7th, 2016 at 10am at the Residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Frank Lindsey and Gary Scranton. Other present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Sr., Esquire.

The Pledge of Allegiance was recited

Minutes of the February 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. Motion by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Frank Lindsey and all agreed.

TMA/CBPA REPORT: We received a copy of the Minutes and agendas for the Towanda Municipal Authority. Dick Schmeig resigned as a board member. We received minutes and agenda for the Central Bradford Progress Authority: PANDA should be online this month. The TCC meeting in March.

Fire Report: Nothing new right now.

Road Report by Ray Green: We rec'd our liquid fuels payment \$62,704.29. We ordered a load of salt, garbage on bridge street we need to work on, Equipment inspected and some need repairs, brush trimming, ditch and pipe work done, trees down, meet with contractors for road work for this year. Suit Kotes equipment now on COSTARS. New rear tires on backhoe. Removed trees that were down. The rain we rec'd wasn't an issue on the roads. Gary Scranton checked on natural gas for the garage. At this time Valley Energy explained it is not available. Ray discussed roads he'd like to work on this year. Ray is to look into door bells for office for Lori.

Miscellaneous Business. James from the Daily review called and spoke to Charlotte wanting an explanation of how are meetings are run and if we advertise them and their changes etc., to make sure we are running according to the second class township code and the sunshine law. The Daily Review is doing the research for the Pennsylvania newspaper association.

Jonathan reported on a proposed road paving ordinance; he is still working on it should have draft ready at next township meeting. We reviewed some questions Jonathan had on the road paving ordinance he will adjust his paperwork accordingly. Jonathan still working on Lime Street paperwork. We can take Joe DuPont off of his agenda. We need to have an engineer review the subdivision paperwork, Jonathan will call someone.

Correspondence. All correspondence had been forwarded to supervisors.

Subdivision/Gas Wells: No NOI'S were received for the Township.

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

Next Township Meeting is scheduled for April 4th, 2016 at 10:00am at the Township office.

Lori Kepner, Secretary \_\_\_\_\_

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

April 5th, 2016 – 10:00am

The Regular Monthly meeting was held on April 5th, 2016 at 10am at the Residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Frank Lindsey and Gary Scranton. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Sr., Esquire. Visitors present were Wilma Lindsey and James Lowenstein, from the Daily Review.

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. Motion by Charlotte Sullivan to accept the treasurer's report and bills to be paid. Seconded by Gary Scranton and all agreed.

**TMA/CBPA REPORT:** Nothing new with the TMA, just discussed Well issues. CBPA did not have a quorum for a meeting. Charlotte explained that Towanda Borough was applying for DCNR grant money for a new Bike Trail which will run from North Towanda through to Monroeton along the railroad. They are in the process of getting the Rail Study done, and are asking for a Commitment letter and Resolution from each municipality in support of the project, along with a \$2000.00 donation which will help with the cost of the Rail Study which is approximately \$16,100.00. Gary Scranton made a motion that the Board of Supervisors of Towanda Township are in support of the Rail Study and Bike trail by resolution and commitment letter and to also donate \$2000.00 for the Rail Study, but would like to see the Bike trail, to incorporate a walking trail as well. Charlotte Sullivan seconded the motion and all agreed. Lori will type up the commitment letter and Jonathan Foster will draft the resolution.

**Fire Report:** Nothing new right now. No burn ban has been issued for our area. The Fire dept is going to do an equipment inventory to assess what is out of date.

