

The Supervisors of Towanda Township held their reorganization meeting of January 7, 2019 at the Township Municipal Office at 44 Chapel Street, Towanda PA 18848, at 10:00am the meeting was called to order and a motion was made to appoint Charlotte Sullivan temporary chairman and Wilma Lindsey temporary secretary by Gary Scranton, seconded by Charlotte Sullivan. Present at the meeting were Charlotte Sullivan, Gary Scranton, Wilma Lindsey, Lori Kepner, Ray Green Jr., solicitor Jonathan Foster Jr. and Coy Gobble from the Daily Review.

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

Charlotte Sullivan a motion to appoint secretary/treasurer, Lori Kepner with a cost of living increase of 3% with a rate of \$17.00 per hour. Gary Scranton seconded the motion and all agreed.

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

Charlotte Sullivan made a motion to appoint Ray Green Jr. as Road master, Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to appoint Gary Scranton as our Emergency Management Coordinator, with a rate of \$13.00 per hour, and Bill Manvel as the assistant EMA coordinator with no fee payable for coverage. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to appoint Gary Scranton as representative for the Fire Board, the BC Airport and our representative for the Bradford County Trail. Wilma Lindsey seconded the motion and all agreed.

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

Charlotte Sullivan made a motion to increase employee's wages with a 3% cost of living increase. Roadmaster(Ray) - \$23.18, CDL Driver- \$20.15 on call only, \$15.00 other snow removal on call workers, Working Supervisors - \$15.90, General Laborer(time summer workers) \$14.20(Clay), \$16.38(Larry), and Assistant Secretary- \$15.90, The wages for new hires will be at the discretion of the board of supervisors, depending on experience. 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: Gary Scranton, Wilma Lindsey and Charlotte Sullivan will receive a rate of \$15.90 per hour. Gary Scranton as EMA director will receive \$13.00 per hour.

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

Gary Scranton made a motion to appoint Stiffler & McGraw Associates as our engineer on an as needed basis, 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. Wilma Lindsey seconded and all agreed. Rate of pay will be at \$15.90 per hour as needed.

Gary Scranton made a motion to appoint Charlotte Sullivan TMA representative, and Charlotte as the Township representative for the Bradford County Tax Committee. Wilma Lindsey seconded and all agreed.

Gary Scranton made a motion to appoint Charlotte Sullivan, Avery Boardman, and Dr. Henson Paul Kreisler, 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.

Gary Scranton made a motion to retain PLGIT and Citizens and Northern bank as the Township Depositories; along with the Township Credit Card through CN Bank to be at a credit limit of \$1000.00 each. Charlotte Sullivan 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 \$125.00 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 Kreisler. Fred Smith will be held as the Zoning Solicitor. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to retain Code Inspections as our Building Permit Official, as well as the Township Flood Plain Management Official. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to establish the Township meetings to be held at the Towanda Township Municipal Building, 44 Chapel St, Towanda PA 18848 at 10:0am, these dates were set at the December 10<sup>th</sup>, 2018 Township Meeting. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to certify the voting delegate for the PSATS convention as Lori Kepner. 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, Roller \$75.00, tractor/mower \$185.00; these rates do not include operators wages. The operator must be a Township employee and will be at their rate of pay per hour. The contracted Sidewalk snow removal located along South Main Street at \$150.00 per job. Wilma Lindsey seconded the motion and all agreed.

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

Real Estate: 2.48 mills

Spec Fire Tax: 1.91 mills

Real Estate Transfer: .5%

Earned Income: .5%

Total road miles at 13.91

Federal Mileage Rate for 2017 at .58 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.

Charlotte Sullivan made a motion to participate in a Township Pension Plan for our employees and the Township contributing 3% towards the plan for 2019. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to donate \$650.00 to the Bradford County Humane Society, \$200.00 donation to the veteran's memorial park (which is near the Veterans Memorial Bridge, Towanda), and \$1500.00 to the Towanda Public Library, Gary Scranton seconded and all agreed. Any other donations will be determined by the board as it may occur.

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

Gary Scranton made a motion to establish a 5 minute limit per 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 determined by the employee manual. Gary Scranton seconded the motion and all agreed.

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

Citizens to be heard. Coy Gobble from the Daily Review just went over the pay increases with the board of supervisors.

There was no old business. Gary Scranton made a motion to adjourn at 10:36am. Charlotte Sullivan seconded and all agreed.

Signed: \_\_\_\_\_

  
Lorick Kepner, Secretary



TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

January 7<sup>th</sup>, 2019

The Regular Monthly meeting was held on January 7<sup>th</sup>, 2019 at 10:45am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Lori Kepner, secretary, Ray Green Road Master, Jonathan P. Foster Jr., Esquire, and Coy Gobble from the Daily Review.

**Minutes:** Gary Scranton made the motion to accept the December 10<sup>th</sup>, 2018 Regular meeting minutes. The Motion was seconded by Wilma Lindsey, and all agreed.

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas. The board must pass a resolution each year to participate in the Bradford County Tax Committee and announce their voting delegates. Charlotte Sullivan made the motion to pass Resolution 2019-01 the BCTCC committee voting delegates. They are as follows, Charlotte Sullivan first voting delegate, Gary Scranton second voting delegate and Lori Kepner alternate voting delegate. Gary Scranton seconded the motion and all agreed.

**Gary Scranton's Reports:** The fire board discussed their schedule for their training for 2019. There is nothing new with the BC Airport. Gary gave his report on the BC Trail. Gary will continue to attend all meetings necessary and update the board.

**Road Report by Ray Green:** Ray gave the road report. The home at 287 Railroad Street owned by the Marcella Benjamin Estate has been demolished. Ray has been plowing and cindering as needed. The board is still working on gathering information for call out pay for Ray Green. The addition of call out pay, when agreed upon, will be added into the employee manual as well. We are still working on a safety light at the intersection of Mahoney/Bridge Street. Ray has been keeping the pipes open and clear after each snow storm.

**Jonathan Jr. provided a written report to the board.** There is nothing new with the Hemlock Hill Subdivision or the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township.

