

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

January 4th, 2021

The Regular Monthly meeting for January 4th, 2021 was held at 10:40 AM at the Towanda Township Office at 44 Chapel Street. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer.

Pledge to Flag was recited. There were no visitors present at the meeting.

Minutes were accepted and attached for the December 14th, 2020 meeting. Motion by Gary Scranton, seconded by Wilma Lindsey. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan will be submitted at a later date for the Secretary's file. There was nothing new at this time to report.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., provided his written report. There is nothing new at this time.

Roadmaster Report: given by Ray Green. He has been plowing and cindering as needed. They have cleared the pipes and ditches as needed before and after the storms. The tests have come back for the foundations for the new addition and they have passed. Insinger can now move forward once the weather allows them to with the construction of the addition at the garage. Equipment has been services and repaired as needed. Railroad Street took the water from the last storm very well! Bennett road also took the water from the last storm well. Ray was very happy with the results.

Miscellaneous: Charlotte and Lori will contact Amy Brennan with Custom Geekery to discuss and set up a training session for the township website maintenance and management. There have been some questions on various campers in the Township that may or may not have people living in them. The Township will gather more information and have ready at the next township meeting.

There were no subdivisions or NOI's.

Next meeting will be held on February 8th, 2021 at 10:00 AM.

Minutes prepared by Lori Kepner
Township Secretary

The Supervisors of Towanda Township held their reorganization meeting of January 4, 2021 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 Wilma Lindsey, seconded by Gary Scranton and all agreed. Present at the meeting were Charlotte Sullivan, Gary Scranton, Wilma Lindsey, Lori Kepner, and Ray Green Jr. There were no visitors present.

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 Wilma Lindsey, all agreed.

Charlotte Sullivan a motion to appoint secretary/treasurer, Lori Kepner with a cost of living increase of 3% with a rate of \$18.00 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 Gary Scranton as our Emergency Management Coordinator, with a rate of \$13.80 per hour. Wilma Lindsey 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.

Charlotte Sullivan made a motion to appoint Ray Green Jr. as Road master with his new rate at \$24.60 per hour. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to increase employee's wages with a 3% cost of living increase. Roadmaster(Ray Green) - \$24.60, CDL Driver- \$21.40 on call only, General Laborer(time summer workers) \$15.05(Clay Green & Bryant Green), \$17.40(Larry Morse). All wages for new hires will be at the discretion of the board of supervisors, depending on experience etc. 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 \$16.90 per hour as a working supervisor. Gary Scranton as EMA director will receive \$13.80 per hour and Charlotte Sullivan as assistant secretary at \$16.90, if in Charlotte's absence Wilma Lindsey will act as assistant secretary. Gary Scranton seconded and all agreed.

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 Charlotte Sullivan TMA representative, CBPA Representative and as the Township representative for the Bradford County Tax Committee. Wilma Lindsey seconded and all agreed.

Gary Scranton made the motion to appoint the following as BCTCC Representatives: Charlotte Sullivan-First Delegate, Lori Kepner as 1st alternate, and Gary Scranton as seconded alternate. Wilma Lindsey seconded and all agreed.

Gary Scranton made a motion to appoint Charlotte Sullivan, Avery Boardman, and Dr. Thomas 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.

Charlotte Sullivan made a motion to retain PLGIT and Citizens and Northern bank as the Township Depositories. Wilma Lindsey 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 \$130.00 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 10:00am, these dates were set at the December 2020 Township Meeting. The meetings will be held on the second Monday of each month. The meeting dates are as follows: Jan 4th, Feb 8th, March 8th, April 12th, May 10th, June 14th, July 12th, August 9th, Sept 13th, October 11th, November 8th, December 13th, 2021. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to certify the voting delegate for the PSATS convention as whoever may attend. 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(David Sullivan). 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 2020 at .56 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 2021. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to donate \$750.00 to the Bradford County Humane Society, \$200.00 donation to the veteran's memorial park (which is near the Veterans Memorial Bridge, Towanda), and \$1600.00 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 \$1500.00 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 (10) & benefits (insurance, pension, personal days, vacation days, bereavement days) which are determined by the employee manual. Gary Scranton seconded the motion and all agreed.

Citizens to be heard. No citizens were heard during the reorganization meeting.

There was no old business. Gary Scranton made a motion to adjourn at 10:40am. Charlotte Sullivan seconded and all agreed.

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

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

February 10th, 2021

The Regular Monthly meeting for February 10th, 2021 was held at 10:00 AM at the Towanda Township Garage Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer.

Pledge to Flag was recited. There were no visitors present at the meeting.