**Road Report by Ray Green:** Plowed and cindered as needed. Removed down branches and trees from the storm. Received information from Suit Kote on tar and chip work to the village. David Sullivan will berm the sidewalks. Ray met with Eric Casanave from Stiffler McGraw to look over work done to Hemlock Hills. Ray got the new tires put on the backhoe. The F550 needs a need antenna and windshield; we will get with Gannon Insurance to see about the replacement of the windshield. Ray would like to start work on Tip Top to replace four cross pipes in May. We will get a price closer to may since the price has been dropping on the cost of the pipes. We will have to close the road when replacing the pipes so we will have to advertise it, put out a notice to all landowners on Tip Top, and also call 911. He still needs to do some ditch work and also repair some pot holes on Johnston rd. There is garbage being dumped along Bridge Street that needs to be addressed before it gets any worse. Gary Scranton explained that he talked to Joe Snell and Joe would talk with Chip Hoffman about who owns the property where all this garbage is being dumped at on Bridge Street and they would get back to us. Once we get this information, Lori is to send a friendly letter to the land owner explaining the situation to see if the land owner will work with the Township or if the Township will have to contact DEP. Bridge Street is a State road. Also a house along South Main Street has garbage building up at its location.

**Miscellaneous Business.** James from the Daily reviewed asked Ray Green about the cross pipes on Tip Top. The BCTOA Spring Dinner will be held on May 26<sup>th</sup>, 2016 at the Wysox Fire Hall starting at 6:30pm. The new computers have been installed in the Township office and garage office. Email system still need a little work. Jonathan reported on a proposed road paving ordinance; he is still working on it. Jonathan still working on Lime Street paperwork. Lori Kepner attended the TCC meeting for Charlotte. There was nothing new to discuss at the time. Next meeting will be in September. At this time Charlotte Sullivan called an executive meeting to discuss possible litigation issues, 11:00am. At 11:30am Charlotte Sullivan made a motion to come out of executive session. The Board discussed the Hemlock Hill Subdivision. Correspondence. All correspondence had been forwarded to supervisors. Subdivision/Gas Wells: No NOI'S were received for the Township. Gary Scranton made a motion to adjourn. Frank Lindsey seconded and all agreed. Next Township Meeting is scheduled for May 2nd, 2016 at 10:00am.

Lori Kepner, Secretary \_\_\_\_\_

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

May 2nd, 2016 – 10:00am

The Regular Monthly meeting was held on May 2nd, 2016 at 10am at the Residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Frank Lindsey and Gary Scranton. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Sr., Esquire. Visitors present were Wilma Lindsey. The Pledge of Allegiance was recited

**Minutes** of the April 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. Motion by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Frank Lindsey and all agreed. The supervisors discussed getting a credit card in the Township's name. It would have around a \$1000.00 limit. The supervisors are to discuss this at the next meeting what our options are.

**TMA/CBPA REPORT:** Bulk water sales are up. Chief has extended their 3 year lease. Nothing new from CBPA. We sent the letter and resolution to CBPA showing we were in favor of the bike trail. The office received copies of minutes and agendas from previous meetings.

**Fire Report:** Nothing new right now.

**Road Report by Ray Green:** Ray would like to start the Tip Top project replacing pipes as soon as the weather breaks probably in middle of May. We need to contact the county, Asylum Twp., and the resident's along Tip Top. We will also put a notice in the Daily Review. The road crew has been patching holes, cleaning ditches, mowing and cleaning the cemetery, they cleaned the sidewalk, sweep cinders off of the intersections and got the Ford tractor starter fixed. He is still working on other road projects for this summer. We will still need to order two loads of salt before the end of June to meet our minimum requirement for the COSTARS salt contract. He will also be getting in cinders before the salt to make sure they dry in time for winter.

**Miscellaneous Business.** The BCTOA spring Dinner will be held on May 26<sup>th</sup>, 2016 at the Wysox Fire Hall starting at 6:30pm. Jonathan reported on a proposed road paving ordinance; he is still working on it. Jonathan still is working on Lime Street paperwork. The office will be closed on May 30<sup>th</sup> for the holiday. Cole Cemetery flags for the vets will be put out before Memorial Day. We need to update the Cole cemetery part of our Web page and anything else that needs updated. The 2015 audit is done and supervisor's rec'd a copy of the report. We have sent the letter out to the property owner on Bridge Street just waiting on a response back. We will check with Brad Cummings on the possible creek repair along Patton Hill Rd.

Correspondence. All correspondence had been forwarded to supervisors.

Subdivision/Gas Wells: No NOI'S were received for the Township.