**Miscellaneous Business:** Charlotte and Gary handed in their request for dental insurance and Lori handed in her request for dental and health insurance cover for 2019. The board was presented with the engineer's agreement to represent Towanda Township for 2019 from Stiffler McGraw. Charlotte Sullivan made the motion to sign the agreement and retain Stiffler McGraw if so needed. Gary Scranton seconded the motion and all agreed. The board received the allocation letter from the Bradford County Sanitation Committee and what their amount was owed, which is \$2071.50, for 2019. Charlotte Sullivan made a motion to pay the 2019 allocation of \$2071.50 to the BCSC. Gary Scranton seconded and all agreed. Gary Scranton has a schedule of the BC Sanitation meeting dates and will attend as needed. There were no Subdivisions or NOI received for Towanda Township. All correspondence received was forwarded to the Supervisors prior to this meeting. Our next meeting will be on February 4<sup>th</sup>, 2019 at 10:00am.

At this time, 12:00noon, Charlotte Sullivan called for an Executive Session. Charlotte Sullivan made a motion to come out of executive session at 12:10pm. During the executive session the board discussed possible litigation matters.

Charlotte Sullivan made a motion to adjourn at 12:15pm.

*Lori Kepner*, Secretary



TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

February 4<sup>th</sup>, 2019

The Regular Monthly meeting was held on February 4th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. There were no other visitors present.

**Minutes:** Gary Scranton made the motion to accept the January 7<sup>th</sup>, 2019 Reorganization meeting minutes and the January 7<sup>th</sup>, 2019 Regular meeting minutes. The Motion was seconded by Wilma Lindsey, and all agreed.

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas.

**Gary Scranton's Reports:** The fire board discussed their schedule for their training for 2019. There is nothing new with the BC Airport. Gary gave his report on the BC Trail; they are currently working on the feasibility study now. Gary will continue to attend all meetings necessary and update the board. Gary and Lori will work on getting the flood plain notification of changes out to the property owners and residents in the Township.

**Road Report by Ray Green:** Ray gave the road report. Ray will be looking into the project for the bridge repairs along Woodside Road. The F250 has been inspected. Normal routine maintenance to equipment has been done. The home at 287 Railroad Street owned by the Marcella Benjamin Estate has been demolished. Ray has been plowing and cindering as needed. The board is still working on gathering information for call out pay for Ray Green. The addition of call out pay, when agreed upon, will be added into the employee manual as well. We are still working on a safety light at the intersection of Mahoney/Bridge Street. Ray has been keeping the pipes open and clear after each snow storm.

**Jonathan Jr. provided a written report to the board.** There is nothing new with the Hemlock Hill Subdivision or the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township. The property along Patton Hill Road has started cleaning up the grounds.

**Miscellaneous Business:** There were no Subdivisions or NOI received for Towanda Township. All correspondence received was forwarded to the Supervisors prior to this meeting. Our next meeting will be on March 11th, 2019 at 10:00am.

Charlotte Sullivan made a motion to adjourn at 11:00am, Wilma Lindsey seconded and all agreed.

*Lori Kepner*, Secretary



**TOWANDA TOWNSHIP SUPERVISORS**  
**Regular Monthly Meeting**  
**March 11th, 2019**

The Regular Monthly meeting was held on March 11th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. There were two visitors present. Coy Gobble from the Daily Review and Sandy Vanderpool a resident of the Township.

**Minutes:** Gary Scranton made the motion to accept the February 4<sup>th</sup>, 2019 meeting minutes. The Motion was 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, which was seconded by Wilma Lindsey, and all agreed.

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas.

**Gary Scranton's Reports:** There was nothing new with the fire board. There is nothing new with the BC Airport. Gary gave his report on the BC Trail; they have received the feasibility study now and are reviewing it. Gary will continue to attend all meetings necessary and update the board. The County is updating the Hazard Mitigation Policy and Gary will keep us up to date with that information. Gary and Lori are still working on getting the flood plain notification of changes out to the property owners and residents in the Township.

**Road Report by Ray Green:** Ray gave the road report. Normal routine maintenance to equipment has been done. The F250 needed some repairs along with the F550. Ray has been plowing and cindering as needed. We have completed the salt contract for the 2019-2020 year. Ray is still working with the BCCD on the issues with Railroad Street and the Vanderpool property. The repairs to Bennett Road should be finished sometime in April and May of 2019. Ray, Gary and Lori will attend the BCCD meeting on March 12<sup>th</sup>, 2019. We are still working on a safety/street light at the intersection of Mahoney/Bridge Streets. Ray has been keeping the pipes open and clear after each snow storm. Ray has been cleaning trees and branches from the road ways due to the winter weather as needed.

**Jonathan Jr. provided a written report to the board.** There is nothing new with the Hemlock Hill Subdivision or the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township. The property along Patton Hill Road has started cleaning up the grounds. At 10:30am Charlotte Sullivan called an executive session. Charlotte Sullivan made a motion to come out of executive session at 11:20am. During the executive session personnel issues were discussed. No motions were made.

**Miscellaneous Business:** We received one Subdivision, which was the Schrimp subdivision; the board had no adverse comments to the subdivision. Our next meeting will be on April 8th, 2019 at 10:00am.

Charlotte Sullivan made a motion to adjourn at 11:30am, Wilma Lindsey seconded and all agreed.

*Lori Kepner, Secretary*



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

April 8th, 2019

The Regular Monthly meeting was held on April 8th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Lori Kepner, secretary, and Jonathan P. Foster., Esquire. Visitors present were, Coy Gobble from the Daily Review, Bill Roof and Bill Sheets from the Towanda Fire Dept and Jeff Nason from Stiffler McGraw.

**Minutes:** Charlotte Sullivan made the motion to accept the March 11th, 2019 meeting minutes. The Motion was 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, which was seconded by Wilma Lindsey, and all agreed.

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas.