Minutes were accepted and attached for the January 4th, 2021 Reorganization meeting and the January 4th, 2021 Regular Township meetings. Motion by Gary Scranton, seconded by Wilma Lindsey. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote to accept reports. We received a bill from Insinger Excavating for the remainder of their balance due on the Railroad Street drainage construction project. We still owe them \$25,443.89 but the project is not completed yet. The paving needs to be done yet, some concrete work, and then the mulch and seeding of the area. The board agreed to send them \$17,443.89 leaving \$8000.00 yet to pay when they come back in the Spring and complete the remaining work that needs to be done. Gary Scranton made this motion and Wilma Lindsey seconded and the motion passed with an unanimous vote.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan. There was nothing new at this time to report.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., provided his written report. We received a copy of the revised Personel Manual and the supervisors will review it to make sure there are no changes before finalizing it. There are several complaints about various campers in the Township that maybe used as permanent residences. The Township will send out letters to the property owners and ask what the use is for the campers on their properties.

Roadmaster Report: given by Ray Green. He has been plowing and cindering as needed. They have cleared the pipes and ditches as needed before and after the storms. During the snow storms, Ray explained, there is an abandoned vehicle at the end of Center Street which makes it very difficult for him to plow. He has already gotten stuck when trying to back up past it during the storms, since he can't make his turn around at the end of Center Street because it is actually on our road. We will try to find out who the owner is but if not then we will have to put a notice on the car that it will be towed at the owner's expense. It is clearly a hazard and will be addressed. The F550's have had some minor issues with repairs that Ray has taken care of along with the Township Pickup and Top Kick. The board discussed purchasing a new Township Pickup and directed Ray to start getting quotes and information for the board to review. We will need to sign up for the Salt Contract through Costars for 2021-2022 calendar years before the end of March to get on the contract. Ray explained that 2 loads should be enough.

Miscellaneous: The board turned in the letters of request for personal insurance coverage for the 2021 calendar year. There is nothing new with the Garage office addition as of yet; the weather has not allowed them to move forward with the construction of the addition.

There were no new subdivisions or NOI's. The Ed Slocum subdivision was finalized on January 29th, 2021. Next meeting will be held on March 8th, 2021 at 10:00 AM.

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

March 8th, 2021

The Regular Monthly meeting for March 8th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer.

Pledge to Flag was recited. One visitor was present, Samantha Latos, from the Daily Review.

Minutes were accepted and attached for the February 10th, 2021 Regular Township meeting.

Motion by Gary Scranton, seconded by Wilma Lindsey. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote to accept reports. We received a bill from Insinger Excavating for the remainder of their balance due on the Railroad Street drainage construction project. We still owe them \$25,443.89 but the project is not completed yet. The paving needs to be done yet, some concrete work, and then the mulch and seeding of the area. The board agreed to send them \$17,443.89 leaving \$8000.00 yet to pay when they come back in the spring of 2021 and complete the remaining work that needs to be done. Gary Scranton made this motion and Wilma Lindsey seconded and the motion passed with a unanimous vote.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan. There was nothing new at this time to report.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., was not present but will provide a report at our April 12th, 2021 meeting.

Roadmaster Report: given by Ray Green. He has been plowing and cindering as needed. They have cleared the pipes and ditches as needed before and after the storms. There have been several trees/branches down after the storms he has needed to clean up. The board discussed purchasing a new Township Pickup at the previous meeting and directed Ray to start getting quotes and information for the board to review, Ray has provided the board a quote from Hondru Ford for a 2022 Ford Super Duty F-250 Regular Cab 4x4 Pickup. The quote without our trade allowance is \$35,935.00. This is a costars/state program so it doesn't need to be bid out. However if we decide to sell our current pickup outright then we will have to advertise it out to the general public and anyone else to bid on through the requirements of the Second Class Township Code. Gary Scranton made a motion to accept this price for the 2022 Ford Super Duty F-250. Wilma Lindsey seconded and all agreed. At this time the board also discussed a price for a new plow for this truck through Bradco Supply at a price of \$8198.00. Gary Scranton made a motion to purchase a new plow for this truck through Bradco Supply. Wilma Lindsey seconded and all agreed. The Salt Contract through Costars for 2021-2022 calendar years has been completed. We still need to get in our salt for the 2020-2021 calendar years before the end of July which was two loads. Ray will order cinders within the next couple of months to get in the Cinder Shed to dry for the next snow season.

Miscellaneous: There is nothing new with the Garage office addition as of yet; the weather has not allowed them to move forward with the construction of the addition. They will move forward once the weather breaks. The board discussed various complaints on campers in our Township that maybe used as permanent residences. The board directed the secretary to write letters to each property owner and ask what the use of the camper is for; they will wait for the responses and discuss at the next meeting.