Gary Scranton made a motion to adjourn. Frank Lindsey seconded and all agreed. Next Township Meeting is scheduled for June 6<sup>th</sup>, 2016 at 10:00am. The meeting will probably be held at Frank Lindsey's residence again. If it will be we will advertise the notice.

Lori Kepner, Secretary \_\_\_\_\_



TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

June 6th, 2016 – 10:00am

The Regular Monthly meeting was held on June 6th, 2016 at 10am at the Residence of Francis Lindsey. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Frank Lindsey and Gary Scranton. Others present were Lori Kepner, secretary, Raymond Green Jr., Road Master and Jonathan P. Foster Sr., Esquire. Visitors present were Wilma Lindsey and Eric Casanave(Stiffler McGraw). The Pledge of Allegiance was recited

**Minutes** of the May 2<sup>nd</sup>, 2016 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. Motion 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 attended the TMA meeting. They discussed the Gateway Green Project. With CBPA there was nothing new Charlotte needed to report.

**Fire Report:** Nothing new right now.

**Road Report by Ray Green:** Tip Top project of the replacing the pipes is almost done. Ray and Larry replaced the 3, but are waiting to do the larger one at a different date. The water running through that pipe right now would make it very difficult to replace. They will replace that one when the time is right. The crew has been patching holes, cleaning ditches, mowing and cleaning the cemetery, we received the one load of salt needed out of the two before June 30<sup>th</sup> for the COSTARS contract, we will order the last one right before June 30<sup>th</sup>. There is a bump on Patton Hill road that needs repaired, Ray will have Eric Casanave look at it after the meeting. Ray still needs to get further information on the road projects for the village. Equipment has been serviced as needed.

**Miscellaneous Business.** Jonathan reported on a proposed road paving ordinance; he is still working on it. Jonathan still is working on Lime Street paperwork. Jonathan will wait on report from Eric Casanave before sending a letter to Mr. Dirt. Bart Schrader Estate subdivision was submitted. The Township found no adverse comments. Steve Place on creek repairs, we are still looking into this for him. At this time Chairman, Charlotte Sullivan called for an executive meeting at 12:00pm. Frank Lindsey made a motion at 12:30 to come out of executive session, Charlotte Sullivan seconded and all agreed. The executive session was held to discuss possible legal matters. Also we need to change the authorized signers on our Plgit and C&N accounts to include all supervisors. We will update this each year at our reorganizational meeting in January. We will also have at least one supervisor sign checks and deposits along with the treasurer. We will look into getting a credit card for Ray Green from the C&N account with a limit of \$1000.00 and a cap at \$2000.00 in case of an emergency. Ray will make sure all expenses records are giving to the secretary treasurer to be handed in each month as an expense report. Gary Scranton made this motion it was seconded by Charlotte Sullivan and all agreed. We will have Clayton Green mow the grass at the cemetery and garage for \$7.25 an hour as a contracted rate.

Correspondence. All correspondence had been forwarded to supervisors.

Gas Wells: No NOI'S for Towanda Township received.

Gary Scranton made a motion to adjourn. Frank Lindsey seconded and all agreed. Next Township Meeting is scheduled for July 11<sup>th</sup>, 2016 at 10:00am.

Lori Kepner, Secretary \_\_\_\_\_

## TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

July 11th, 2016 – 10:00am

The Regular Monthly meeting was held on June 6th, 2016 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. Visitors present were James Lowenstein. The Pledge of Allegiance was recited

**Minutes** of the June 6th, 2016 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. Motion 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 attended the TMA meeting. Chief resigned the gas lease. They discussed the Bridge Street Project. The BCTCC meeting set for June 15<sup>th</sup>, 2016 was canceled. Charlotte didn't attend the CBPA meeting.

**Fire Report:** They discussed the repairs on the Ladder truck. Towanda Gun Club Hydrant not east to get to. Ray will get ahold of Bill and go over what they need to do to make it more accessible.

