

January 2nd, 2018      Reorganization Meeting

Charlotte Sullivan took her oath of office.

The Supervisors of Towanda Township held their reorganization meeting of January 2, 2018 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 Lori Kepner temporary secretary by Gary Scranton, seconded by Charlotte Sullivan. Present at the meeting were Charlotte Sullivan, Gary Scranton, Lori Kepner, Ray Green Jr., and solicitor Jonathan Foster Sr.

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

Charlotte Sullivan a motion to appoint secretary/treasurer, Lori Kepner with a cost of living increase of 3% with a rate of \$16.50 per hour. Gary Scranton seconded the motion and all agreed.

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

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 \$12.65 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, and our representative for the Bradford County Trail. Gary Scranton seconded the motion and all agreed.

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

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

Gary Scranton made a motion to increase employee's wages with a 3% cost of living increase. Roadmaster - \$22.50, CDL Driver- \$20.15, Working Supervisors - \$15.45, General Laborer(time)- \$13.80, EMA director- \$12.65, and Assistant Secretary- \$15.45, The wages for new hires will be at the discretion of the board of supervisors, depending on experience. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion that the recommended wages for the working supervisors to our auditors be as follows: Frank Lindsey, Charlotte Sullivan and Gary Scranton will receive a rate of \$15.45 per hour.

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

Gary Scranton made a motion to appoint Stiffler & McGraw Associates as our engineer on an as needed basis, Charlotte Sullivan seconded the motion and all agreed. At this time the Engineer agreement between Towanda Township and Stiffler & McGraw was signed by Chairman, Charlotte Sullivan.

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

Gary Scranton made a motion to appoint the Assistant Secretary as Charlotte Sullivan. Charlotte Sullivan seconded and all agreed. Rate of pay will be at \$15.45 per hour as needed.

Gary Scranton made a motion to appoint Charlotte Sullivan TMA representative, and Charlotte Sullivan as First Voting Delegate for the Bradford County Tax Committee. 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 \$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 Kreischer. 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. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to establish the Township meetings to be held at the Towanda Township Municipal Building, 44 Chapel St, Towanda PA 18848, with the dates set forth at the December 2017 Township Meeting which are the following: Jan 2<sup>nd</sup>, Feb 5<sup>th</sup>, March 5<sup>th</sup>, April 9<sup>th</sup>, May 7<sup>th</sup>, June 4<sup>th</sup>, July 9<sup>th</sup>, August 6<sup>th</sup>, Sept 10<sup>th</sup>, October 1<sup>st</sup>, November 5<sup>th</sup>, and December 3<sup>rd</sup>. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to certify the voting delegate for the PSATS convention as Lori Kepner, with 1/3 cost reimbursement with BCTOA and Sheshequin Township providing the other 2/3 cost. Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to set rental rates for the equipment:

Backhoe: \$95.00, Lg, truck \$85.00, Sm trk \$70.00, Tar Buggy \$45.00, Stonerake \$35.00, Roller \$75.00, tractor/mower \$185.00; these rates do not include operators wages. The operator must be a Township employee and will be at their rate of pay per hour. The contracted Sidewalk snow removal located along South Main Street at \$150.00 per job. Charlotte Sullivan seconded the motion and all agreed. It was recommended to sell the stone rack this year.

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 .545 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 \$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, Charlotte Sullivan seconded and all agreed. Any other donations will be determined by the board as it may occur.

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

Gary Scranton made a motion to establish a 5 minute limit 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. Lori Kepner secretary has completed 10 years of service, and qualifies for 40 hours of vacation time.

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

There were no visitors present.

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

## TOWANDA TOWNSHIP SUPERVISORS

### Regular Monthly Meeting

January 2<sup>nd</sup>, 2018

The Regular Monthly meeting was held on January 2<sup>nd</sup>, 2018 at 10:30am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. There were no visitors present. The Pledge Allegiance to the Flag was done.

**Minutes** of the December Regular meeting were approved. Motioned by Charlotte Sullivan, seconded by Gary Scranton and all agreed.

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas, other than that there was nothing new.

**Gary Scranton's Reports:** Nothing new right now with the Fire Board, EMA or the Central Bradford Trail. There was also nothing new with the BC Airport.

**Road Report by Ray Green:** Ray gave the road report. Plowed and Cindered as needed and kept the equipment running and clean. Ray also kept the ditches and drainage clear of ice and leaves. There is a logging company on the property of the Bridge Street Rod and Gun Club. Gary Scranton will find out who it is and get their information so the township can send them a road maintenance agreement before any damages happen to our roads.

**Miscellaneous Business.** Jonathan provided the written report to the board. There is nothing new with Hemlock Hills. Jonathan has been working on the *Sample Media* (Daily Review) assessment appeal. Jonathan has finished the ordinance for Wireless Communications Facilities. Gary Scranton made a motion to have the ordinance ready for our next meeting to be passed. Charlotte Sullivan seconded and all agreed. The board discussed a resolution in opposition to House Bill 1620, entitled the "wireless Infrastructure Deployment Bill", which limits local municipal control, with Attorney, Jonathan Foster. Charlotte Sullivan made a motion to sign the resolution opposing the HS1620. Gary Scranton seconded and all agreed. The pension plan, codification and employee manual are tabled to the February 2018 meeting. We will meet for a work session at 9am before the next monthly meeting to watch the PSATS pension webinar. The board of supervisors and Lori Kepner signed and handed in their insurance letter of requests for 2018.