**Gary Scranton's Reports:** Bill Roof and Bill Sheets discussed the purchase of a new ladder truck and their options with the board of supervisors. They are looking for any additional contributions towards the purchase of a new truck from the Township. Charlotte suggested when the fire department has more information on what they'd like to purchase and the cost etc; that they submit a formal letter to the Township for a contribution. The Township will then make a formal decision on the amount to contribute and will have all their information on file here at the Township. Gary Scranton made the motion that the board was in agreement to support the fire department with the purchase of a new ladder truck but at this time, until they receive more information on the cost for the truck, they are unsure of what that contribution amount will be. Charlotte Sullivan seconded and all agreed. There is nothing new with the BC Airport. There is nothing new with the BC Trail. Gary and Lori have completed the flood plain notification letters and have mailed them out to the appropriate property owners and residents in the Township.

**Road Report by Ray Green:** Ray Green provided a written road report to the board of supervisors, because he was unable to attend the meeting. Jeff Nason with Stiffler McGraw discussed the plans for the addition of an office to the Garage Building. The board reviewed the plans but would like to hold a special meeting to actually go down to the garage and get a better understanding of the placement of a handicapped accessible parking space and other concerns they may have. Gary Scranton made a motion to hold a special meeting on April 23<sup>rd</sup>, 2019 at 1:00pm to be held at the Towanda Township Garage to discuss the building plans. Charlotte Sullivan seconded the motion and all agreed. Jeff also discussed the Railroad street project for the Vanderpool property and our township road/water issues. The conservation district, who is addressing the problem on the Vanderpool property, should be bidding that part of the project out soon. The Township will address the water issue within their right of way, the pipe replacement and anything else that the Township is responsible for. We should not need an easement since we will remain within our right of way. Charlotte mentioned at this time about another resident that has issues along Railroad Street on her property. It is not a township road issue, but the resident could call the Bradford County Conservation and they may be able to assist her as well.

**Jonathan Jr. provided a written report to the board.** There is nothing new with the Hemlock Hill Subdivision or the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township.

**Miscellaneous Business:** Claverack is working on putting up the new pole light at the Mahoney/Bridge Street intersection. We received information from Penelec on the LED light replacement for our street lights. Ray Green and Lori Kepner will look over the list of street lights Penelec provided to us and verify they are actually in our Township and our lights. Lori will be working on various procedures manuals for the Township, including the tax collector, township secretary, etc. Gary Scranton made a motion to change the June meeting to June 17<sup>th</sup>, 2019 because of conflicts with the boards schedules and also to change the August meeting to August 19<sup>th</sup>, 2019. The meetings will both be held at 10:00am and here at the Township Municipal office. We received one NOI which was on the Farr well, which Gary Scranton reviewed. All other correspondence throughout the month was forwarded to the board of supervisors. Our next Regular meeting will be May 13<sup>th</sup>, 2019 at 10:00am. Charlotte Sullivan made a motion to adjourn at 11:50am, Wilma Lindsey seconded and all agreed.

*Lori Kepner, Secretary*



## TOWANDA TOWNSHIP SUPERVISORS

Special Meeting

April 23rd, 2019

The Special meeting was held on April 23rd, 2019 at 1:00pm at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The purpose of this special meeting was to discuss the plans for the addition to the Garage building. The meeting was called to order by Supervisor, Gary Scranton. Supervisors Present were: Gary Scranton and Wilma Lindsey. Charlotte Sullivan was unable to attend. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Jr., Esquire. There were three visitors present, representatives from Stiffler McGraw, Jeff Nason and Brian Endler, and also Frank Tourscher from Code Inspections Inc. was present.

### Miscellaneous Business:

The supervisors reviewed the addition to the Garage Building plans which were provided by Stiffler McGraw, along with their representatives, Ray Green our road master and Frank Tourscher from Code Inspections Inc. The placement of the handicapped accessible parking stall was discussed along with the entrance changes to the addition. After much discussion, Gary Scranton made a motion to approve the changes to the building plans for the garage addition. Wilma Lindsey seconded the motion and all agreed. We should have the changes to the plans by our May meeting. The board discussed changing the May meeting date to allow for our solicitor to be present and also for enough time for the plans for the new addition to be back and also the plans for the railroad street project. Gary Scranton made a motion to change the May meeting date to one that is available for all supervisors and the township solicitor and that the secretary is to research this and advertise the change as required by the second class township code. Wilma Lindsey seconded and all agreed.

Motion to adjourn at 2:15pm was made by Wilma Lindsey, seconded by Gary Scranton.

*Lori Kepner*, Secretary



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

May 20th, 2019

The Regular Monthly meeting was held on May 20th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Lori Kepner, secretary, and Jonathan P. Foster Sr., Esquire. Visitors present were, Coy Gobble from the Daily Review, residents; Wayne and Eveleen Vanderpool, Michael Goodrich, and Tom Hollenback. Jeff Nason from Stiffler McGraw was also present. Wayne Vanderpool expressed his concerns about the four wheelers and dirt bikes riding up and down the Township roads in south Towanda all times of the day and night. The Township Solicitor explained that it is a PA Motor Vehicle Law which does not allow for this type of activity and that residents must contact the State Police. The Township does not have a police force. The Township will write a letter to the PA Dept of the State Police in North Towanda with their residents' concerns. He also mentioned various concerns over junk vehicles located within south Towanda. The Township is currently in the process of updating their ordinances and will address concerns on the property maintenance ordinance violations soon. Tom Hollenback questioned drainage and driveway pipes along Bennett Road and why he had to pay for his along with another resident while others on Bennett Road did not. Ray Green our road master explained that the pipes that were replaced were through the Dirt & Gravel Roads project and were required to be added or changed from their plans with their funding. Tom Hollenback also thought it would be a good idea for a Spring Cleanup in the Township and maybe it would help with some of the blight in our area. At this time the Township does not have a Spring Cleanup, but they may consider it in the future.

**Minutes:** Charlotte Sullivan made the motion to accept the April 8th, 2019 regular meeting minutes and the special meeting minutes of April 23<sup>rd</sup>, 2019. The Motion was 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, which was seconded by Wilma Lindsey, and all agreed.

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas.