**Road Report by Ray Green:** Tip Top project of the replacing the pipes is almost done. Ray and Larry replaced the 3, but are waiting to do the larger one at a different date. We need to contact Eric on the report he was supposed to get to us on Hemlock Hill road review. Lori will email Eric. Penn Dot to do work on Dip in road along south Main Street. Patching done, all salt and cinders ordered. Ray has been mowing along roads. Mahoney road ditch work will be done in July. Ray will to get further information on the road projects for the village. Equipment has been serviced as needed. The supervisors meet with Penn dot on the improvements that Penn dot wants to make at the intersection of Rt 220 and SR 2027, right now it is only in the review stages. Penn dot will be in touch with the Township at a further date.

**Miscellaneous Business.** Jonathan reported on a proposed road paving ordinance; he is still working on it. Jonathan still is working on Lime Street paperwork. Jim Pryne is doing a title search. Jonathan waiting on the report from Eric Casanave as well. The Township directed Jonathan Foster to write a letter to Steve Place on the results of the information found out through the Bradford County Conservation District. We need to look into donations to area organizations which are allowed under the PUC regulations. Charlotte Sullivan explained that the borough would like a donation towards the engineering study for the proposed bike/walk trailer of an additional \$525.00. Gary Scranton seconded the motion and all agreed. This will cover the additional engineering costs that have been brought before Towanda Borough. Lori will take off July 22<sup>nd</sup> and Aug 10<sup>th</sup>, which was approved by the board. Ray will be taking off July 12<sup>th</sup>-July 14<sup>th</sup> which was approved by the board. Cole Cemetery plot map Gary Scranton is working on. He explained Scott Williams with Butler Engineering will get that done for us at no cost.

Correspondence. All correspondence had been forwarded to supervisors.

Gas Wells: No NOI'S for Towanda Township received.

Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed. Next Township Meeting is scheduled for August 1<sup>st</sup>, 2016 at 10:00am.

Lori Kepner, Secretary \_\_\_\_\_

TOWANDA TOWNSHIP SUPERVISORS  
Regular Monthly Meeting

The Regular Monthly meeting was held on August 1st, 2016 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. No visitors were present. The Pledge of Allegiance was recited

**Minutes** of the August 1<sup>st</sup>, 2016 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. Motion by Gary Scranton to accept the treasurer's report and bills to be paid. Seconded by Charlotte Sullivan and all agreed.

**Visitors:** Tony Ventello from CBPA was present to discuss the Guthrie Resolution: This is a 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. Gary Scranton made a motion to approve the resolution dated 08/01/2016, Charlotte Sullivan seconded and all agreed.

**TMA/CBPA REPORT:** There was no TMA meeting. We received an updated managers' report from Kyle. Charlotte provided minutes from the May CBPA meeting and also the email from BCTCC that the new individual alphabetical and employer alphabetical listings are available to review.

**Fire Report:** Nothing new right now. We received the quarter fire call report and bill.

**Road Report by Ray Green:** Tip Top project of the replacing the pipes is done; we will hopefully pave it next month. Gary Scranton made the motion to pave Tip Top. Robert's Paving will be doing the work. Charlotte Sullivan seconded the motion and all agreed. All projects have been provided with quotes. Ray has cut back the berms in the village for the tar and chip project. The July 25<sup>th</sup>, 2016 storm resulted in trees down but no water damage. Ray is to have someone check the township buildings for damages. Mahoney ditch work getting done. We called PA One call when needed. Tar and Chip project to be done by SuitKote, Gary Scranton made a motion to have Suite Kote do the tar and chip project which will be covered under the Costars program. Charlotte Sullivan seconded and all agreed. All quotes were received for the tar and chip project from Suit Kote. Ray has worked on the fire hydrant access for Towanda Fire Dept. We received correspondence from Eric on the report he was supposed to get to us on the Hemlock Hill road review. We need to keep an eye on the road work being done on Hemlock Hill. The cut off for tar and chip projects for the year is September 15<sup>th</sup>, 2016.