**Correspondence.** All correspondence had been forwarded to supervisors. Gas Wells: There were no NOI for the Township. We will start working with Bradford County Planning to get the name changed on Kingsley Hill Road, to Kinsley Hill Road.

Gary Scranton made a motion to adjourn. Next Township Meeting is scheduled for February 5<sup>th</sup>, 2018 at 10:00am at the Township Building.

*Lori Kepner*, Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

February 6th, 2018

The Regular Monthly meeting was held on February 6th, 2018 at 10:00am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. There were no visitors present. The Pledge Allegiance to the Flag was done.

**Minutes** of the January Reorganization meeting and January Regular meeting were approved. Motioned by Charlotte Sullivan, seconded by Gary Scranton and all agreed.

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas, other than that there was nothing new.

**Gary Scranton's Reports:** Nothing new right now with the Fire Board, EMA or the Central Bradford Trail. We have not received any meeting minutes from the fire board yet. The extension of the runway has been approved by the county for the BC Airport.

**Road Report by Ray Green:** Ray gave the road report. Plowed and Cindered as needed and kept the equipment running and clean. Ray also kept the ditches and drainage clear of ice. We sent out a road maintenance agreement to the logging company (Frank Krammes Excavating) on the property off the Bridge Street Rod and Gun Club. Jonathan is to work on easements for Ray for Bennett road. Jonathan is to look into street light placement etc., along State roads. We will put street lights on the agenda for the next meeting. Ray replaced some signs that were down and taken. There are burn barrels along railroad that need to be addressed because of the garbage. We need to contact DEP and see if they can help. When last looked into DEP couldn't help because they could not identify whose garbage it actually was. Ray ordered heating fuel oil for the garage.

**Miscellaneous Business.** Jonathan provided the written report to the board. There is nothing new with Hemlock Hills. Jonathan has been working on the *Sample Media*(Daily Review) assessment appeal. Jonathan had finished the ordinance for Wireless Communications Facilities, but at this time it is tabled to a future meeting. The board discussed the pension plan and their options, the computer couldn't download the webinar for the supervisors; they would like to have a work session with Jeff Hugo, who deals with pension plans sometime soon. The board likes the 401 & 457 plans. Jonathan explained that the board would have to advertise out for bids for a pension plan program. Gary Scranton made a motion for Jonathan to start the process of getting all required documents and advertising ready for the board for the next meeting. Charlotte Sullivan seconded and all agreed. General Code who did the last codification for the township is going to try to plan on coming out to the Township in February, and employee manual pages was forwarded to Jonathan to review. The auditors had their meeting on January 3<sup>rd</sup>, 2018 and approved all the working supervisors' rates of pay of \$15.45 an hour, and EMA director rate for Gary Scranton at \$12.65 an hour. Charlotte would like to have an open house when the Garage addition gets finished and the new handicapped parking spot. We have had numerous issues with the emails through the township. Frontier had taken quite some time to fix the last issue. The township needs to look for someone on an as needed basis to do repairs to the email and computer system, if this occurs again, several people were brought up as possibilities.

**Correspondence.** All correspondence had been forwarded to supervisors. Gas Wells: There were no NOI for the Township. We received a letter from Niagara Water for a water retention notice, as well as GTP downstream water test notice. Gary Scranton made a motion to adjourn. Next Township Meeting is scheduled for March 5<sup>th</sup>, 2018 at 10:00am at the Township Building.

*Lori Kepner*, Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

March 6th, 2018

The Regular Monthly meeting was held on March 6th, 2018 at 10:00am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. Matt Hicks from the Daily Review was present. The Pledge Allegiance to the Flag was done.

**Minutes** of the February Regular meeting were approved. Motioned by Charlotte Sullivan, seconded by Gary Scranton and all agreed.

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas, other than that there was nothing new.

**Gary Scranton's Reports:** Nothing new right now with the Fire Board, EMA or the Central Bradford Trail. We have not received any meeting minutes from the fire board yet.

**Road Report by Ray Green:** Ray gave the road report. The heating fuel oil was delivered to the Township Garage. Ray plowed and cindered as needed and kept the equipment running, clean and inspected. Ray also kept the ditches and drainage clear of ice and debris. We received our new Roller from Bradco Supply. We heard back from the logging company (Frank Krammes Excavating) on the road maintenance agreement for the property off the Bridge Street Rod and Gun Club, their lawyer has it and is reviewing it. Jonathan is to work on easements for Ray for Bennett road. Jonathan is to look into street light placement etc., along State roads. Lori filed the paperwork for the Salt Contract through Costars for the 2018-2019 calendar years. Ray suggested we reserve 75 ton this contract. Ray discussed the water run off issue on Railroad Street at Jackie Vanderpools property. The conservation district, along with Ray and our representative from Stiffler, McGraw met and looked over the situation. The conservation will be able to fund the project to repair this issue. The Township will have to have our engineer, Stiffler, McGraw look into a possible catch basin type storm water control device for the Township to purchase. Gary Scranton made the motion to allow Stiffler, McGraw to design a storm water control device for the issue on Railroad Street. Charlotte Sullivan seconded and all agreed.