**Gary Scranton's Reports:** The fire department is still working on getting information for the purchase of a new/used ladder truck. There is a copy of the feasibility study here at the township office for the BC trail if anyone wishes to look at it. We also received paperwork from Hunt Engineers on the Township portion of the cost for the feasibility study. There are a total of 5 municipalities involved to share these costs. Gary Scranton made a motion to pay their portion of these costs which is \$2012.50. Charlotte Sullivan seconded the motion and they all agreed. They have started construction on the BC Airport project. The county has started working on the 5 year hazard mitigation plan. Gary will continue to update the township as this progress.

**Road Report by Ray Green:** Ray Green gave his report. Ray attended a two day training class in Montrose to be recertified for the administration of the Dirt & Gravel Roads Program. Ray and Larry verified the Penelec Pole light list. There were only two in question. Lori will contact Penelec and make sure that is taken care of. There have been several resident and non-resident complaints about the shrub at the top of Chapel Street that it interferes with the site distance to pull out onto South Main Street either direction. The board will look into this matter. Randy Wilcox contacted the Township with a quote to pressure wash the Township Office of \$400.00. Charlotte Sullivan made a motion to have Randy Wilcox pressure wash the office as soon as weather and his schedule permit it. Gary Scranton seconded and all agreed. Ray explained that there may be additional funding available for Bennett Road through the Bradford County Conservation district. The BCCD extended the deadline to have Bennett Road complete by June 30<sup>th</sup>, 2019. Jeff Nason with Stiffler McGraw discussed two different plans for the addition of an office to the Garage Building and the placement of the handicapped parking space with the board. If Penelec agrees to remove the existing guide wire and set a new pole then we can move forward with the project. He will contact Penelec again and see what their recommendation is. Steve Beers, with Penelec, had made that suggestion to Ray Green when he was down at the Garage office on May 17<sup>th</sup>, 2019. Gary Scranton made a motion to move forward with Plan( A ). Wilma Lindsey seconded and all agreed. Jeff also discussed the Railroad street project for the Vanderpool property and our township road/water issues. The conservation district has completed their portion of the project, it is now just up to the Township to address their road portion and drainage portion of this project. After much discussion, Gary Scranton made a motion to move forward with the project on Railroad Street with Ray Green getting at least three written quotes on the project and then if the written quotes come in above the bidding threshold of \$20,600.00, to have Stiffler McGraw move forward with processing the bids packages for the Township to formally bid out the project. Charlotte Sullivan seconded the motion and all agreed.



**Jonathan Jr. provided a written report to the board.** There is nothing new with the Hemlock Hill Subdivision or the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. The board will be having a work session for the Township Ordinances with Jonathan on June 4<sup>th</sup>, 2019 at 9am. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township.

**Miscellaneous Business:** Claverack is working on putting up the new pole light at the Mahoney/Bridge Street intersection. Charlotte called the Veterans Bureau about obtaining the MOW military flay for Leo Seymour if no one from his family claimed it. The Township could then display it at the Township office. We will be working on getting some information on updating the Township web site. Memorial Day is May 27<sup>th</sup>, 2019 and the Township will be closed that day. Election Day is Tuesday, May 21, 2019. We received one NOI which was on the Rose well, which Gary Scranton reviewed. All other correspondence throughout the month was forwarded to the board of supervisors. Our next Regular meeting will be June 17<sup>th</sup>, 2019 at 10:00am. Charlotte Sullivan made a motion to adjourn at 12:45pm, Wilma Lindsey seconded and all agreed.

*Lori Kepner*, Secretary



**TOWANDA TOWNSHIP SUPERVISORS**

**Special Work Shop Meeting**

**June 4th, 2019**

The Special Work Shop meeting was held on June 4th, 2019 at 9:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The purpose of the meeting was to review ordinances drafted by the solicitor and any other business brought before the board. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Lori Kepner, secretary, Ray Green, Road master and Jonathan P. Foster Sr., Esquire. No Visitors were present. This special meeting was advertised in the Daily Review.

**Miscellaneous Business:** The board reviewed the Property Maintenance Ordinance with the solicitor. Jonathan Foster made some legal suggestions to the board to make sure that the ordinance was current. Gary Scranton made a motion to have Jonathan Foster update the ordinance with their suggestions and Jonathan Fosters suggestions and to have a new draft for the supervisors to review at their next meeting. Charlotte Sullivan seconded and all agreed. Our next Regular meeting will be June 17th, 2019 at 10:00am. Charlotte Sullivan made a motion to adjourn at 11:45am, Wilma Lindsey seconded and all agreed.

*Lori Kepner*, Secretary



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

June 17th, 2019

The Regular Monthly meeting was held on June 17th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master, Lori Kepner, secretary, and Jonathan P. Foster Sr., Esquire. There were no visitors present.

**Minutes:** Charlotte Sullivan made the motion to accept the May 20th, 2019 regular meeting minutes and the special meeting minutes of June 4th, 2019. The Motion was seconded by Wilma Lindsey, and all agreed.

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas.

**Gary Scranton's Reports:** The fire department is still working on getting information for the purchase of a new/used ladder truck. There is a copy of the feasibility study here at the township office for the BC trail if anyone wishes to look at it. They are still working on the construction on the BC Airport project. The county has started working on the 5 year hazard mitigation plan. Gary will continue to update the township as this progress and attend all training needed.

**Road Report by Ray Green:** Ray Green gave his report. There is nothing new with the Garage addition; we are just waiting on Penelec to get back to Stiffler McGraw. There is nothing new with the Railroad street project. Ray gave out five invitations to give a written quote and hadn't received any back as of the June 17<sup>th</sup>, 2019 meeting. Lori called each company he dealt with and asked them to respond whether or not they were going to submit a written quote. If they are not then she will go and collect the plans which we had Stiffler McGraw draw up. We will ask them one more time to give a written quote. North Towanda is tar & chipping Laurel Hill Road. While they are there we could have our portion of Laurel Hill Rd done at the same time. It would be approximately \$16,280.25. The paperwork for the project was drawn up by Steve from municipal services. Gary Scranton made a motion to accept the Laurel Hill Road project for the Towanda Township portion of that road which will cost approximately \$16,280.25. Wilma Lindsey seconded the motion and all agreed. Ray will be in contact with Jazz Sheets on this project. Bennett road should be completed by June 30<sup>th</sup>, 2019. Ray needs to do some of our own ditch work on that road with some R5 stone to stabilize some ditches. They have been mowing the sides of the Township roads, cleaning ditches, repairing guard rails, weed whacking guard rails, and maintaining equipment. The boys have been mowing the cemetery as needed.