**Miscellaneous Business.** Jonathan is still working on road paving ordinance. Jim Pryne is doing a title search on Lime Street and is to contact Jonathan with any information. Foster researched and reviewed information on Lime Street. Foster sent letter to property owners stating Township does not require vacation of Lime Hill Road. Foster Sent a letter to Robert Fenton, Richard Vanderpool and Sandy Jo Vanderpool stating the Township will not be taking any further action in connection with this driveway or unopened street. The Township directed Jonathan Foster to write a letter to Steve Place on the results of the information found out through the Bradford County Conservation District; we need to make sure that letter gets sent. Cole Cemetery plot map Gary Scranton is working on. He explained Scott Williams with Butler Engineering will get that done for us at no cost. We need this done since we are selling more plots now. The township will be closed on September 5<sup>th</sup>, 2016 for the Holiday. The township received the revised COG draft of bylaws for review. Gary Scranton made a motion to approve the revised bylaws; Charlotte Sullivan seconded and all agreed.

**Correspondence.** All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received. We received a subdivision request from Michael Cantellops; the Township supervisors had no adverse comments.

Charlotte Sullivan made a motion to adjourn at noon. Gary Scranton seconded and all agreed. Next Township Meeting is scheduled for September 12, 2016 at 10:00am.

Lori Kepner, Secretary \_\_\_\_\_

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

September 12<sup>th</sup>, 2016

The Regular Monthly meeting was held on September 12th, 2016 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. No visitors were present. The Pledge of Allegiance was recited

**Minutes** of the August 1st, 2016 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. Charlotte would like a summary of the deposited made by what vendors for the next meeting.

**Visitors:** There were no visitors present

**TMA/CBPA REPORT:** Charlotte gave the township a copy of the 2014-2015 auditor report for TMA. We received the minutes from the June meeting; there was no meeting in July. They had a special meeting on August 25<sup>th</sup>, 2016 for the bid out. There was no meeting for the CBPA.

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

**Road Report by Ray Green:** Ray and Larry have been working on the road projects which are now complete. He'd like to still do some work on Bennett. Woodside there was a tree down. The ditches on Franklin road are done; Ray trimmed the trees in the village before the tar and chip work. Ray has moved  $\frac{3}{4}$  of the roads in the Township. August 25<sup>th</sup>, 2016 was Clay's last day mowing at the cemetery. Ray had a contractor come out and look at the garage roof for hail damage which there was some, so Lori had already contacted Gannon insurance we will wait to see what the next step is from the insurance company. We will be assisting North Towanda Township with some patch work. Ray discussed some road projects he'd like to do next year. All equipment has been serviced and inspected. They have done all the mowing at the offices and the cemetery. Manahan road is ok to pay that bill, Bishops bill ok to pay, the Tiptop bill; we are waiting for a bill. Some residents requested the double lines behind the old Ames building be repainted. Ray will look into having someone do that?

**Miscellaneous Business.** Jonathan is still working on road paving ordinance. Jim Pryne is doing a title search on Lime Street and is to contact Jonathan with any information. The Township directed Jonathan Foster to write a letter to Steve Place on the results of the information found out through the Bradford County Conservation District; we need to make sure that letter gets sent. Jonathan discussed the resolution on House bill 1391, and suggested the Township pass the resolution which states: (Whereas, The Commonwealth of Pennsylvania Legislature created a piece of legislation in 1979 commonly referred to as the "Guaranteed Minimum Royalty Act" or (Act of July 20, 1979, P.L. 183, No. 60) which states "a lease or other such agreement conveying the right to remove or recover oil, natural gas, or gas of any other designation from lessor to lessee shall not be valid if such lease does not guarantee the lessor at least one-eighth royalty of all oil, natural gas, or gas of other such designations removed or recovered from the subject real property). Gary Scranton made a motion to pass Resolution 09-12-2106 supporting the "Guaranteed Minimum Royalty Act", Charlotte Sullivan seconded and all agreed. Lori is to find out how many residents are affected by this resolution and the township may send out a letter suggested they call their representatives and voice their own concerns. Cole Cemetery plot map Gary Scranton is working on. He explained Scott Williams with Butler Engineering will get that done for us at no cost.

**Correspondence.** All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received. We received a subdivision request from Cummings; the Township supervisors had no adverse comments.