**Miscellaneous Business.** Jonathan provided the written report to the board. There is nothing new with Hemlock Hills. There is nothing new on the ordinance for Wireless Communications Facilities. The board discussed the pension plan and their options, Gary Scranton made the motion to have Jonathan get the paperwork together to advertise for bids for the Pension Plan and to have it ready for our next meeting. Charlotte Sullivan seconded and all agreed. Jonathan is working on the codification and employee manual. The lighting at the newly constructed intersection of south Main Street and Route 220 was discussed by the supervisors. The supervisors would like to look into placing new street lights on the west side of the highway on the township property. This may help the issue, especially for night driving, with the visibility of the intersection. Gary Scranton made a motion to look into the costs and purchases of additional lighting. Charlotte Sullivan seconded and all agreed. At this time, 10:45am, an executive meeting was called by Charlotte Sullivan to discuss possible litigation matters. Charlotte Sullivan motioned to come out of the executive session at 11:10am; no motions were made resulting from the executive session.

**Correspondence.** All correspondence had been forwarded to supervisors. Gas Wells: There were no NOI for the Township. Gary Scranton made a motion to adjourn at 11:30. Next Township Meeting is scheduled for April 9th, 2018 at 10:00am at the Township Building.

*Lori Kepner*, Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

April 9th, 2018

The Regular Monthly meeting was held on April 9th, 2018 at 10:00am at the Towanda Township Building. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Jr., Esquire. Roy Blanchard was present. The Pledge Allegiance to the Flag was done.

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

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas. During the excavation for the new water extension in North Towanda Township they found old artifacts which stopped the excavation. They will use an alternative method to move forward. BCTCC held their budget meeting. The Annual dinner for CBPA will be on May 9<sup>th</sup>, 2018 at Oliver's Restaurant in Wysox.

**Gary Scranton's Reports:** Fire Board, the fire department is looking to purchase a piece of equipment to use to respond to emergencies which happen within the new Parking garage in Towanda Borough. Gary is to let them know to call him direct with changes and not the Township for any further issues. Central Bradford Trail will hold a second meeting shortly. The EMA department has not hired someone yet to replace Joann Daly at the BC Emergency Management office. Jessup Township purchased our old stone rack for \$2000.00.

**Road Report by Ray Green:** Ray gave the road report. Ray plowed and cindered as needed. We received the new trailer from Bradco Supply. We have not heard back from the logging company (Frank Krammes Excavating) on the road maintenance agreement for the property off the Bridge Street Rod and Gun Club, their lawyer has it and is reviewing it. Jonathan is stilling working on the easements for Ray for Bennett road. He will have them for Ray to review by the end of the meeting today on April 9<sup>th</sup>, 2018. There is nothing new from BCCD on the water run off issue on Railroad Street at Jackie Vanderpools property. PSATS convention is April 22-25<sup>th</sup>, Lori provided the supervisors with resolutions to be passed to get their opinions on voting. Charlotte and Gary were in favor of the resolutions presented by PSATS. We need to have Jonathan contact the Railroad Owner and send a letter stating that the burn barrels on their property are in violation of our property maintenance ordinance. We may replace a driveway pipe along Tip Top road if it doesn't damage the Townships paved road; Ray will look into this. Ray discussed the purchase of a new tractor and boom mower for the Township. Ray would like a 2016 John Deer tractor, this Township would have to bid out. The boom mower he was looking at Bradco Supply for \$36,000.00 we can buy off of a state contract which doesn't need bid out. Gary Scranton made a motion to bid out for advertisement for our next meeting the purchase of a new tractor for the Township; Gary Scranton also made the motion to purchase a new boom mower from Bradco Supply off of the State Contract. Charlotte Sullivan seconded both motions and all agreed.

**Miscellaneous Business.** Jonathan provided the written report to the board. There is nothing new with Hemlock Hills. There is nothing new on the ordinance for Wireless Communications Facilities. Jonathan is still working on the pension plan paperwork, codification and the employee manual. Jonathan is to review the paperwork submitted by Roy Blanchard on a proposed deck on the backside of the Wayside Bar located along Railroad Street; he will give his report at the next meeting. The lighting at the newly constructed intersection of south Main Street and Route 220 was discussed by the supervisors. The supervisors will continue to gather information on placing new street lights on the west side of the highway on the township property. The audit is done. Lori will be purchasing a new printer soon. There is nothing new right now with the sidewalk/paving project at the Township Office. There is nothing new with the addition to the garage as well.

**Correspondence.** All correspondence had been forwarded to supervisors. Gas Wells: There were no NOI for the Township. Charlotte provided a report on the Farr and McCabe well, they both had inspections and neither had any violations. Gary Scranton made a motion to adjourn at 11:30. Next Township Meeting is scheduled for May 7th, 2018 at 10:00am at the Township Building.

*Lori Kepner*, Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

May 7th, 2018

The Regular Monthly meeting was held on May 7th, 2018 at 10:00am at the Towanda Township Building at 44 Chapel Street. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton, Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Jr., Esquire. Roy Blanchard was present. The Pledge Allegiance to the Flag was done.

**Minutes** of the April Regular meeting were approved. Motioned by Charlotte Sullivan, seconded by Gary Scranton and all agreed.

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

**TMA/CBPA REPORT:** Charlotte provided all reports for TMA, BCTCC and CBPA from the previous meetings which include meeting minutes and agendas. Chad Strickland will be replacing Fred Johnson for the TMA.

**Gary Scranton's Reports:** Nothing new with the BC Trail, Fire Board, EMA or the BC Airport. Gary will continue to attend the meetings.

