

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

January 3, 2022

The Regular Monthly meeting for January 3, 2022 was held at 11:15 AM at the Towanda Township Office. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, and Joseph Snell. Wilma Lindsey was not present. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. **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.

**Minutes:** A motion by Charlotte Sullivan was made to approve the December 13th, 2021 Regular Meeting Minutes. It was seconded by Joseph Snell, Unanimous vote to accept.

**Treasurers Report and Bills:** were approved by Motion by Joseph Snell and seconded by Charlotte Sullivan. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan. Nothing new to report

**Fire Board, EMA and BC:** Nothing to report at this time. Joseph Snell will attend meetings as needed as representative for Towanda Township.

**Township Solicitor,** Attorney Foster did not provide a written report, the board had the agenda items to review from the previous meeting and there is nothing new to report.

**New Business:** There was no new business to report on at this time.

**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.

There were no subdivisions or new NOI to report at this meeting:

**Next meeting** will be held on February 14th, 2022 at 10:00am. Motion to adjourn was made by Charlotte Sullivan at 11:50am.

Minutes prepared by Lori Kepner, Secretary

\*\* Anyone who wishes to be put on the agenda must call the Township by noon, two business days before the meeting.

# TOWANDA TOWNSHIP SUPERVISORS

## Minutes Regular Monthly Meeting

**February 14, 2022**

The Regular Monthly meeting for February 14<sup>th</sup>, 2022 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, Wilma Lindsey and Joseph Snell. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. There was one visitor present Phillip O'Delll, from the Daily Review. **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 secretary had forwarded information to the Board on the Joint Municipal Plan between North Towanda Township, Towanda Borough, and Towanda Township to review. Charlotte Sullivan explained to the board that she is working on getting more information on the Plan with Lauren from Towanda Borough and what the Townships shared cost will be for developing the new Comprehensive plan. She will keep us all up to date on this Plan and its progress.

**Minutes:** A motion by Joe Snell was made to approve the January 3<sup>rd</sup>, 2022 Reorganization Meeting and the January 3<sup>rd</sup>, 2022 Regular Meeting Minutes. It was seconded by Charlotte Sullivan, Unanimous vote to accept.

**Treasurers Report and Bills:** were approved by Motion by Wilma Lindsey and seconded by Joe Snell. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan. The Board received the Resolution to pass at this meeting for the Articles of Incorporation for CBPA for another 50 years. Joe Snell made a motion to sign and accept the new Resolution for the Articles of Incorporation for CBPA for another 50 years. Wilma Lindsey seconded and all agreed. Charlotte received paperwork on the Census asking if we had any boundary changes; as she explained and reported back to the Census we have not. That paperwork will go on file.

**Fire Board, EMA and BC:** Nothing to report at this time. Joseph Snell will attend meetings as needed as representative for Towanda Township.

**Township Solicitor,** Attorney Foster provided a written report, Lori had spoken with Jonathan on February 11<sup>th</sup>, 2022 and verbally went over the agenda and there was nothing new to report to the board at this time. Charlotte would like the board to get together in the spring to finalize the Employee manual and the Codification of the ordinances. We can have a work session to go over everything needed before they are both completed.

**Road master Verbal Report:** given by Ray Green. The new garage addition is moving along steady on its construction. The board can stop into the new addition after the meeting to look at the progress. He has been plowing and cindering as needed; cleaning trees and branches from road ways. We will be submitting our Costars Road Salt application again this year which is due in March with no additional changes.

There were two new NOI to report at this meeting: The McCabe well and the Miller well both are at the Township office if anyone would like to review them. There were no new subdivisions presented to the board at this time.

**Next meeting** will be held on March 14<sup>th</sup>, 2022 at 10:00am. Motion to adjourn was made by Charlotte Sullivan at 10:50am. The Township offices will be closed on February 21, 2022 for Presidents Day Holiday.

Minutes prepared by Lori Kepner, Secretary

\*\* Anyone who wishes to be put on the agenda must call the Township by noon, two business days before the meeting.

# TOWANDA TOWNSHIP SUPERVISORS

## Minutes Regular Monthly Meeting

**March 14, 2022**

The Regular Monthly meeting for March 14<sup>th</sup>, 2022 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, Wilma Lindsey and Joseph Snell. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. There was one visitor present Phil O'Dell, from the Daily Review. **Pledge to Flag** was recited.