We have not had a response from Ed Slocum on his camper at this time. Gary Scranton made a motion to have Solicitor Jonathan Foster send a formal letter to Mr. Slocum. Wilma Lindsey seconded and all agreed.

We had one new subdivision, the Patterson Family Trust, the board reviewed the subdivision and found no adverse comments. Charlotte said there was one notice on the Miller Well and it has had no violations reported. At this time an Executive Session was called by Charlotte Sullivan to discuss possible litigation issues. Next meeting will be held on April 12th, 2021 at 10:00 AM.

Minutes prepared by Lori Kepner, Township Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

April 12th, 2021

The Regular Monthly meeting for April 12th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer. One visitor was present, Matt Hicks, from the Daily Review

Pledge to Flag was recited.

Minutes: A motion by Charlotte Sullivan was made to approve the March 8th, 2021 Regular Meeting Minutes, seconded by Gary Scranton. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Charlotte Sullivan. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan. There was nothing new at this time to report.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., was not present but provided a report at our April 12th, 2021 meeting. Solicitor Jonathan Foster will send a formal letter to Mr. Slocum on his violation of using his camper as a permanent residence and also ask for the garbage on the property to be cleaned up.

Roadmaster Report: given by Ray Green. He has been clearing the pipes and ditches as needed before and after the storms. There have been several trees/branches down after the storms he has needed to clean up. Ray has ordered the new 2022 Ford Super Duty F-250 Regular Cab 4x4 Pickup. Ray had to replace the batteries in the backhoe. Insinger has started working on the addition this past week. M&R construction is working on the rock wall at the Wayside they are moving it back out of the right away. We will have to replace the grate and catch basin. While M&R construction is there they will install it for us. Ray has been working with Bradford County Conservation for a low volume road grant for this year on Sheppard Rd. He will keep us updated on his progress.

Miscellaneous: The board received notice from the owner, William Burdick, of one of the campers in our Township that maybe used as permanent residences. It is being used as an office for their business from home and is not in violation of the ordinance; the other camper has been moved, which was owned by William Vincent. Brad Vick had contacted the Township about the single wide trailers located on Ray Whites property along Rt 220 about purchasing them and who he needed to contact. The secretary had explained he needed to get in touch with Ray White and discuss that with him since he was the property owner. The board suggested the same thing in the event he calls the Township back. Valley Energy had found a gas leak under the Township Chapel Street parking lot. They retired that line instead of digging up our parking lot and repairing it and made a new line to the Township from across Chapel Street directly under ground, under our sidewalk, in front of the Township entrance to our gas line. It took them a day to complete this work. We had two new subdivisions requests, the Patterson Family Trust and the McNeal Subdivision, the board reviewed the subdivisions and found no adverse comments. Motion to adjourn was made by Gary Scranton at 11:15am.

Next meeting will be held on May 10th, 2021 at 10:00 AM.

Minutes prepared by Lori Kepner, Township Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

May 10th, 2021

The Regular Monthly meeting for May 10th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer. Visitors present were, Matt Hicks, from the Daily Review, Resident Sandy Vanderpool, and CBPA representative Chris Brown.

Pledge to Flag was recited.

Visitors: Chris Brown from CBPA was present to discuss their progress with the broadband infrastructures in Bradford County and answer any questions the board may have. The board was interested in trying to help the community as best as they could when it comes to Broadband coverage. Chris Brown will keep the board updated with any new progress. Chris Brown was also present to address the board on the Guthrie Bond Resolution through CBPA. This resolution authorizes approval of the issuance of revenue bonds by the Central Bradford County Progress Authority and declares 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. The board was in favor of this resolution. Gary Scranton made a motion to pass Resolution 05012021 "Guthrie Bond Resolution", Charlotte Sullivan seconded the motion and a unanimous vote was passed. The board thanked Chris for his information. Sandy Vanderpool was present to discuss the School Bus stop ahead/Watch Children sign with 10MPH speed limited posted on Railroad Street. She explained that she thought this sign had never been there and that it was just installed recently. She discussed with the board her concerns that this sign would inform pedophiles, and Megan's law convicts of where children would be standing out waiting for the bus and where children lived. She thought this was a dangerous safety issue for the local children along Railroad Street. Sandy did comment that she asked the residents along Railroad Street if they wanted the sign there and the residents replied to her yes they did and to not take it down. At this time, Jonathan Foster, township solicitor who was present via phone conference, explained that he had talked to a local police officer on his opinion on this matter. The police officer explained that these types of people do not look for children typically in crowds but rather walking alone where there would be less of a chance of a neighbor or anyone seeing the person who may want to abduct a child. Charlotte Sullivan also commented that she spoke to the representative at Towanda School district and there are two school buses that stop on Railroad Street and they need to be there for safety reasons for the children getting on the buses and the people driving that road to caution them that there may be a school bus stopping ahead. Ray explained that he did not just put up that sign recently. That approximately 6 years ago when Frank Lindsey was our Roadmaster that sign had been vandalized and they tried to remove the writing on the sign with chemicals but couldn't at that point Frank directed Ray to go get a new sign from Bradco Supply and install it. Charlotte Sullivan asked Sandy Vanderpool if they had addressed her concerns and questions. With that Sandy Vanderpool commented you're not going to do anything anyway.