**Road Report by Ray Green:** Ray gave the road report. They have been trimming trees and cleaning ditches. All equipment is serviced and cleaned from the winter. There were a couple signs Ray had to replace. May 1<sup>st</sup>, Larry started back to work for the summer months. MR Dirt is putting in another Spec house in the Hemlock Hills Subdivision. Jonathan is working on the easements for Ray for Bennett road. There is nothing new from BCCD on the water run off issue on Railroad Street at Jackie Vanderpools property. We need to have Jonathan contact the Railroad Owner and send a letter stating that the burn barrels on their property are in violation of our property maintenance ordinance. There have been complaints about the property at 287 Railroad Street, Towanda PA 18848. There is no running water or sewer, the doublewide is dilapidated, the roof is falling in. The board would like Jonathan to send a letter about the violation of the property maintenance code. We received the bids for the 2016 John Deere tractor, and the new boom mower. We received one bid from Bradco Supply for a total price of \$85,000.00 for both the boom mower (McConnell PA93M) and a 2016 John Deere Model 6210 tractor with trade in of our old tractor and boom mower the net cost for the Township will be \$62,500.00. Gary Scranton made a motion to accept the bid from Bradco Supply. Charlotte Sullivan seconded and all agreed.

**Miscellaneous Business.** Jonathan provided the written report to the board. There is nothing new on the ordinance for Wireless Communications Facilities. Jonathan is still working on the pension plan paperwork, codification and the employee manual. The board and Jonathan reviewed the paperwork submitted by Roy Blanchard on a proposed deck to the backside of the Wayside Bar located along Railroad Street. Gary, Ray and Jonathan will go to the Wayside Bar and look over the area and mark it out and Gary will draw up a letter with the recommendations for Jonathan to review before we give a copy of the letter to Roy Blanchard. The board told Roy we would get back to him this week on the decisions. The board is recommending a 12foot deck instead of 16 foot to keep it out of the township right of way. There is nothing new on the lighting at the newly constructed intersection of South Main Street and Route 220. We have received the contact information for Penelec when we come to that point. We also need to verify with Penn Dot what needs to be done. Charlotte received an email from Stiffler McGraw and we cannot put the Driveway next to the building like we had wanted. It is just not feasible. We can move forward with the sidewalk project at the Township Office though which doesn't need engineering plans. There is nothing new with the addition to the garage as well.

**Correspondence.** All correspondence had been forwarded to supervisors, immediately after this meeting. Gas Wells: There were no NOI for the Township. Gary Scranton made a motion to adjourn at 11:30. Next Township Meeting is scheduled for June 4th, 2018 at 10:00am at the Township Building.

*Lori Kepner*, Secretary



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

June 4th, 2018

The Regular Monthly meeting was held on June 4th, 2018 at 10:00am at the residence of Francis Lindsey, 1187 Patton Hill Road, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton, and Francis Lindsey. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. Eric Casanave from Stiffler McGraw, Matt Hicks with the Daily Review and Wilma Lindsey.

**Minutes** of the May Regular meeting were approved. Motioned by Gary Scranton, 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 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:** Nothing new with the Fire Board, EMA or the BC Airport. Gary will continue to attend the meetings. The BC Trail is looking at the path in which the trail will follow. They are considering using the Township right of way next to the Railroad along Railroad Street instead of the actual Railroad. Gary will keep us up to date on this situation as it progresses.

**Road Report by Ray Green:** Ray gave the road report. They will be tar and chipping Mahoney, Johnston, and Manahan roads soon. They need to replace a pipe on Hettick Road. It seems the logging company at Bridge Street Rod and Gun club has gone. Ray is still working on the street lighting with Penelec. We ordered two loads of salt which have come in we need to order another load for the 2017-2018 Salt contract before July 2018. All the cinders have come in and they are put away. The board discussed the water issue on Railroad Street with Eric, from Stiffler McGraw. Eric is waiting on the report from DEP on the flow of the water once this is done then they will be able to determine what kind of drainage pipe, culvert etc we will need. The board discussed the possibility of vacating Crandall Road. Gary and Ray to look at the area and pass the information to Jonathan Foster and he in turn will suggest options on whether or not we can vacate Crandall Road. This situation was a result of the new bridge reconfiguration a few years ago.

**Miscellaneous Business.** Jonathan provided the written report to the board. There is nothing new on the ordinance for Wireless Communications Facilities. Jonathan will prepare drafts of the codification and employee manual for the board to review and then discuss. Jonathan will send out the easements which were requested by Ray Green Jr, and which are done for Bennett Road from the backside to east side of Bennett Road. Jonathan is done with the pension plan paperwork we need to advertise for bids. Gary Scranton made a motion to move forward with the pension plan and advertise for bids. Charlotte Sullivan seconded and all agreed. Roy Blanchard signed the paperwork from Jonathan on a proposed deck to the eastside of the Wayside Bar. Stiffler McGraw will meet with Ray and go over the HVAC and electrical choices for the new garage office this is to also include air conditioning and then we will get plans to submit for bids. Stiffler McGraw will also come to the Township office and look at the emergency lights and see what our panels can handle for loads for a new generator and also air conditioning.

**Correspondence.** All correspondence had been forwarded to supervisors before the meeting.

Gas Wells: There were no NOI for the Township.

At this time an executive session was called at 10:30 by Chairman Charlotte Sullivan.