There were no additional items added to the agenda. All correspondence had been given to supervisors prior to the meeting. **Minutes:** A motion by Charlotte Sullivan was made to approve the February 14, 2022 Regular Meeting Minutes. It was seconded by Joe Snell, Unanimous vote to accept.

**Treasurers Report and Bills:** were approved by Motion by Joe Snell and seconded by Wilma Lindsey. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan. Charlotte Sullivan had signed Resolution 02142022 which the board discussed at the February meeting and approved once Charlotte had established our portion of the grant application cost. Our third of the cost of the grant application is \$6333.00. North Towanda Township and Towanda Borough will also share the same cost.

**Fire Board, EMA, Airport and BC:** Nothing to report at this time. Joseph Snell will attend meetings as needed as representative for Towanda Township. Joe reported that he attended the last Fire Board meeting which lasted 7 minutes and there was nothing to report. Jonathan is still working on the turn back for the Airport Road.

**Township Solicitor:** Jonathan was not present at the meeting. The board decided that they will have a work session to go over everything needed on the employee manual and codification sometime in April. The board discussed the Property Maintenance violation and until we know who actually owns the property now since Slocums death, we will put a hold on the violation submission. There is nothing new with Hemlock Hills. Jonathan is still working on Metadyne with the turn back of Fox Chase Drive.

**Road master Verbal Report:** given by Ray Green. The new garage addition is almost complete. We have ordered the office furniture as well for the new addition. Bradford County Elections came down and met with Lori on 3/11/22 to look at the space for possibility moving elections down to the new garage office, but they found it is not large enough to hold elections there. Ray has been plowing and cindering as needed; cleaning trees and branches from road ways. He has been opening up ditches as needed. The Costars Road Salt application was submitted again for 2022-2023 calendar year. Ray has been servicing the township equipment/trucks as needed after the storms.

There were no NOI to report at this meeting:

**Secretaries Report:** The board had approved the change of the office hours back in the winter of 2021 to 10am-2pm, which would allow safer travel into work for the secretary and also which would allow Ray more time on the roads before he had to clear the township parking lot and sidewalk before the office opened. As of April 1st, 2022 the Township office hours will return to 9am-1pm.

**Next meeting** will be held on April 11th, 2022 at 10:00am. Motion to adjourn was made by Charlotte Sullivan at 11:15am.

Minutes prepared by Lori Kepner, Secretary

\*\* Anyone who wishes to be put on the agenda must call the Township by noon, two business days before

## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting - April 11, 2022

The Regular Monthly meeting for April 11, 2022 was held at 10:00AM at the Towanda Township Office at 44 Chapel Street, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Wilma Lindsey and Joseph Snell. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. There were no visitors present. **Pledge to Flag** was recited. There was one additional item added to the agenda which was an ATV Ordinance. All correspondence had been given to supervisors prior to the meeting. **Minutes:** A motion by Charlotte Sullivan was made to approve the March 14th, 2022 Regular Meeting Minutes. It was seconded by Joe Snell, 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. All reports were handed into the secretary which included minutes and agendas. **Fire Board, EMA, Airport and BC:** Nothing to report at this time. **Township Solicitor:** Jonathan was not requested to be present at the meeting. The board decided that they will have a work session on May 4<sup>th</sup>, 2022 at 10am to go over the complete employee manual. Lori invited the representative from General Code to our next meeting to discuss the process for our new codification. Michael Peters will attend the May 9<sup>th</sup>, 2022 meeting. There is nothing new with Hemlock Hills. Jonathan is still working on Metadyne with the turnover of Fox Chase Drive to them. This is the result of Metadyne's request. The board received an email from Steve Khloe from PennDOT on his recommendation to have the road surveyed so it is recorded correctly when Fox Chase Drive is officially turned over to them. Wilma Lindsey made a motion to hire a surveyor to complete a survey of Fox Chase Drive so we can move forward with the turnover to Metadyne. Charlotte Sullivan seconded and all agreed. Joe Snell will contact Scott Williams to possibly do the survey for the Township. There is nothing new with Airport Road. **Road master verbal report** was given by Ray Green: The new garage addition is complete and we received the Occupancy Permit. He has received and put together most of his office furniture but we are still waiting on the conference table to be delivered. He will need help to get the fire proof safe into the file room since it is quite heavy. Sometime later in the year Charlotte would like to have an open house for the new addition. Ray has been plowing and cindering as needed and cleaning trees and branches from road ways. He has been opening up ditches as needed. He has been servicing equipment as needed as well. There were no NOI's to report at this mtg: **Secretaries Report:** The board discussed the spring cleanup and decided to have it on June 18<sup>th</sup>, 2022 from 8am-1pm. Lori and Ray will work on getting it organized and advertised in the paper. The board received a copy of the rules and regulations from NTSWA on what they will accept and not accept at the cleanup. Charlotte wanted the board to have a copy of the latest salary survey from PSATS. Lori provided them all with this report. The township received an email from the BC Election Dept. and would like to meet with the board after the township meeting today to discuss having Elections now at the BC Airport. It will be easier for all residential (mostly for handicapped individuals) voters to access for voting and they believe there will be more room. The board was in favor of having Elections at the BC Airport, but will meet with the Director of Elections and Scott Hauser, Airport Manager, to look over the location. BC Elections will handle all advertisement for the location change. Lori will be attending the PSATS convention this year from April 24<sup>th</sup>, to the 27<sup>th</sup>. **Next meeting** will be held on May 9th, 2022 at 10:00am. Motion to adjourn was made by Charlotte Sullivan at 11:25am. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before. Minutes prepared by Lori Kepner, Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Minutes Regular Monthly Meeting – May 9th, 2022