Minutes: A motion by Gary Scranton was made to approve the April 12th, 2021 Regular Meeting Minutes, seconded by Charlotte Sullivan. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan. There was nothing new at this time to report.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., was present via phone conference and also provided a written report for our May 10th, 2021 meeting. At 11:23am Charlotte Sullivan called an executive session. At 11:45am Charlotte Sullivan made a motion to come out of executive session. During the executive session the board discussed possible litigation matters.

Roadmaster Report: given by Ray Green. Report on the Railroad street project; all is complete except the grout work but it has to be completely dry before that is finished. Report on the Garage Addition; retaining wall is complete. We also all received an email from Stiffler McGraw on the upcoming inspections. There have been several trees/branches down after the storms he has needed to clean up. He has been mowing as needed. The Top Kick has been serviced. M&R Maintenance had installed the inlet pipe on Railroad Street. Roy Blanchard had asked Ray if the Township was willing to pay for half of the paving around the area of the inlet pipe. Ray explained to him that the Township could not provide any money towards an individual's paving project on private property. Ray had to replace the gas tank pump motor that went bad. Ray requested off May 19th, 27th, and 28th. The application to BCCD for Shepard Road has been turned in.

Miscellaneous: Elections will be on May 18th, 2021. The township offices will be closed for the holiday on May 31st, 2021. Lori is to research more on the Fire Insurance Act. There were no NOI's or subdivision requests. Motion to adjourn was made by Gary Scranton at 12:10am.

Next meeting will be held on June 14th, 2021 at 10:00 AM.

Minutes prepared by Lori Kepner, Township Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

June 14th, 2021

The Regular Monthly meeting for June 14th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer. Visitors present were, Matt Hicks, from the Daily Review.

Pledge to Flag was recited.

BIDS: Bid opening was at approximately 10:15am. The board only received one bid for the Equipment Rental for the Tar and Chip Projects for Towanda Township this year. The Bid was from Suit-Kote and the bid was for \$10620.00. Wilma Lindsey made the motion to accept the bid for Equipment rental from Suit-Kote for \$10,620.00; Charlotte Sullivan seconded and all agreed.

Minutes: A motion by Gary Scranton was made to approve the May 10th, 2021 Regular Meeting Minutes and the May 20th, 2021 Special Meeting Minutes. It was seconded by Charlotte Sullivan. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Charlotte Sullivan and seconded by Gary Scranton. Unanimous vote to accept reports. Gary Scranton made a motion to move the Plgit CD of \$100,000.00 to the General Savings account when it matures on June 16th, 2021. Wilma Lindsey seconded and all agreed. The earnings on that CD will be \$750.00. Insinger requested a payment towards the work completed on the Garage addition of \$93228.25 and other work to be done. Gary Scranton made the motion to make this payment. Charlotte Sullivan seconded and all agreed.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan. There was nothing new at this time to report.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., was not present at the meeting. At this time there was nothing new with the notices sent out to Ed Slocum to report on.

Roadmaster Report: given by Ray Green. They have been mowing the sides of the roads as needed. They have cleaned the ditches out and pipes after the recent storms. The tar and chip projects will start hopefully the week of June 21st, 2021. Mowing at the cemetery and township offices has been done. Ray will have Clay and Bryant start the painting project on the garage sheds this month. Ray has serviced all equipment as needed. The tractor will need new tires soon. Ray has hired Larry Morse back as of June 1st, 2021 for summer help. The railroad street drainage project is complete except for the grout work. Ray explained it has to be perfectly dry for that work to be done and finished.

Miscellaneous: There were no NOI's or subdivision requests. The board discussed the American Recovery Act. At this time the board was not interested in applying for the Recovery money. They felt they did not have enough losses to justify the process. Gary Scranton voted no on the ARP. Charlotte Sullivan seconded and all agreed. Information was given to the board on the requirements and regulations for recycling electronics through Northern Tier Solid Waste Authority. The board was also given the notice on celebrating the Bradford County Veterans Memorial Park on June 26th. July 5th, 2021 will be the recognized Holiday for the fourth of July since it falls on a Sunday. Motion to adjourn was made by Gary Scranton at 11:15am.