**Jonathan Jr. provided a written report to the board.** There is nothing new with the Hemlock Hill Subdivision or the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township. There had been a complaint about a property located in Towanda Township which is owned by Donald Kepner Jr. The complaint was about garbage which was accumulating there. Mr. Kepner was contacted and told to take care of the problem. He responded that this was his tenant and he would make sure it was taken care of.

**Miscellaneous Business:** Claverack is working on putting up the new pole light at the Mahoney/Bridge Street intersection. There were no NOI's for Towanda Township.

All other correspondence throughout the month was forwarded to the board of supervisors. Our next Regular meeting will be July 8th, 2019 at 10:00am. Charlotte Sullivan made a motion to adjourn at 12:45pm, Wilma Lindsey seconded and all agreed.

*Lori Kepner*



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

July 8<sup>th</sup>, 2019

The Regular Monthly meeting was held on July 8<sup>th</sup>, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master, Lori Kepner, secretary, and Jonathan P. Foster Sr., Esquire. Coy Gobble from the Daily Review was the only visitor present.

**Minutes:** Charlotte Sullivan made the motion to accept the June 17<sup>th</sup>, 2019 Regular meeting minutes. The Motion was seconded by Wilma Lindsey, and all agreed.

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas.

**Gary Scranton's Reports:** The fire department is still working on getting information for the purchase of a new/used ladder truck. The work on the construction on the BC Airport project is almost complete. Gary is continually working on the Hazard Mitigation Plan with the county and the BC Trail project. He will keep us informed of all progress as it occurs.

**Road Report by Ray Green:** Ray Green gave his report. Eric, from Stiffler McGraw, got back to the office on the Garage addition and where we stand with Penelec on the Pole situation. Penelec suggests they install a new pole for electric services. It seems that would be the most practical thing to do. This will cost approximately \$2700.00. Gary Scranton made a motion to move forward with the movement of the pole in the plans and the additional cost of \$2700.00 so Stiffler McGraw can start the bid process. Wilma Lindsey seconded and all agreed. We did not receive any written quotes for the Railroad street project. Stiffler McGraw can now move forward with the Bid Process for the Project; Gary Scranton made the motion and Wilma Lindsey seconded all agreed. They have been mowing the sides of the Township roads which are complete now; cleaning ditches, weed whacking guard rails, and maintaining equipment. They will be installing pipes along Railroad, Hettick and Center St. The sink hole in front of Wheelers on Liberty Corners road is a Penn Dot issue and not the Townships. This was confirmed by our Municipal Services Rep. Cole Cemetery has been mowed as needed. The Bennett road project is complete; Ray will meet with the conservation district to inspect the repairs. All our cinders are in. We will be ordering in salt next week. Ray will be on vacation from July 9<sup>th</sup> to July 12<sup>th</sup>.

**Jonathan Jr. provided a written report to the board.** There is nothing new with the Hemlock Hill Subdivision or the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan is working on various violations of the Property Maintenance Ordinance for the Township.

**Miscellaneous Business:** Claverack is working on putting up the new pole light at the Mahoney/Bridge Street intersection they are waiting on the backordered light. We received the current Rose Well report from Charlotte. We received the Webster subdivision, the Township had no adverse comments.

All other correspondence throughout the month was forwarded to the board of supervisors. At this time, 11:12am, Charlotte Sullivan called for an executive session to discuss employee manual concerns. Charlotte Sullivan made a motion to come out of executive session at 11:20am. No action was taken during the executive session. We have a new hire, Bryant Green was hired as a part time seasonal employee for the summer months at a rate of \$12.60 an hour. Gary Scranton made this motion and Wilma Lindsey seconded all agreed. Our next Regular meeting will be August 19<sup>th</sup>, 2019 at 10:00am. Charlotte Sullivan made a motion to adjourn at 11:45am, Wilma Lindsey seconded and all agreed.

*Lori Kepner*



## TOWANDA TOWNSHIP SUPERVISORS

**Special Meeting**  
**August 14<sup>th</sup>, 2019**

The Special Meeting was held on August 14, 2019 at 9:30am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848 to open bids for equipment rental for the Bennett Road tar and chip project. The meeting was called to order by Vice Chairman Gary Scranton. Supervisors Present were: Gary Scranton and Wilma Lindsey, Charlotte Sullivan was unable to attend. Others present were Lori Kepner, secretary, and Marty Murphy from Suit-Kote Corporation, who was the only visitor present.

### **New Business:**

The board received only one Bid for equipment rental and that was from Suit-Kote Corporation. The board reviewed the bid proposal from Suit-Kote Corporation and all the proper paperwork was included. Gary Scranton made a motion to accept the bid of \$7920.00 from Suit-Kote for the equipment rental for the Bennett Road tar and chip project which includes two distribution trucks with drivers, one chipper with operator, one pneumatic roller with operator, one power broom with operator, and approx. 4 tri axle trucks with operators for hauling #8 stone. Wilma Lindsey seconded the motion and all agreed.

The board also discussed two properties that residents have concerns about with high grass and property maintenance issues. They will discuss this at our next Regular Meeting scheduled for August 19<sup>th</sup>, 2019.

All other correspondence throughout the month was forwarded to the board of supervisors. Motion to adjourn was made at 10:15am by Gary Scranton. Wilma Lindsey seconded.