Charlotte Sullivan made a motion to adjourn at noon. Gary Scranton seconded and all agreed. Next Township Meeting is scheduled for October 3<sup>rd</sup>, 2016 at 10:00am.

Lori Kepner, Secretary \_\_\_\_\_

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

October 3rd, 2016

The Regular Monthly meeting was held on October 3rd, 2016 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. The Pledge of Allegiance was recited

**Minutes** of the September 12th, 2016 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.

**Visitors:** Matt Williams, Bradford County Planning, Emily Vollmer, Bradford County Planning, Chris Wood, Hunt Engineering, John Thompson, Esq, for Bradford County Planning, Scott Middendorf, M.R. Dirt, Inc. and Eric Casanave, Stiffler, McGraw & Associates. At this time all present discussed the current conditions of Hemlock Hill Subdivision and their concerns. Everyone agreed that more communication was needed between all parties involved. The board discussed the charges for Tip Top road and Scott Middendorf was going to look into that situation as well.

**TMA/CBPA REPORT:** Charlotte gave the township copies of the minutes from TMA and CBPA. Charlotte also gave the office a copy of the meeting minutes from the BC Tax Collection Committee.

**Fire Report:** Nothing new right now. Lori forwarded the last meeting minutes received by the township from the Fire Dept. Trick or Treat coverage was discussed. Gary explained that the Fire Department would like any donations in the future to be given directed to Towanda Fire Department.

**Road Report by Ray Green:** They have been mowing and cleaning ditches as needed. Road projects are done. We are still waiting on Gannon insurance to send a representative over to look at the buildings for hail damage. Ray and Larry have been getting equipment ready for the winter. All salt and cinders are under cover. Ray will get line work scheduled to be done on Fox Chase Drive. Mowing of cemetery and offices coming to an end, equipment will be winterized and put away for the winter.

**Miscellaneous Business.** Jonathan is still working on road paving ordinance. Jonathan is to email copy of ordinance to Ray and Eric for review. Gary Scranton is working on Cole cemetery. The board is to work on budget items for the November meeting. Charlotte explained that James Lowestien did a great job on the write up about the board being in favor of House bill 1391.

**Correspondence.** All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received. We received a subdivision request from Cummings; the Township supervisors had no adverse comments.

Gary Scranton made a motion to adjourn at noon. Charlotte Sullivan seconded and all agreed. Next Township Meeting is scheduled for November 7th, 2016 at 10:00am.

Lori Kepner, Secretary \_\_\_\_\_

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

November 7th, 2016

The Regular Monthly meeting was held on November 7th, 2016 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. The Pledge of Allegiance was recited

**Minutes** of the October 3rd, 2016 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. The bills include the payment to MR Dirt for work done on Tip Top road in the amount agreed upon of \$15,000.00. Seconded by Charlotte Sullivan and all agreed.

**Visitors:** There were no visitors present.

**TMA/CBPA REPORT:** Charlotte reported there was nothing new with TMA. CBPA is approving a loan for Metadyne for \$200,000.00. Charlotte explained Metadyne has received low interest loans with CBPA before and always pays on time and pays them off. The loan will be at a rate of 3% for seven years.

**Fire Report:** Nothing new right now. Gary reported that Trick or treat went well. If the Township in the future makes any contributions to the Fire Department that they are to be made directly to the Fire Department. Jonathan Foster had explained to the Supervisors that if they do that they should donate directly to a certain line item whether equipment etc.

**Road Report by Ray Green:** They have been cleaning ditches and roadways after the last storm, work from storm pretty much done. Equipment is ready for the winter. We may need to mow just one more time, but Ray will see. Ray will get line work scheduled to be done on Fox Chase Drive hopefully by the end of the year, weather permitting. We will work with the property owner on Bridge Street about garbage removal. We need to look at our street opening permit/ordinance and see if it needs updated at all and its rates.