At 11:50 Charlotte Sullivan called the board out of the executive meeting. During the executive meeting the board discussed possible litigation issues as well as office procedures within the township.

Francis Lindsey made a motion to adjourn at 11:55 Next Township Meeting is scheduled for July 9th, 2018 at 10:00am at the Township Building.

*Lori Kepner,* Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

July 9th, 2018

### DRAFT

The Regular Monthly meeting was held on July 9th, 2018 at 10:00am at the Towanda Township Building located at 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton. Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. There were no visitors present.

**Minutes** of the June Regular meeting were approved. Motioned by Gary Scranton, 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 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. There was nothing new to report from the TMA, CBPA. Charlotte had received an email from Brenda Ferguson with the BCTCC regarding HR291, which directs the PA Dept. of Revenue along with DCED to conduct a study; to see if they should replace the current Local Tax collection system, and roll up the Local Earned Income Tax to be collected by the Dept. of Revenue at the State Level. Brenda needed all the Townships, Boroughs, and School districts to voice their concerns so she could send them to John DeRemer @ Berkheimer for our Counties response to this issue. We as a Township are against the State collecting the Earned Income so we feel it is not in our best interest to have the State collect our Local Earned Income Taxes.

**Gary Scranton's Reports:** Nothing new with the Fire Board, EMA or the BC Airport. Gary will continue to attend all meetings necessary.

**Road Report by Ray Green:** Ray gave the road report. They have finished the tar and chipping on Mahoney, Johnston, and Manahan roads. He has mowed all the roads and repaired several shoulders. They will continue to fix pot holes and start work on Bennett Road sometime soon. Ray will have to replace a pipe on Hettich Road at which time he will have to close the road for the day. He will notify the proper people. Ray is still working on the street lighting with Penelec; Lori did receive a contact for the street light poles she will forward this information to Ray. All of our salt and cinders are in and put away. Stiffler, McGraw did come and look at the Garage building extension again and also the Township office building for the use of air conditioners in the Board area. They gave a few suggestions to Ray and he addressed them with the Supervisors. The board discussed Crandall Road and at this time is not considering vacating that road.

**Miscellaneous Business.** Jonathan provided the written report to the board. There is nothing new on the ordinance for Wireless Communications Facilities. Jonathan is still working on the codification and employee manual. Jonathan is done with the pension plan paperwork and he had advertised it for the Board on July 7<sup>th</sup>, 2018 for the consideration at the next Township meeting set for August 6<sup>th</sup>, 2018. Lori will have a copy of the RFP for anyone who wishes to obtain one for the August meeting. The County came to a Settlement agreement with Sample Media for their assessed value of the property. Gary Scranton made a motion to also accept the Settlement agreement with Sample Media. Charlotte Sullivan seconded and all agreed. The Township sent out the letter to Marcella Benjamin Estate regarding the condemning of their property located along Railroad Street in Towanda Township. The Township will have to post Condemned signs and tape along the property so no one can enter the property legally. The board discussed a few other properties that are in violation of the Property Maintenance Ordinance. The board will direct all situations through their solicitor for proper enforcement. The Board discussed the Fire Works ordinance, because of Act 43 of 2017 the Township cannot require permits any longer for Consumer grade fireworks. Permits are however required for professional display fireworks, and can only be used by professionals with a municipal permit, this professional must be registered with the state. There are also other requirements under this new Act 43.

**Correspondence.** All correspondence had been forwarded to supervisors before the meeting.

Gas Wells: There were no NOI for the Township. The board had reviewed the Russell/Hollenback, and King subdivisions and had no adverse comments.

Gary Scranton made a motion to adjourn at 11:50 Next Township Meeting is scheduled for August 6<sup>th</sup>, 2018 at 10:00am at the Township Building.

*Lori Kepner*, Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

August 6th, 2018

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The Regular Monthly meeting was held on August 6th, 2018 at 10:00am at the Towanda Township Building located at 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton. Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire. Visitors present were Eric Casanave from Stiffler McGraw, township resident, Mike Goodrich and Matt Hicks from the Daily Review.

**Minutes** of the June Regular meeting were approved. Motioned by Gary Scranton, 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 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. There was nothing new to report from the TMA, CBPA.

**Gary Scranton's Reports:** Nothing new with the Fire Board, EMA or the BC Airport. Gary will continue to attend all meetings necessary.

**Road Report by Ray Green:** Ray gave the road report. Ray has been working on mowing all the roads back with the new tractor and boom mower; it has been working great. He has gotten just about all the roads mowed, except for Woodside. They have been working on replacing the pipes needed on Bennett Road. They didn't make out to bad after the last few storms, no major damage. The road crew will continue to keep ditches clean and clear of debris, and clean out any pipes needed. Ray explained there was nothing new on the street lighting. Eric Casanave, from Stiffler McGraw, presented the board with the drawings of the new addition for an office at the Township Garage Building, which will cost approximately \$150,000.00. He suggested a retainer wall be built along the south side of the new office for drainage purposes and it will help avoid damages to the addition. The board reviewed the plans and agreed with Eric about the retainer wall. Gary Scranton made a motion for Stiffler McGraw to move forward with the plans and start the paperwork etc. for bidding the project. Charlotte Sullivan seconded and all agreed. Ray is still working with State Police on the property along Railroad Street.