*Lori Kepner*

## TOWANDA TOWNSHIP SUPERVISORS

### Regular Monthly Meeting

August 19th, 2019

The Regular Monthly meeting was held on August 19th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by Vice-President Gary Scranton. Supervisors Present were: Gary Scranton and Wilma Lindsey, Charlotte Sullivan was unable to attend. Others present were Ray Green, Road Master, Lori Kepner, secretary, Jonathan P. Foster Jr., Esquire by phone conference, and Eric Casanave from Stiffler McGraw.

**Minutes:** Gary Scranton made the motion to accept the August 14<sup>th</sup>, 2019 Special meeting minutes along with the Regular meeting minutes from the July 8<sup>th</sup>, 2019 meeting. The Motion was seconded by Wilma Lindsey, and all agreed.

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

**TMA/CBPA REPORT:** Nothing new at the present time, for the TMA, CBPA or the BCTCC.

**Gary Scranton's Reports:** There is nothing new with the fire department. The work on the construction on the BC Airport project is almost complete. Gary is continually working on the Hazard Mitigation Plan with the county and the BC Trail project.

**Road Report by Ray Green:** Ray Green gave his report. Eric, from Stiffler McGraw, was present to discuss the Railroad street project. The board had reviewed the paperwork from meetings held in the past. Stiffler McGraw provided the plans which will need bid out for our September meeting. Gary Scranton made the motion to bid out the Railroad Street Project and Wilma Lindsey seconded all agreed. Gary Scranton made a motion to change our September regular meeting date from September 9<sup>th</sup>, to September 4<sup>th</sup>, 2019 at 10am. The bids will then be opened at the September 4<sup>th</sup>, 2019 meeting. Wilma Lindsey seconded and all agreed. Township road mowing is complete. The sink hole in front of Wheelers on Liberty Corners road is a Penn Dot issue and not the Townships and PennDOT will be working on fixing that issue. Ray completed the Dirt and Gravel roads certification. Gary Scranton made a motion to hire Thompson Pest Control to take care of the Ants at the garage office. Wilma Lindsey seconded and all agreed. Cole Cemetery has been mowed as needed. All cinders and salt are in. Laurel Hill Rd work and tar and chip will be done hopefully the end of August or beginning of September along with the Bennett Rd tar and chip project. The Pipes are in on Hickory, Railroad and Center Streets.

**Jonathan Jr. provided a written report to the board.** The board discussed the road inspection on the Hemlock Hill Subdivision. There is nothing new with the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan is working on various violations of the Property Maintenance Ordinance for the Township. The board will wait to discuss the various property maintenance violations when Charlotte Sullivan returns.

**Miscellaneous Business:** Claverack is working on putting up the new pole light at the Mahoney/Bridge Street intersection they are waiting on the backordered light. Paul Kreishcher is retiring; the invitation to attend a dinner for him was handed out. August 26<sup>th</sup>, 2019 is the COG Dinner, if anyone would like to attend; it is at the Alba Church again this year.

All other correspondence throughout the month was forwarded to the board of supervisors. Our next Regular meeting will be September 4th, 2019 at 10:00am. Gary Scranton made a motion to adjourn at 12:45 pm, Wilma Lindsey seconded and all agreed.

*Lori Kepner*



**TOWANDA TOWNSHIP SUPERVISORS**  
**Regular Monthly Meeting**  
**September 4th, 2019**

The Regular Monthly meeting was held on September 4th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master, Lori Kepner, secretary, Jonathan P. Foster Sr., Esquire. There were no visitors present.

**Minutes:** Gary Scranton made the motion to accept the August 19<sup>th</sup>, 2019 Regular meeting minutes. The Motion was seconded by Wilma Lindsey, and all agreed.

**Treasurer's Reports** and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's Report and bills to be paid which Gary had approved prior to the meeting, motion was seconded by Wilma Lindsey, and all agreed.

**TMA/CBPA REPORT:** Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte.

**Gary Scranton's Reports:** The fire department talked about Riverfest. There is nothing new at the Airport. Gary is continually working on the Hazard Mitigation Plan with the county and the BC Trail project.

**Road Report by Ray Green:** Ray Green gave his report. There were no bids received for the Railroad Street Project. The board will have to bid it out again. Gary Scranton made a motion to bid out the Railroad Street project again and to schedule to have the bids opened at a Special meeting set for September 19<sup>th</sup>, 2019 at 9am. Wilma Lindsey seconded the motion and all agreed. The Township road mowing is complete. The Bennett Road tar and chip should be started this week sometime. The Woodside tar and chip is done. They have been repairing the pipes on Laurel Hill Rd. That Tar and Chip project will be done after the Bennett Road tar and chip. There was a tree down on Patton Hill that has been removed. Ray will be getting equipment ready for the winter season. The board will start moving forward on the Garage Building addition at their reorganization meeting in January 2020.

**Jonathan Jr. provided a written report to the board.** The board discussed the road inspection on the Hemlock Hill Subdivision. There is nothing new with the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan is working on various violations of the Property Maintenance Ordinance for the Township. The board discussed some new issues and concerns they have with various property maintenance issues with Jonathan.

**Miscellaneous Business:** The BCTOA convention is on September 26<sup>th</sup>, 2019. Lori and Charlotte will attend an excel class in Towanda on October 1<sup>st</sup>, 2019. Lori will check with Towanda Borough on when Trick or Treat will be this year.

All other correspondence throughout the month was forwarded to the board of supervisors. Our next Regular meeting will be October 14th, 2019 at 10:00am.

Gary Scranton made a motion to adjourn at 12:45 pm, Wilma Lindsey seconded and all agreed.

*Lori Kepner*



**TOWANDA TOWNSHIP SUPERVISORS**  
**Special Monthly Meeting**  
**September 19th, 2019**

A Special Meeting was held on September 19th, 2019 at 9:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan and Gary Scranton. Supervisor, Wilma Lindsey was not present. Others present were Lori Kepner, secretary, and Brianne Ostrander from the daily review.

**New Business:**

Bids for Railroad Street Project:

The board received no bids on the Railroad Street Project. This is the seconded required bid for this project without any bids received; both bids were advertised by the requirements of the Second Class Township Code.