Next meeting will be held on July 12th, 2021 at 10:00 AM.

Minutes prepared by Lori Kepner, Township Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

July 12th, 2021

The Regular Monthly meeting for July 12th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer. Visitors present were, Matt Hicks, from the Daily Review and resident Tom Hollenback. Tom Hollenback discussed his tree canopy concerns on Mahoney Road and water issues as well. Ray will look into the issues.

Pledge to Flag was recited.

Minutes: A motion by Gary Scranton was made to approve the June 14th, 2021 Regular Meeting Minutes. It was seconded by Wilma Lindsey. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Charlotte Sullivan. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan. TMA is working on either a resolution or an ordinance authorizing the incurrence of lease rental debt in the maximum aggregate principal amount of \$440,550.00. The lease rental debt represents the issuance by the Authority of the 2021 Bonds, the proceeds of which will be used by the Authority to (i) currently refund the Authority's Guaranteed Sewer Revenue Bond, Series A of 2004 and its Sewer Revenue Bond Note, Series of 2008, and (ii) pay the costs of issuance related to the 2021 Bonds. TMA will keep the Township informed of their progress for our next Township Meeting. There was nothing new with CBPA or the BCTCC at this time.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., was not present at the meeting. At this time there was nothing new with the notices sent out to Ed Slocum to report on. Ray Green had physically delivered the Camper Ordinance Violation Letters to Mr. Slocum and Mr. Wood on July 7th, 2021. Jonathan will provide a revised copy of the Employee manual sometime before the next meeting for the board to review.

Roadmaster Report: given by Ray Green. The Tar and Chip projects are done. We need to order at least one load of salt off the costars program before the end of July from the 2020-2021 contracts. The mowing of the sides of the roads are done for now. They have cleaned the ditches out and pipes after the recent storms and as needed. Mowing at the cemetery and township offices has been done. Work continues on the painting project on the garage sheds this month. Ray has serviced all equipment as needed. Bob Root had emailed the Township about putting a 35mph speed limit sign down at the bottom of Patton Hill Road. Ray will contact our Municipal Services Rep and discuss this request. There are other 35 mph speed limit signs on that road already. Ray had applied previously to the Dirt and Gravel Low Volume Road Grant for Shepherd Road, but at that time we were listed as 3rd place. The Conservation District contacted Ray and explained there were enough funds to proceed this year with the project. The Township's in-kind costs for this project would be approximately \$4400.00. Gary Scranton made a motion to proceed with the project on Shepherd Hill Rd, Wilma Lindsey seconded and all agreed.

Miscellaneous: Charlotte had forwarded information on the SB554 of the Sunshine Law that has passed, which will require Townships to either post their agenda at their Township Building 24hrs prior to their Township meeting and if they have a completed website to post it 24hrs prior on their website. This SB will come into effect August 29th, 2021. The board discussed installing an AC Unit in the conference room area of the Township building. Lori is to get some quotes for the township to review for consideration at a later date.

Charlotte provided a copy of an article in the paper on Windham Township whom had passed an ordinance on a Second Amendment Sanctuary. The board will research this ordinance and table it for a later date. At this time, 11:08am, Charlotte Sullivan called an executive session to discuss a possible litigation matter. At 11:12 the board came out of executive session. Charlotte Sullivan made a motion to have Jonathan Foster, Township Solicitor, to move forward with the next steps in the violation of the Camper Ordinance and Mr. Slocum and Mr. Woods. Gary Scranton seconded and all agreed. There were no NOI's or subdivision requests. Motion to adjourn was made by Gary Scranton at 11:15am.

Next meeting will be held on August 9th, 2021 at 10:00 AM.

Minutes prepared by Lori Kepner, Township Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

August 9th, 2021 **DRAFT**

The Regular Monthly meeting for August 9th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer. Visitors present were, Matt Hicks, from the Daily Review. **Pledge to Flag** was recited.

Minutes: A motion by Gary Scranton was made to approve the July 12th, 2021 Regular Meeting Minutes. It was seconded by Charlotte Sullivan. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan.