The Regular Monthly meeting for May 9th, 2022 was held at 10:00AM at the Towanda Township Office at 44 Chapel Street, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Wilma Lindsey and Joseph Snell. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. Visitors present were Phil O'Dell from the Daily Review and Michael Peters from General Code.

**Pledge to Flag** was recited. All correspondence had been given to supervisors prior to the meeting.

**Minutes:** A motion by Joe Snell was made to accept the April 11<sup>th</sup>, 2022 meeting minutes; it was seconded by Wilma Lindsey with a unanimous vote to accept.

**Treasurers Report and Bills:** were approved by Motion by Joseph Snell and seconded by Wilma Lindsey. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan. All reports were handed into the secretary which included minutes and agendas.

**Fire Board, EMA, Airport and BC:** Nothing to report at this time except that Joe believes they are going to start installing new fire hydrants within the near future starting in Monroeton.

**Road master verbal report** was given by Ray Green: There were several trees down from the last storm that needed cleaned up. He is getting the equipment ready for the summer. He has been picking up dumped trash along the roadways. He has re-seeded Sheppard Road. He has been opening up ditches as needed. The backhoe will need new tires. They have started mowing the cemetery and township grounds. The board discussed the ATV ordinance which was advertised for passing at this township meeting. Joseph Snell made a motion to pass the ATV Ordinance presented to the board. Wilma Lindsey seconded and all agreed.

**Township Solicitor:** Jonathan was not requested to be present at the meeting. There is nothing new with Hemlock Hills except their intentions are to hopefully finish up the road issues and have it done by this fall. Ray and Joe met with Scott Williams(Butler Surveying) and Dave Reader and Amit Daga from Metadyne, on Fox Chase Drive to discuss the turn around. Everything looks good to go; Metadyne will pay half the cost of the survey from Butler Surveying as well. There is nothing new with Airport Road. Jonathan will start working on the Slocum property maintenance issue.

**Secretaries Report:** There were no NOI's to report at this mtg: Spring cleanup is scheduled for June 18<sup>th</sup>, 2022. Elections are May 17<sup>th</sup>, 2022 and will be held at the BC Airport. The offices will be closed on May 30<sup>th</sup>, 2022 for the holiday.

Michael Peters, from General Code discussed the process for Codification and presented his proposal from General Code. He explained both options for the board that were presented. At this time the board will review the information that was presented and will discuss the proposal with their solicitor and they will get back with Mr. Peters on their decision.

**Next meeting** will be held on June 13th, 2022 at 10:00 am. Motion to adjourn was made by Charlotte Sullivan at 12:00pm. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before.