**Miscellaneous Business:** Jonathan provided a written report to the board. There is nothing new with the Hemlock Hill Subdivision. Jonathan is still waiting on the Cell Tower Ordinance. He must research and see if we can adopt it without having zoning. He is still working on the employee manual, and codification. Jonathan will prepare paperwork as needed for several Property Maintenance code violations. Ray is to contact Scott Middendorf on the property at the bottom of Patton Hill first before we send them a letter. The supervisors received the RFP's for the Pension plan to review. They will conduct interviews at our next meeting on September 10<sup>th</sup>, 2018. Lori is to contact the two companies that responded and see when they are available that day. The board discussed the time of our regular meeting on September 10<sup>th</sup>, 2018 along with changing our monthly township meetings to the second Monday of the month instead of the first. Charlotte Sullivan suggested changing the meetings to the second Monday of the month, this way most of the bills will be to the township in time for payment authorization at their Township meeting, along with any bank statements that we are waiting on for reconciliation. Charlotte Sullivan made a motion to change the meeting time for the September 10<sup>th</sup>, 2018 meeting to 9am from 10am and also to change the Towanda Township Monthly meetings to the second Monday of the months from now on the time will remain the same. Gary Scranton seconded and all agreed. Lori Kepner will be off on August 9<sup>th</sup>, and 10<sup>th</sup> the phones will be forwarded to Charlotte while she is away. Jonathan provided the written report to the board. There is nothing new on the ordinance for Wireless Communications Facilities. Jonathan is still working on the codification and employee manual.

**Correspondence.** All correspondence had been forwarded to supervisors before the meeting.

Gas Wells: There were no NOI for the Township. Gary Scranton made a motion to adjourn at noon. The next Township Meeting is scheduled for September 10<sup>th</sup>, 2018 at 9am, at the Township Building.

*Lori Kepner,* Secretary



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

September 10th, 2018

The Regular Monthly meeting was held on September 10th, 2018 at 9:00am at the Towanda Township Building located at 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton. Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, and Jonathan P. Foster Sr., Esquire.

**Minutes** of the August Regular meeting were approved. Motioned by Charlotte Sullivan, seconded by Gary Scranton 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, which was seconded by Gary Scranton, 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:** Nothing new with the Fire Board they did not have a meeting. There is a meeting on September 27<sup>th</sup>, 2018 for the BC trail at the CBPA office from 5pm-6pm. There is nothing new with the EMA or the BC Airport.

**Road Report by Ray Green:** Ray gave the road report. Ray explained there was nothing new on the street lighting. The new addition for the garage is moving forward. Ray is still working with State Police on the property along Railroad Street. Ray mowed Woodside road. They replaced all the pipes on Bennet road. Ray filled out the Dirt and Gravel low volume road application, which Lori sent the email saying the application time was open. The conservation district explained to Ray that we were tentatively approved for the project. The total cost would be approximately \$103,000.00 with the conservation district funding \$78,900.00 of the costs. The Township would incur the difference as their in-kind share. Gary Scranton made the motion to accept the Dirt and Gravel Low Volume project for this year and to move forward with paperwork and bids as needed. Charlotte Sullivan seconded the motion and all agreed. They have cleaned and repaired ditches as needed. We had minor rain issues with the storms. The backhoe broke down on Laurel Hill Road. Ray called Keystone Diesel Machinery to come repair it. The board was notified of this issue and the cost of the parts. Keystone Machinery will repair the backhoe where it is in the field once the parts are in. Ray rented a mini excavator for Woodside road and Railroad Street from Bradco. There were trees down on Patton Hill Road, and Johnston Road. They installed a pipe on Railroad Street.

Jonathan provided a written report to the board. Jonathan reported that the law on Fireworks ordinances maybe changing he will keep the board updated. There is nothing new with the Hemlock Hill Subdivision. Jonathan is still waiting on the Cell Tower Ordinance. He must research and see if we can adopt it without having zoning. He is still working on the employee manual, and codification. The supervisors received two RFP's for the pension plan, one from PSATS Trustee Group, and the other from CBIZ InR; they will conduct the interviews immediately following the September 10<sup>th</sup>, 2018 meeting. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township. He is waiting for any updates from Ray, before he moves forward with the letters of violations. Jonathan is also to review the camper ordinance at Charlotte's request.

**Miscellaneous Business:** Trick or Treat will be held on October 31, 2018 from 6pm-8pm in Towanda Township. The board will start to work on Budget suggestions. The Township discussed school bus stop signs and it has been discovered in the past request that this is between the school district and Penn dot and then Penn dot is to place the signs where needed within the State right of way.

**Correspondence:** All correspondence had been forwarded to supervisors before the meeting.

Gas Wells: There were no NOI for the Township.

Gary Scranton made a motion to adjourn at noon. The next Township Meeting is scheduled for October 8<sup>th</sup>, 2018 at 10:00am, at the Township Building.

*Lori Kepner,* Secretary



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

October 8th, 2018

The Regular Monthly meeting was held on October 8th, 2018 at 10:00am at the Towanda Township Building located at 44 Chapel Street, Towanda PA 18848. The meeting was called to order by President Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Gary Scranton. Francis Lindsey was not present. Others present were Lori Kepner, secretary, Ray Green Road Master, Jonathan P. Foster Sr., Esquire, Jason Nason from Stiffler-McGraw and Coy Gobble from the Daily Review.