TMA has provided the ordinance authorizing the incurrence of lease rental debt in the maximum aggregate principal amount of \$440,550.00. The lease rental debt represents the issuance by the Authority of the 2021 Bonds, the proceeds of which will be used by the Authority to (i) currently refund the Authority's Guaranteed Sewer Revenue Bond, Series A of 2004 and its Sewer Revenue Bond Note, Series of 2008, and (ii) pay the costs of issuance related to the 2021 Bonds. TMA had advertised the ordinance to be considered at our August 9th, 2021 meeting. Charlotte Sullivan made a motion to pass Ordinance 08092021- The TMA's Guaranteed Sewer Revenue Bonds; Wilma Lindsey seconded and all agreed. There was nothing new with CBPA or the BCTCC at this time.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., was not present at the meeting. Attorney Foster provided the Township with a written report. There were no changes to his report at this time.

Roadmaster Report: given by Ray Green. Ray ordered one load of salt off the costars program for the 2020-2021 contract. The Township patch work on the roads is almost done. The mowing of the sides of the roads are done for now. They have cleaned the ditches out and pipes after the recent storms and as needed. Mowing at the cemetery and township offices has been done. Ray had met with Steve Kehoe, our municipal service rep, about the speed limit signs on Patton Hill Road. Steve explained that the signs on the road currently are all in the correct locations per Penn Dot Specs. Ray will be working on the Dirt and Gravel Low Volume Road project for Shepherd Road next month. Routine maintenance has been scheduled to be done on the trucks in the near future. Ray gave a verbal update on the garage addition.

Miscellaneous: The board has directed the secretary to get a copy of the ordinance that Windham Township had previously passed on the Second Amendment law for them to review. The Townships offices will be closed on September 6th, 2021 for Labor Day. At this time, 10:50am, Charlotte Sullivan called an executive session to discuss a possible litigation matter. At 11:05 the board came out of executive session. Charlotte Sullivan made a motion to have Jonathan Foster, Township Solicitor, to move forward with the next steps in the violation of the Camper Ordinance and Mr. Slocum and Mr. Woods. Gary Scranton seconded and all agreed. There were no NOI's or subdivision requests. Motion to adjourn was made by Gary Scranton at 11:20am.

Next meeting will be held on September 13th, 2021 at 10:00 AM. Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

September 13th, 2021

The Regular Monthly meeting for September 13th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Jonathan Foster Sr., Township Solicitor. Visitors present were, Eric Casanave, from StifflerMcGraw. Eric was present to answer any questions or concerns the supervisors had on the Hemlock Hill Subdivision.

Pledge to Flag was recited. **Secretaries Report:** The secretary asked if there were any items at this time in addition to what was already on the agenda. There were no additional items. All correspondence had been given to supervisors prior to the meeting. At this time, 10:10am an executive session was called by Chairman, Charlotte Sullivan. At 11:10am Charlotte Sullivan came out of executive session. During executive session possible litigation matters were discussed. The Township received one NOI on the Rose well.

Minutes: A motion by Gary Scranton was made to approve the August 9th, 2021 Regular Meeting Minutes. It was seconded by Charlotte Sullivan. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Charlotte Sullivan. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan. We received the request for the CBPA Guthrie Resolution. Solicitor Foster had reviewed the Resolution for the board and found no adverse comments. Gary Scranton made a motion to pass the CBPA Guthrie Resolution submitted to the board. Charlotte Sullivan seconded and all agreed.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Foster provided the Township with a written report. The board discussed the updates on the Hemlock Hills Subdivision. There was a road/subdivision inspection at the Hemlock Hills Subdivision on Wednesday, September 8th, 2021. Attorney Foster, Eric Casanave and Ray Green attended the meeting on the Townships behalf. Attorney Foster and Eric Casanave will work on a report to give to the Towanda Township board of supervisors and the Bradford County Planning Commission on the repairs that have been done on the Hemlock Hill Subdivision and also the repairs still needed on the Hemlock Hills Subdivision. Attorney Foster will also have to update the Developers Agreement on the Hemlock Hills Subdivision, Gary Scranton made the motion to have Attorney Foster proceed with a new Developers Agreement, Charlotte Sullivan seconded and all agreed.

Road master Report: given by Ray Green. Ray gave his verbal report to the board on the Shepherd Road repairs, work done on Center Street, and the Drainage behind the Towanda Township Office. He has been cleaning the ditches out and pipes after the recent storms and as needed. The New F250 Township truck has been delivered to the Township and is now at Bradco Supply getting the new plow taken care of. Ray explained we can advertise the 2010 F250 for bids once he gets the new truck back from Bradco. Gary Scranton made a motion to direct Ray Green to get the written description for the advertisement of the used 2010 F250 to Lori Kepner, Secretary to advertise out to bid once he gets the new F250 back to our garage, and to accept a bid no less than \$5100.00. Wilma Lindsey seconded the motion and all agreed. Ray gave his verbal update on the garage addition.

