

## **TOWANDA TOWNSHIP SUPERVISORS**

### **Regular Monthly Meeting**

**August 10th, 2020**

The Regular Monthly meeting was held on August 10, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. 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.

**Visitors:** There were no visitors present

**Minutes:** Gary Scranton made the motion to accept the July 13th, 2020 meeting minutes. Wilma Lindsey seconded 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 motion was seconded by Wilma Lindsey.

**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:** There is nothing new with the BC Trail, the Fire Report or the Hazard Mitigation Plan.

**Road Report by Ray Green:** Ray Green gave his report. Ray should be finished with Patton Hill pipe work next week. He has mowed sides of roads when needed. He has contacted Stiffler McGraw and told them to move forward with Insinger Construction as the contractor to do the Railroad street project. They have been mowing grass as needed. Ray hasn't heard back from Towanda Water and Sewer about the manholes along Patton Hill Rd. Vestal Asphalt is going to work on fixing the one spot that needs repaired on Laurel Hill Road within Towanda Township. He will be working on fixing the drainage problem on McNamara road this coming month. All three dump trucks have been inspected. The Trees on Patton Hill Road will be removed this month. He will be getting the summer equipment cleaned up and put away soon and getting the winter equipment ready for winter. All salt and cinders have been delivered.

**Attorney Jonathan Foster Sr. provided a written report to the board.**

The board is to review the Personnel Policy Jonathan gave us; Charlotte had a 2 ½ hour phone conference with Jonathan on the portion of the Personnel Policy Jonathan had sent us. The board will hold work sessions to go over what was discussed and updated on the Personnel Policy. There is nothing new with Hemlock Hills or the Codification. The board would like Jonathan to write a letter to Custom Geekery on providing the Township with an update on the Website and estimated completion date. The Township has tried to contact the company by both phone and email with no reply what so ever. We should have the new computers updated this month. Elections are November 3<sup>rd</sup>, 2020. No one will be attending the COG dinner on August 24<sup>th</sup>, 2020 at the First Christian Alba Church. We will schedule to have the Township Chapel Street office pressure washed this month. The Garage office construction should be started this month. Penelec has been contacted by our office to move forward and remove the guide wire and install the new electrical pole so the contractors can safely start construction.

**Miscellaneous Business:** There were no new NOI's or subdivisions issued to the Township. Our next meeting will be September 14th, 2020 at 10:00am; social distancing and face mask requirements will be enforced. Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

*Minutes submitted by, Lori Kepner, Secretary*



## TOWANDA TOWNSHIP SUPERVISORS

### Regular Monthly Meeting

July 13th, 2020

The Regular Monthly meeting was held on July 13th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. 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.

**Visitors:** There were no visitors present

**Minutes:** Charlotte Sullivan made the motion to accept the June 16th, 2020 meeting minutes. Wilma Lindsey seconded 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 motion was seconded by Charlotte Sullivan.

**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:** There is nothing new with the BC Trail, the Fire Report or the Hazard Mitigation Plan.

**Road Report by Ray Green:** Ray Green gave his report. Ray has finished the road mowing. He is still working with Stiffler McGraw and the contractors on the Railroad Street project. They have finished Hettick Road tar and chip. He has been working on ditch repairs as needed and cleaned up a tree on Woodside. He installed driveway pipes; one along Woodside, at the Bridge Street Rod and Gun Club and Scranton's. He had to have the zero turn fixed. He will be working on McNamara Road this week. They have been mowing grass as needed. Ray hasn't heard back from Towanda Water and Sewer about the manholes along Patton Hill Rd. Vestal Asphalt is going to work on fixing the one spot that needs repaired on Laurel Hill Road. The road crew will also be working on finished patch work on the roads. Ray contacted Austin Halderman about taking down the two trees along Patton Hill Rd that are dangerously ready to fall onto our guard rails. They are dead and it's just a matter of time before they come down. He should be able to do the work in August. He gave a quote of \$1000.00. Charlotte Sullivan made a motion to proceed with the removal of the trees. Wilma Lindsey seconded and all agreed. We are still waiting on the remaining quotes for the Railroad Street Drainage project. Gary Scranton made a motion to allow Ray Green to proceed as needed once we get all the quotes back and they are "apples to apples" and Ray and Eric from Stiffler McGraw can choose the best contractor for the job. Charlotte Sullivan seconded the motion and all agreed.

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

Jonathan had provided a draft of part of the Personnel Policy for the board to start to review. The board will hold work sessions to go over the Personnel Policy. There is nothing new with Hemlock Hills or the Codification. Gary Scranton made a motion to pass for advertisement the new language in our Airport Zoning Ordinance to reflect civil penalties instead of criminal penalties. Wilma Lindsey seconded and all agreed. We can pass the updated ordinance at our August meeting. We received our new flood plain maps. One will stay in the office and one will have to go to our Flood Plain Manager which is Code Inspections Inc.

**Miscellaneous Business:** There were no new NOI's or subdivisions issued to the Township. Our next meeting will be August 10<sup>th</sup>, 2020 at 10:00am; social distancing and face mask requirements will be enforced. Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

*Minutes submitted by, Lori Kepner, Secretary*



## TOWANDA TOWNSHIP SUPERVISORS

### Regular Monthly Meeting

September 14th, 2020

The Regular Monthly meeting was held on September 14th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. 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.

**Visitors:** There were no visitors present

**Minutes:** Charlotte Sullivan made the motion to accept the August 10th, 2020 meeting minutes. Wilma Lindsey seconded 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 motion was seconded by Wilma Lindsey.

**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:** There is nothing new with the BC Trail, the Fire Report or the Hazard Mitigation Plan.

**Road Report by Ray Green:** Ray Green gave his report. Ray trimmed trees along Laurel Hill Rd. They will be fixing Laurel Hill Rd tar and chip soon. He patched holes on McNamara. He filled around the manholes along Patton Hill Rd so they were more even with the road. There is a slide that has formed along Patton Hill Rd along the bank that he will be working on fixing with dirt from the new addition construction and larger rocks. They have mowed the cemeteries and offices. He has had to do some minor repairs to the equipment. He hasn't had any updates on the Railroad Street Project. The Penelec Pole guide wire and new Penelec pole should be done soon. He will be getting the equipment ready for the fall and winter months ahead. There is a storage shed along Railroad Street which is in the Township right of way. Lori and Ray will work on contacting the land owner for them to move it.

**Attorney Jonathan Foster Sr. provided a written report to the board.**

The board and Jonathan are still working on the Personnel Policy. The board will hold work sessions to go over what was discussed. There is nothing new with Hemlock Hills or the Codification. Jonathan wrote a letter to Custom Geekery on providing the Township with an update on the Website and estimated completion date. The Township has tried to contact the company by both phone and email with no reply what so ever. The board discussed various Code Violations. Lori is to write letters to the property owners on their violations and ask them to contact the township with their intentions before the Township moves forward with the Solicitor getting involved. The violations included some Campers being lived in and site distances on township roads (signage) and also trash accumulations. The board will hold a work session for road inspections and code violations when all three supervisors can attend. Elections are November 3<sup>rd</sup>, 2020. The Pressure washing of the Township has been done. Trick or Treat will be on October 28<sup>th</sup>, from 6-8pm. The Towanda Fire Police will man the Railroad/Liberty Corners Rd intersection and flares will be put out.

**Miscellaneous Business:** There were no new NOI's or subdivisions issued to the Township. Our next meeting will be October 12<sup>th</sup> at 10:00am; social distancing and face mask requirements will be enforced. Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

*Minutes submitted by, Lori Kepner, Secretary*