Gary Scranton made a motion that no bids were received and that the Township may now go through the process of choosing whomever they would want to do the work on this project. The Township will no longer have to bid this project out and it is not held at any bids limits required by the Second Class Township Code. Charlotte Sullivan seconded the motion and all agreed.

Our next Regular meeting will be October 14th, 2019 at 10:00am.

Gary Scranton made a motion to adjourn at 9:30am, Charlotte Sullivan seconded and all agreed.

*Lori Kepner*



**TOWANDA TOWNSHIP SUPERVISORS**  
**Regular Monthly Meeting**  
**October 14th, 2019**

The Regular Monthly meeting was held on October 14th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan and Gary Scranton. Supervisor, Wilma Lindsey was unable to attend. Others present were Ray Green, Road Master, Lori Kepner, secretary, Jonathan P. Foster Sr., Esquire. There were no visitors present.

**Minutes:** Gary Scranton made the motion to accept the September 4th, 2019 Regular Meeting Minutes and the September 19<sup>th</sup>, 2019 Special Meeting Minutes. The motion was 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 which Gary had approved prior to the meeting, motion was seconded by Charlotte Sullivan, and all agreed.

**TMA/CBPA REPORT:** Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte, which included the agendas and minutes.

**Gary Scranton's Reports:** The fire department is still looking for a ladder truck. The Towanda Fire Police will be putting flares out for Halloween Trick or Treat night. The Airport construction is done. Gary is continually working on the Hazard Mitigation Plan with the county and the BC Trail project; as of now there is nothing new with either project.

**Road Report by Ray Green:** Ray Green gave his report. The supervisors discussed the Railroad Street project. Stiffler McGraw will work with Ray Green on a contractor to complete this project. The project had been previously bid out twice with no bids received by the Township. The Township may now use whomever they would like to complete the project. Gary Scranton made a motion for Ray Green to work with Stiffler McGraw on a contractor to complete the project and if the price to complete the project falls less than \$25,000.00 that Ray has the authorization to start the project with the contractor that both he and the engineer feel will do the best job. Charlotte Sullivan seconded the motion and all agreed. The Bennett Road tar and chip project is complete. The Township should be receiving our last reimbursement of the BC Conservation low volume road money now that the project on Bennett Road is complete. The Laurel Hill Road tar and chip project is done, but there have been several soft spots that have occurred from a spring which is located under the road. Ray explained, it is not a terrible issue and that he will address it and will fix it as needed. Larry has been laid off for the rest of the year. Ray will call him in if he is needed on an as needed basis. Ray has been cutting trees back along the roads, and completing ditch work as needed. Ray will be getting equipment ready for the winter season.

**Jonathan Sr. provided a written report to the board.** The board discussed the road inspection on the Hemlock Hill Subdivision. Eric, from Stiffler McGraw will be working with our solicitor Jonathan Foster on this matter. There is nothing new with the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan provided a draft copy of the amended property maintenance ordinance and the board reviewed the draft with Jonathan. He will continue to work to complete the ordinance for the township.



**Miscellaneous Business:** The board received a draft of the health and welfare resolution needed from the Township for the re-issuance of the 2016 Guthrie Bonds. This will in no way affect Towanda Township financially. The board reviewed the resolution and discussed it with our solicitor. Gary Scranton made a motion to pass the Resolution authoring approval of the issuance of revenue bonds by the CBPA and declaring that it is desirable for the Health, Safety and Welfare of the people in this municipality and other areas for the CBPA to finance certain facilities serving the people of the Municipality and such other areas. Charlotte Sullivan seconded the motion and all agreed. The board authorized Lori Kepner to attend the mandated Notary renewal class on October 30<sup>th</sup>, 2019 and to pay her for her time, meals and mileage. The board also authorized the day off for Lori to attend the PSATS Committee meeting, which she is on the PSATS Finance Board on November 19<sup>th</sup>, 2019 and pay for her time off. The board reviewed the proposed 2020 budget and made appropriate changes as needed. Charlotte Sullivan made a motion to advertise the budget for public review. Gary Scranton seconded and all agreed. Elections will be held on November 5<sup>th</sup>, 2019 at the Township Office. Gary Scranton made a motion to change the December regular meeting date of December 9<sup>th</sup>, to Tuesday December 17<sup>th</sup>, 2019 at 10am due to conflicts with schedules. Charlotte Sullivan seconded the motion and all agreed. All other correspondence throughout the month was forwarded to the board of supervisors. Our next Regular meeting will be November 12th, 2019 at 10:00am. Gary Scranton made a motion to adjourn at 12:55 pm, Charlotte Sullivan seconded and all agreed.

*Lori Kepner*



**DRAFT**  
**TOWANDA TOWNSHIP SUPERVISORS**  
**Regular Monthly Meeting**  
**November 12th, 2019**

The Regular Monthly meeting was held on November 12th, 2019 at 10:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master, Lori Kepner, secretary, Jonathan P. Foster Sr., Esquire. There were no visitors present.

**Minutes:** Gary Scranton made the motion to accept the October 14<sup>th</sup>, 2019 Regular Meeting Minutes as amended. The motion was 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 which Gary had approved prior to the meeting, motion was seconded by Wilma Lindsey, and all agreed.

**TMA/CBPA REPORT:** Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte, which included the agendas and minutes. The BCTCC meeting is Wednesday November 13<sup>th</sup>, 2019 this week.

**Gary Scranton's Reports:** They discussed the fire in Meredith Trailer Park. There is nothing new with the Airport. Gary is continually working on the Hazard Mitigation Plan with the county and the BC Trail project; as of now there is nothing new with either project.

**Road Report by Ray Green:** Ray Green gave his report. The supervisors discussed the Railroad Street project and they are waiting for a few other quotes on the project before making any decisions. Ray is done cutting trees back along the roads. He has been cleaning out the pipes and ditches along the roads after the storms. Ray and Larry have been working on some of Sheppard Roads repairs. He got new tires for the F550; Ray ordered a new cutting blade. He went out and took care of the roads during this past snow on Monday. Ray and Gary discussed some possible dangerous trees along Patton Hill Rd. Lori is to contact Penelec and get their opinion on the matter. The light is still not up at Bridge and Mahoney that Claverack was to install. Charlotte Sullivan brought up the damage along the creek outlet by the airport and what can be done to clean that up. Ray is to talk to the BC Conservation for their suggestions.