Minutes prepared by Lori Kepner, Secretary

# TOWANDA TOWNSHIP SUPERVISORS

## Minutes Regular Monthly Meeting – June 13th, 2022

The Regular Monthly meeting for June 13th, 2022 was held at 10:00AM at the Towanda Township Office at 44 Chapel Street, Towanda PA 18848. The meeting was called to order by Vice-Chairman Wilma Lindsey. Supervisors present were: Wilma Lindsey and Joseph Snell. Charlotte Sullivan was not present. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Solicitor Jonathan Foster. There were no visitors present.

**Pledge to Flag** was recited. All correspondence had been given to supervisors prior to the meeting.

**Minutes:** A motion by Joe Snell was made to accept the May 9th, 2022 regular meeting minutes and the May 23<sup>rd</sup>, 2022 special meeting minutes. It was seconded by Wilma Lindsey with a unanimous vote to accept.

**Treasurers Report and Bills:** were approved by Motion by Joseph Snell and seconded by Wilma Lindsey. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan. Nothing new at this time.

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

**Road master verbal report** was given by Ray Green: The board opened the one equipment rental bid received for the Tar and Chip project on Sheppard Road. The bid was from Suit Kote and it was for \$9350.00. Joseph Snell made a motion to accept the bid from Suit Kote for the equipment rental for the June Tar and Chip project for Sheppard Road. Wilma Lindsey seconded and all agreed. Ray has been mowing roads, cemeteries and township grounds. The tractor needed two new tires and the F250 got two new tires also. He had replaced a stop sign. He will be getting ready for the tar and chip project on Sheppard Road this month.

**Township Solicitor:** Jonathan had provided a written report. Jonathan is working on a developer's agreement and reviewing the updates that have occurred on Hemlock Hills. Jonathan is working on the deeds for Fox Chase Road. There is nothing new with Airport Road. Joe Snell made a motion to have Jonathan proceed with the proper paperwork to be sent on the Slocum property maintenance issue. Wilma Lindsey seconded and all agreed. The board decided to table the codification until Charlotte Sullivan can be present to discuss. We need to add call out pay for employees in the employee manual. After some discussion, Joe Snell made the motion to add call out pay to the employee manual as follows: If an employee is called out and regardless of the time spent is under 2 hours, the employee will be compensated 2 hours straight pay. If the employee comes in and works over 2 hours it will be time and half pay. Wilma Lindsey seconded the motion and all agreed. Joe Snell left the meeting at 10:30 to attend another meeting. At 10:45 Charlotte Sullivan came into the meeting via Phone Conference. We explained we tabled the codification to discuss at the next meeting when she would be present. She will give any reports she has to the secretary at a later date.

**Secretaries Report:** There were no NOI's to report at this meeting: Spring cleanup is scheduled for June 18<sup>th</sup>, 2022. The Township offices will be closed on July 4<sup>th</sup>, 2022 for the Holiday. Gary Scranton's services will be on June 25, 2022 in Wellsboro PA. The next meeting will be held on July 11th, 2022 at 10:00 am. Motion to adjourn was made by Wilma Lindsey at 11:15am. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before.

Minutes prepared by Lori Kepner, Secretary

## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting – July 18th, 2022

The Regular Monthly meeting for July 18th, 2022 was held at 10:00AM at the Towanda Township Garage Office at 53 Lindsey Road, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Wilma Lindsey and Joseph Snell. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Solicitor Jonathan Foster. There were four visitors present. Eric Casanave from Stiffler McGraw, Chris Roof and Scott Middendorf from MR Dirt, and Phil O'Dell from the Daily Review.

**Pledge to Flag** was recited. All correspondence had been given to supervisors prior to the meeting.

At this time the board discussed the Hemlock Hill Subdivision. Bradford County Planning has the final review of the subdivision paperwork at their office. The board will need a copy of their determination letter of approval once they get that. Jonathan and Eric described what was proposed in the current final Developer's Agreement and Maintenance Agreement with MR Dirt on Hemlock Hills. After much financial discussion Joseph Snell made the motion to change the value of the 18 month Road Maintenance bond to \$180,000 from the date of acceptance of the roads by the Township, as suggested by Chris Roof of MR Dirt, then reducing to a value of \$8400.00 for the six selected pipes in the development, to be replenished by the Developer should the balance fall below \$8400.00 at any time, for a duration of 10 years, starting after the expiration of the initial 18-month maintenance period.

**Minutes:** A motion by Joe Snell was made to accept the June 13th, 2022 regular meeting minutes. Wilma Lindsey seconded the motion; a unanimous vote to accept.