Next meeting will be held on October 11th, 2021 at 10:00am. Motion to adjourn was made by Gary Scranton at 12:15pm. Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

October 11, 2021

The Regular Monthly meeting for October 11, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Jonathan Foster Sr., Township Solicitor. One visitor was present, Irene Wright, who was present for the opening of the Township Pickup bids. **Pledge to Flag** was recited.

Secretaries Report: Lori Kepner explained to the board that she would have the tentative budget ready for review for the November meeting. The board discussed winter township office hours; starting sometime in November the office hours will change to 10am-2pm to allow for snow removal at the office and safe travel in for the secretary. October 27th, 2021 will be Trick or Treat in Towanda Township and it will be advertised as needed. The board discussed the current web site and what updates may need to be done which the secretary cannot do or in case of emergencies who could take care of the changes etc. Custom Geekery, Amy Brennan, who designed the website is available to the township for these services if needed at a charge. The board thought it would be a good idea to have a backup for the current website and information that needs to be posted to that website according to the Second Class Township Code. Sullivan made the motion to authorize the secretary to purchase the best package through Custom Geekery that would cover the Townships need for the web site maintenance. Lindsey seconded and all agreed. All correspondence had been given to supervisors prior to the meeting. There were no NOI or new subdivisions received by the Township.

Bids to be opened: The Township had bid out their 2010 F250 Pickup with plow for sale. The Township received four sealed bids. They are as follows: Quarry Glen: \$10,316.00, Towanda Printing Co: \$8500.00, Green's Automart: \$9101.00 and Roy Schrimp: \$5975.00. Gary Scranton made a motion to accept the highest bid from Quarry Glen for \$10,316.00, Charlotte Sullivan seconded the motion and all agreed. Lori Kepner was authorized to process any and all paperwork related to the sale of this truck by the Township Board of Supervisors.

Minutes: A motion by Gary Scranton was made to approve the September 13th, 2021 Regular Meeting Minutes. It was seconded by Charlotte Sullivan. Unanimous vote to accept.

Treasurers Report and Bills: were approved by vote Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Foster provided the Township with a written report. Jonathan provided an updated Developers agreement for the board to review for Hemlock Hills. Jonathan had also spoken to the Commissioners and the Bradford County Airport about the Airport taking over the entire length of Airport Road, since they are the sole business on that road. They were in agreement to have the Township vacate Airport Road and turn it over to The Bradford County Airport. Jonathan will move forward with the proper paperwork necessary to vacate this road. Wilma Lindsey made this motion and Gary Scranton seconded and all agreed.

Road master Verbal Report: given by Ray Green. The Shepherd Road dirt and gravel project is almost done. He has been cleaning the ditches out and pipes after the recent storms and as needed. He is getting the equipment ready for the winter months. The new addition needed to have some additional drainage approved, which Ray had done and given to Insinger prior to the meeting, along with some changes to the existing doors. The change orders were provided by Stiffler McGraw for the board to approve at this meeting. Charlotte Sullivan approved all change orders, Gary Scranton seconded and all agreed. Ray had spoken to the Owner of Metadyne on Fox Chase Road about taking over the road, he explained to Ray that they did not want to take over the entire road but if they would come to a compromise on a location on the road where they could take over possession of the road they would. After looking at a map of the road, the board decided to have Jonathan Foster start drawing up the proper paperwork necessary to move forward with vacating a certain portion of Fox Chase Road. Gary Scranton made this motion and Charlotte Sullivan seconded and all agreed.

Next meeting will be held on November 8th, 2021 at 10:00am. Motion to adjourn was made by Gary Scranton at 12:15pm.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

November 8th, 2021

The Regular Monthly meeting for November 8th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Jonathan Foster Sr., Township Solicitor. One visitor was present, Matt Hicks with the Daily Review. At this time Matt Hicks from the Daily Review announced that he has a recording device and will be recording the Township Meeting for his personal use.

Pledge to Flag was recited.

Secretaries Report: There were no additional items added to the agenda. All correspondence had been given to supervisors prior to the meeting. The Towanda Township offices will be closed November 11th, 2021 and November 25th, 2021 for the Holidays. The board discussed the proposed budget. Charlotte Sullivan made a motion to approve the proposed budget for adoption and advertisement as required by the second class township code at our December Township meeting. Wilma Lindsey seconded and all agreed. There were no NOI or new subdivisions received by the Township.

Minutes: A motion by Charlotte Sullivan was made to approve the October 11th, 2021 Regular Meeting Minutes. It was seconded by Wilma Lindsey Unanimous vote to accept.