**Jonathan Sr. provided a written report to the board.** The board discussed the response letter from Matt Williams on the Hemlock Hill road inspection and the Township concerns. There is nothing new with the Cell Tower Ordinance. Jonathan is still working on the employee manual, and codification. Jonathan provided a draft copy of the amended property maintenance ordinance and the board reviewed the draft with Jonathan. They will work on the rest of the property maintenance ordinance at an upcoming special meeting.

**Miscellaneous Business:** The budget was advertised as required by the Second Township Code. Charlotte Sullivan made a motion to pass the 2020 Budget. Wilma Lindsey seconded and all agreed. The board received the proposed meeting dates for 2020 and all agreed they looked good. Charlotte Sullivan made a motion to have a Special meeting on November 18<sup>th</sup>, 2019 at 9am to work on the Towanda Township Property Maintenance ordinance and also to discuss a new Web Site proposal for 2020. Wilma Lindsey seconded and all agreed. The board received the 2020 Bradford County Humane Society Agreement. Charlotte Sullivan made a motion to sign the agreement with a contribution of \$650.00 for 2020; Gary Scranton seconded and all agreed. The Bradford County Sanitation assessment for 2020 will remain the same at \$3.00 per capita and at a cost to the township of \$2071.50. The board received a non-building lot subdivision for Ruth Tonachel. Gary Scranton had reviewed the subdivision prior to the meeting. The board found no adverse comments to the subdivision. All other correspondence throughout the month was forwarded to the board of supervisors. Our next Regular meeting will be Tuesday, December 17th, 2019 at 10:00am. Gary Scranton made a motion to adjourn at 11:45 pm, Charlotte Sullivan seconded and all agreed.

*Lori Kepner*



**TOWANDA TOWNSHIP SUPERVISORS**  
**Special Monthly Meeting**  
**November 18th, 2019**

There was a Special meeting held on November 18th, 2019 at 9:00am at the Towanda Township Municipal Office, 44 Chapel Street, Towanda PA 18848 to discuss a new web site design and also finish reviewing the proposed updated property maintenance ordinance. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master, Lori Kepner, secretary, Jonathan P. Foster Sr., Esquire. Visitors present were Amy Brennan from Custom Geekery.

Jonathan Foster provided the previous draft copy of the amended property maintenance ordinance that he and the board had been working on and reviewing. The board went over each page of the property maintenance ordinance and instructed Jonathan to make the appropriate changes needed and have ready for a future meeting to approve.

Jonathan also mentioned to the board that they would have to amend the start period for the 2019 Pension plan in a resolution that he will draft to begin from January 2019 until December 2019. Gary Scranton made the motion for Jonathan to draw up the paperwork for the Township to approve. Charlotte Sullivan seconded and all agreed.

Amy Brennan from Custom Geekery presented her proposal for a new township web site. After much discussion on what the township wanted to change, update and have included in the Website, Charlotte Sullivan made a motion to accept the contract with Amy Brennan to create a new web site for the Township at a cost of \$3285.00. Gary Scranton seconded the motion and all agreed.

Our next Regular Township meeting will be on Tuesday, December 17<sup>th</sup>, 2019 at 10:00am.

*Lori Kepner*



**TOWANDA TOWNSHIP SUPERVISORS**  
**Regular Monthly Meeting**  
**December 17th, 2019**

The Regular Monthly meeting was held on December 17th, 2019 at 10:00am at the Towanda Township Garage, on Lindsey Road in Towanda PA because of the ice/snow for safety reasons.

The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master, and Lori Kepner, secretary. Jonathan P. Foster Sr., Esquire was not present. There were no visitors present.

**Minutes:** Wilma Lindsey made the motion to accept the November 12th, 2019 Regular Meeting Minutes and the November 18<sup>th</sup>, 2019 Special meeting minutes. The motion was 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 which Gary had approved prior to the meeting, motion was seconded by Wilma Lindsey, and all agreed.

**TMA/CBPA REPORT:** Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte, which included the agendas and minutes.

**Gary Scranton's Reports:** There is nothing new with the BC Airport. There was an article about the BC Trail and also another article about the Towanda Township contribution to the Towanda Fire Depts. new/used ladder truck that Gary would like placed in the file, other than that nothing new with either. He is still working on the Hazard Mitigation Plan.

**Road Report by Ray Green:** Ray Green gave his report. Ray plowed and cindered as needed during the past storms. There was a tree down on Patton Hill Rd that he had to take care of along with several small trees & branches along the roads. He cleaned the equipment after each storm. He had been working with Eric and the contractors on the Railroad Street project with slow progress. He cleaned the pipes and grates again for the forecasted heavy rains. The 2007 F550 has been repaired at Sherwood Groves. Gary had assisted Ray with this project. Clay helped Ray get the plow and spreader back on the 2007 F550 and everything adjusted on 12/16 so it's ready to go. There was a tree down at the cemetery; Wilma had let them know, it is all cleaned up now. The light is up at Mahoney and Bridge and Ray said it's extremely helpful. Ray will work on the McNamara Road Cul-da-sec this coming year.

**Jonathan Sr. provided a written report to the board via email.**

Jonathan had forwarded a copy of the Property Maintenance Ordinance to review. The Board will review and discuss at our next meeting.

**Miscellaneous Business:** Gary Scranton made a motion to reappoint Tom Henson to the CBPA board in 2020 for a 5 year term. Charlotte Sullivan seconded and all agreed. There were no subdivisions or new gas well NOIs for the month.

All other correspondence throughout the month was forwarded to the board of supervisors. Our next meeting will be Monday, January 6<sup>th</sup>, 2020 at 10:00am. This will be the reorganization meeting; then immediately following will be our Regular meeting for January.

Gary Scranton made a motion to adjourn at 11:00am, Charlotte Sullivan seconded and all agreed.

*Minutes submitted by, Lori Kepner, Secretary*