**Visitors:** Jason Nason has been working with Ray and the conservation district on Railroad Street and the Vanderpool property. Jason showed the board and Ray the options they had for the catch basin structure and possible pipe replacement along Railroad street. Jason explained he still needs more information from the Conservation district on their elevations to determine the slope and grade of the improvements which will help Stiffler-McGraw determine what the best possible solution to this problem is. Jason will continue to work with Ray on this project.

**Minutes** of the September Regular meeting were approved. Motioned by Gary Scranton, 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, which was seconded by Gary Scranton, 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. TMA is received grant money for a new treatment plant. There was nothing new with CBPA.

**Gary Scranton's Reports:** Nothing new with the Fire Board. Trick or Treat will be held on October 31<sup>st</sup>, 2018 from 6pm-8pm. Gary explained it will be covered at the normal intersections for that evening for the children to safely cross the streets, except at the top of Chapel Street this year. Gary explained there is nothing new with the BC Airport. Barnes is back as acting Bradford County EMA director for now. There will be a meeting in October for the BC Trail. Gary will continue to attend all meetings necessary and update the board. Gary discussed the cul-de-sac on McNamara road. He has looked at the water issue and concerns of Don Johnson and will work with Ray to establish how to correct the problem. Jonathan Foster will review the deeds on McNamara road to see how the language is worded for the right of way on the road and the cul-de-sac.

**Road Report by Ray Green:** Ray gave the road report. Ray explained there was nothing new on the street lighting we will take this off the agenda until the spring. The new addition for the garage is moving forward. Ray is still working with the State Police on the property along Railroad Street owned by the Marcella Benjamin Estate. Lawn mowing is just about finished. They have been cleaning out pipes and ditches as needed from the rain. Charlotte talked about the branches that hang over the sidewalk and that Penn Dot should remove the trees and branches that are in their right of way and may cause the township issues with the sidewalk. She also mentioned the dirt and stone that is along south Main Street, which is on the State road that needs to be cleaned up by Penn Dot. There is also a hole along South Main Street that needs fixed by Penn dot. Lori Kepner will forward the last email from Greg Dibble on the sidewalk responsibilities to Charlotte, and then Charlotte will contact the proper people at Penn Dot and address our concerns.

**Jonathan 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 supervisors have reviewed and interviewed the two companies that provided the Township with RFP's for our Pension options; those two companies were PSATS Trustee Group, and the other from CBIZ InR. Gary Scranton made a motion to accept the RFP from CBIZ InR, and to authorize Jonathan to draft the pension ordinance for advertisement. Charlotte Sullivan seconded and all agreed. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township.

**Miscellaneous Business:** The board will be working on the budget for the November meeting. The board discussed the amount of copies we receive of the Township News. They agreed that when we renew the subscription that two copies should be all the Township will need. Lori has requested vacation time off of November 5<sup>th</sup> through November 9<sup>th</sup>, 2018. Charlotte and Gary approved her time off. Lori will forward the phone to Charlotte's cell phone for that week. Charlotte had provided information on the Rose Well Inspection. At the time of 11:47am, an Executive Session was called by Chairman, Charlotte Sullivan. At 12:02pm the board came out of Executive Session; the executive session was called to discuss possible legal matters. All correspondence had been forwarded to supervisors before the meeting. Gas Wells: There were no NOI for the Township. Gary Scranton made a motion to adjourn at 12:15pm. The next Township Meeting is scheduled for October 16<sup>th</sup>, 2018 at 11:00am, at the Township Building, which is a Special meeting to open bids for the Bennett Road Dirt and Gravel road project. The next Regular meeting will be held on November 13<sup>th</sup>, 2018.

*Lori Kepner, Secretary*



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

November 13th, 2018

The Regular Monthly meeting was held on November 13th, 2018 at 10:00am at the Residence of Francis Lindsey, 1187 Patton Hill Road, and Towanda PA 18848. 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, Ray Green Road Master, Jonathan P. Foster Sr., Esquire, Wilma Lindsey and Jason Nason from Stiffler-McGraw.

**Visitors:** Jason Nason from Stiffler-McGraw was present to discuss the updates on the Railroad Street/Vanderpool property. He will continue to work with Ray on this issue and update the Township as needed.

**Minutes:** Francis Lindsey made the motion to accept the October 8<sup>th</sup>, 2018 Regular meeting minutes, the October Special Meeting Minutes of 16th, 2018 and the October 23<sup>rd</sup>, 2018 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 Francis Lindsey to accept the treasurer's Report and bills to be paid, which was seconded by Gary Scranton, and all agreed. The board discussed getting a credit card through Citizens & Northern Bank for the Township. Gary Scranton made a motion to approve a credit card for the Township through Citizens & Northern Bank, one for Ray and one for Lori with a total line of credit for each of \$1000.00. Frank Lindsey seconded 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:** Nothing new with the Fire Board. Gary explained 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. There is nothing new with EMA.

**Road Report by Ray Green:** Ray gave the road report. Ray is still working with the State Police on the property along Railroad Street owned by the Marcella Benjamin Estate. He has been plowing and cindering as needed. Ray rented a mini excavator to do ditch work on Hettich, Mahoney and Patton Hill. The shoulders have been repaired on Mulcahy, Hettich, and Patton Hill. He has mowed back the remaining sides of the roads. Jeff Wrisley had to do a minor repair to the Backhoe. The Low Volume Bennett Road project has been in progress. They have put all new pipes in and most of the ditch work is done. The rest of the work will be done next spring. Phil Herman came and repaired Ray's computer. The township is still looking for a new computer for Ray. Ray had to replace a stop sign at Patton/Bridge again. Charlotte suggested that Ray Green be our representative for the Creeks & Streams committee which is being developed by Gale Bowen, supervisor of Windham Township.