Treasurers Report and Bills: were approved by Motion by Charlotte Sullivan and seconded by Wilma Lindsey. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Foster provided the Township with a written report. Jonathan is still working on the paperwork for the vacation of a certain part of Fox Chase Road and all of Airport Road. Jonathan is working on updating the Fire Ordinance with the appropriate language for time frames for demolishing burnt homes and also on homes that can be repaired. We will also contact Code Inspections to see if they have any requirements on time frames on home that can be repaired or rebuilt. Jonathan had provided language for the board to review on covid procedures for the employee manual. The board reviewed the language and agreed if an employee were to test positive for covid, that the results of the test would need submitted to the board of supervisors and the employee would have to use either personal time, vacation time, or take the time off without pay during the quarantine period of 10 days. Charlotte Sullivan made the motion and Wilma Lindsey seconded.

Road master Verbal Report: given by Ray Green. The Shepherd Road dirt and gravel project is done. All the mowing on the roads has been done. He has serviced the township equipment as needed. He is getting the trucks and equipment ready for the winter season. The new garage addition is moving along steady on its construction.

At this time 11:00am an Executive Session was called by Charlotte Sullivan to discuss possible litigation matters.

At 11:30am Charlotte Sullivan motioned to come out of executive session.

Next meeting will be held on December 13th, 2021 at 10:00am. Motion to adjourn was made by Gary Scranton at 11:50am.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

December 13, 2021

The Regular Monthly meeting for December 13th, 2021 was held at 10:00 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, and Wilma Lindsey. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. Jonathan Foster Sr., Township Solicitor was not present. **Pledge to Flag** was recited.

Secretaries Report: There were no additional items added to the agenda. All correspondence had been given to supervisors prior to the meeting. Gary Scranton has officially resigned as Towanda Township Supervisor effective December 9th, 2021. The Board has 30 days to appoint a replacement. After the board discussed this issue they felt Joseph Snell would be a good replacement for Gary Scranton. Charlotte Sullivan made the motion and Wilma Lindsey seconded, all agreed. The Township will send a letter to Joseph Snell explaining they would like him to take over the position of Township Supervisor to replace Gary Scranton and invite him to attend the Reorganization Meeting in January where if he accepts the position he can be sworn in. The Towanda Township offices will be closed December 24th, 27th, and 31st for the Holidays. The board reviewed the Holidays for the 2022 calendar year and approved the following: Jan 1st, Feb 21st, May 30th, July 4th, Sept 5th, Nov 24th and 25th, Dec 23rd and 26th, one floating holiday. The board reviewed the 2022 Township meeting dates and approved the following: Jan 3rd, Feb 14th, March 14th, April 11th, May 9th, June 13th, July 11th, Aug 8th, Sept 12th, Oct 10th, Nov 14th, Dec 12th. All meetings will be held at 10:00am. There were no NOI or new subdivisions received by the Township.

Minutes: A motion by Charlotte Sullivan was made to approve the November 8th, 2021 Regular Meeting Minutes. It was seconded by Wilma Lindsey Unanimous vote to accept.

Treasurers Report and Bills: were approved by Motion by Charlotte Sullivan and seconded by Wilma Lindsey. Unanimous vote to accept reports.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan. Charlotte Sullivan made a motion to reappoint Paul Kreisler to the CBPA board as a representative for Towanda Township. Wilma Lindsey seconded and all agreed.

Fire Board, EMA and BC: Nothing to report at this time.

Township Solicitor, Attorney Foster provided the Township with a written report. Jonathan is still working on the paperwork for the vacation of a certain part of Fox Chase Road and all of Airport Road. Jonathan is working on updating the Fire Ordinance with the appropriate language for time frames for demolishing burnt homes and also on homes that can be repaired. There is nothing new with Hemlock Hill Subdivision, Foster had sent the additional items to M.R. Dirt for review on road issues and concerns.

New Business: The board received the 2022 BC Humane Society agreement: Wilma Lindsey made the motion to accept the agreement. Charlotte Sullivan seconded and all agreed. Wilma Lindsey made a motion to pass the Budget Resolution # 12132021 for 2022, Charlotte Sullivan seconded and all agreed.

Road master Verbal Report: given by Ray Green. The new garage addition is moving along steady on its construction. He has been plowing and cindering as needed; cleaning trees and branches from road ways; had to replace a stop sign on Woodside Road; The garage gutters needed fixed, so Gutter Masters did that repair, and Ray is having them come back and install a witches hat along the front and rear of the garage roof for snow safety. It will cost approximately \$620; the board was in agreement with this maintenance on the garage.

Next meeting will be held on January 3rd, 2022 at 10:00am for the reorganization meeting, the Township January regular meeting will follow immediately after it. Motion to adjourn was made by Charlotte Sullivan at 11:30am.

Minutes prepared by Lori Kepner, Secretary