**Miscellaneous Business.** The Supervisors and Jonathan reviewed the road paving ordinance. Jonathan is to email copy of ordinance with changes for all to review. Gary Scranton is working on Cole cemetery with Butler Surveying; he explained there will be an additional cost for the new survey but he is not sure what that cost will be at this time. The board reviewed the proposed 2017 budget. Charlotte Sullivan made a motion to advertise the proposed budget of 2017 in the daily review to be passed at our December meeting. Gary Scranton seconded and all agreed. Paul Kreischer would like to be reappointed to the board for CBPA to represent the Townships interests. Charlotte Sullivan made a motion to accept his request. Gary Scranton seconded and all agreed. We received the check for the hail damage which occurred to the Township buildings. The board will discuss the claim at the next meeting. During the last storm damage on Hettich road; Ray had put out orange cones around the shoulder area so people would not drive where it could still be soft after their repairs. Someone stole the cones. Lori reported the theft to the State Police and they came to the office and took the report. It was in the paper about the theft.

**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 noon. Charlotte Sullivan seconded and all agreed. Next Township Meeting is scheduled for December 5th, 2016 at 10:00am.

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

December 5th, 2016

The Regular Monthly meeting was held on December 5<sup>th</sup>, 2016 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 Sr., Esquire. Visitors were Wilma Lindsey, Sandy Vanderpool, James Loewenstien(Daily Review) and Jeffery Nason(StifflerMcGraw). The Pledge of Allegiance was recited

**Minutes** of the October 3rd, 2016 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 Charlotte Sullivan to accept the treasurer's report and bills to be paid. Seconded by Gary Scranton and all agreed

**Visitors:** Sandy Vanderpool was present to discuss questions she had about Lime Street. Jonathan Foster, solicitor for Towanda Township, explained that the Township never took over, at any point, the upper portion of Lime Street. In his research when the properties previous owner subdivided the properties, they never turned the road(Lime Street) over to the adjacent property owners. The Township has never maintained the road, or received liquid fuels money for the road. Unfortunately the property owners if they have issues with people using what is called Lime Street, they will have to address it themselves with their lawyers to resolve the property boundaries.

**TMA/CBPA REPORT:** Charlotte gave the township copies of the minutes from TMA and CBPA. Towanda Municipal Authority at this time will not take over the water and sewer along Hemlock Hills Road until possibly the spring of 2017. The CBPA budget was approved. CBPA provided a revised Bond resolution for the Guthrie, the supervisors had reviewed it and found it adequate. Jonathan Foster had also reviewed it for the board. Gary Scranton made a motion to accept the revisions, Charlotte Sullivan seconded and all agreed.

**Fire Report:** Nothing new right now.

**Road Report by Ray Green:** They have been plowing and cindering as needed. Pipe cleaning along roads are all done. There was a tree down on Hettick which was taken care of. Ray has started brush cutting. All equipment has been service and working good. Ray will adjust plow on F550 till it does not hop so much when there is not a lot of snow on the ground. There has been no activity at the Hemlock Hill subdivision.

**Miscellaneous Business.** Jonathan is still working on road paving ordinance. Foster has been in contact with the county engineer reviewing the project. Foster received information from Eric Casanave and Jeffery Nason, both from StifflerMcGraw, the Township engineers, on recommendations for the new Developers plans. Jeffery Nason was present to discuss these recommendations with the board of supervisors. Gary Scranton made a motion to approve the 2017 budget. Francis Lindsey seconded and all agreed. Gary Scranton made a motion to advertise the reorganization meeting along with the meeting dates for 2017. Charlotte Sullivan seconded and all agreed. The board discussed the Hail damage to the Township buildings at the meeting and sometime in the spring they will probably repair them. Ray Green is to work on quotes etc., until then.

**Correspondence.** All correspondence had been forwarded to supervisors. Gas Wells: No NOI'S for Towanda Township received. We received a subdivision request from Cummings; the Township supervisors had no adverse comments.

Gary Scranton made a motion to adjourn at noon. Charlotte Sullivan seconded and all agreed. Next Township Meeting is scheduled for January 3<sup>rd</sup>, 2017 at 10:00am.

Lori Kepner, Secretary \_\_\_\_\_