**Jonathan 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 will advertise the Pension Plan Ordinance to be passed at the December meeting. Gary Scranton made a motion to advertise the ordinance and also include the language of a 3% Township contribution towards Ray Green and Lori Kepner's pension plan. Charlotte Sullivan seconded the motion and all agreed. Jonathan is working on various violations on the Property Maintenance Ordinance for the Township.

**Miscellaneous Business:** Charlotte Sullivan made the motion to approve the proposed budget and advertise it to be passed at our December meeting. Gary Scranton seconded the motion and all agreed. Charlotte Sullivan made a motion to reappoint Jody Place as our CBPA representative. Jody is also the president for CBPA. Gary Scranton seconded the motion and all agreed. Lori will be attending a PSATS Finance committee meeting on November 14<sup>th</sup>, 2018 in Enola PA. She will forward phone calls to Charlotte Sullivan's phone as acting assistant secretary. All correspondence had been forwarded to supervisors before the meeting. Gas Wells: There were no NOI for the Township. Gary had reviewed the two that the Township received but they were for Franklin Township and Burlington Township. The Township will look into getting the Township office pressure washed when the weather is good enough to get the job done well. The 2019 Reorganization meeting will be held on January 7<sup>th</sup>, 2019 this coming year.

Charlotte Sullivan made a motion to adjourn at 11:15am. The next Township Meeting is scheduled for December 10th, 2018 at 10:00am, at the Township Building.

*Lori Kepner, Secretary*



# TOWANDA TOWNSHIP SUPERVISORS

## Regular Monthly Meeting

December 10th, 2018

The Regular Monthly meeting was held on December 10th, 2018 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 and Gary Scranton. At this time Gary Scranton asked for a moment of silence for the passing of Francis Lindsey, Supervisor and Friend, of Towanda Township. Frank served the Township since 1982. He will be greatly missed by all. Others present were Lori Kepner, secretary, Ray Green Road Master, Jonathan P. Foster Sr., Esquire, and Wilma Lindsey.

**Visitors:** Wilma Lindsey was present to offer herself as the replacement for Francis Lindsey's term on the Towanda Township Board of Supervisors. At this time 10:25am, Gary Scranton called for an executive session. At 10:40am Charlotte Sullivan made a motion to come out of executive session. During the executive session the board discussed the replacement for Francis Lindsey as Towanda Township Supervisor. Gary Scranton made a motion to appoint Wilma Lindsey as the replacement for Francis Lindsey for the remainder of his term for 2019. Charlotte Sullivan seconded and all agreed. At this time Wilma Lindsey accepted the position and the oath of office was given and notarized by Lori Kepner, Township Secretary.

**Minutes:** Charlotte Sullivan made the motion to accept the November 13<sup>th</sup>, 2018 Regular 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 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:** At the Towanda Fire Board meeting they requested that Towanda Township install a street light (safety) at the intersection of Mahoney Rd and Bridge Street. There have been multiple accidents there and they feel a lite intersection will help greatly. Gary Scranton made a motion to approve to install a safety Light at the intersection of Mahoney Rd and Bridge Street. Charlotte Sullivan seconded and all agreed. 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. Bob Barnes is back as acting Bradford County EMA Director.

**Road Report by Ray Green:** Ray gave the road report. Ray is still working with the State Police on the property along Railroad Street owned by the Marcella Benjamin Estate. The Estate has gone through the proper legal process for the eviction of the person who is still living in the premises. When the person vacates the premises, the estate may proceed to demolish the house. The Township had also gone through the proper legal process to condemn the property. Ray has been plowing and cindering as needed. The Low Volume Bennett Road project has been in progress. He got new tires on the F550, and he will order new tires for the F250. There was a tree down on Johnston which was taken care of. Ray also got called out during none working hours to assist Asylum Township on Tip Top Road in Asylum Township with icy road conditions; because of situations like this the board discussed call out pay for Ray Green. This would be when Ray would get called out for examples; trees down, flooding, emergency not during his regular hours of work and not his normal snow plow/cinder issues. The board will communicate with other townships and what they do and discuss it at another meeting. This will have to be put in our employee manual updates.

**Jonathan 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. Jonathan had advertised the Pension Plan Ordinance as needed. Gary Scranton made a motion to pass the Pension Plan Ordinance 2018-12-10 and The Pension Plan Resolution setting the 3% contribution rate from the Township. Charlotte Sullivan seconded the motion and all agreed. The new Pension Plan will take effect in January 2019.

**Miscellaneous Business:** Charlotte Sullivan made the motion to approve the proposed budget resolution for 2019. Gary Scranton seconded the motion and all agreed. The board reviewed the proposed meeting dates for 2019. All meetings will be held the second Monday of each month, except for the February meeting which will be held on February 4<sup>th</sup>, 2019. The 2019 Reorganization meeting will be held on Monday, January 7<sup>th</sup>, 2019 at 10:00am and immediately following will be the Regular meeting for Towanda Township. There were no Subdivisions or NOI received for Towanda Township. All correspondence was received and forwarded to the Supervisors prior to this meeting.

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

*Lori Kepner, Secretary*