**Treasurers Report and Bills:** were approved by Motion by Wilma Lindsey and seconded by Joe Snell. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan; nothing new at this time.

**Fire Board, EMA, Airport and BC:** Nothing to report at this time. Towanda Township has needed to replace their EMA Director since Gary Scranton has left as the township EMA director. The office was contacted by the Bradford County EMA Office with some suggestions of people who would be willing to take on the position. Patty Tuttle is the Monroe Township EMA Director and she is willing to take on the responsibility of the Towanda Township EMA Director. Wilma Lindsey made a motion to appoint Patty Tuttle as our new EMA Director for Towanda Township. Joe Snell seconded and all agreed.

**Road master verbal report** was given by Ray Green: They have finished Sheppard Hill Road tar and chip project. He has been cleaning up after the recent storms. They have been mowing/trimming as needed. They have been servicing the equipment as needed.

**Township Solicitor:** Jonathan had provided a written report. Jonathan has the deed prepared for Fox Chase Road partial turnover. Charlotte is to sign it and then Mr. Daga has to sign as well. Once this is done the Township will return the deed to Jonathan to record. There is nothing new with Airport Road. The board discussed the codification. Charlotte Sullivan made a motion to not codification the additional ordinances we have had done since 7-9-2001. Instead we will just insert them into the existing codification book we have now. Wilma Lindsey seconded and all agreed. Jonathan is still working on the Property Maintenance issues addressed by the board. Charlotte is concerned about garbage containers and storage units on peoples properties and where they can be placed and for how long of a time frame. Jonathan explained that we don't have zoning so we can't regulate where they are placed in someone's yard. Charlotte also brought up the grass height behind her home at the neighbor's property. Right now there is no one living at the residence so it is not in violation of our property maintenance ordinance, but If someone moves in, it will have to be addressed.

**Secretaries Report:** There were no NOI's to report at this meeting; but Charlotte handed in some gas reports she had from online. We received the Fire Escrow check for Damon Glisson for his house that recently was burnt. Once he cleans up the property we will issue the check back to him from the insurance company. He has called the office to find out what his next steps are so he can get it taken care of. The next meeting will be held on August 8<sup>th</sup>, 2022 at 10:00 am at the Township Garage Office. Motion to adjourn was made by Wilma Lindsey at noon. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before.

Minutes prepared by Lori Kepner, Secretary



## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting – August 8th, 2022

The Regular Monthly meeting for August 8th, 2022 was held at 10:00AM at the Towanda Township Garage Office at 53 Lindsey Road, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Wilma Lindsey and Joseph Snell. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Solicitor Jonathan Foster. There was one visitor present, Phil O'Dell from the Daily Review.

**Pledge to Flag** was recited. All correspondence had been given to supervisors prior to the meeting. **Minutes:** A motion by Charlotte Sullivan was made to accept the July 18th, 2022 regular meeting minutes. Wilma Lindsey seconded the motion; a unanimous vote to accept. **Treasurers Report and Bills:** were approved by motion by Joe Snell and seconded by Wilma Lindsey. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan; nothing new at this time.

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

**Road master verbal report** was given by Ray Green: The F550's have been inspected, the John Deere tractor has been serviced. They are done with cold patch, and now working on hot mix and potholes. They have removed several trees that were down from the recent storms. Thompson Pest control will be at the Garage office this week hopefully to spray for the bugs. Ray just received the new cutting edges for the plow which he ordered months ago. Ray hasn't had any luck on getting cinders yet this year but will keep researching. We should have enough to get us through this winter if we don't find any. Ray received some quotes on repairing the pot holes on Fox Chase Drive where the turnaround will go of \$2000.00 from Roberts Paving. The board agreed that was a good quote and for Ray to move forward with that project. He also got a quote from Roberts Paving to seal coat the Township Office parking lot of \$670.00. The board also agreed that was a good figure for the work and told Ray to move forward with that project as well. The board had discussed last year to fix and repair the side walk at the Township Twp Office on Chapel Street. Ray had gotten a phone quote from S&A Construction of \$7800.00 to dig out the existing walk way and replace it with a new concrete walk way 5ft by 35ft and put in Handicap Railings on the walkway that will connect to the existing step railing at the front of the building. After the board discussed this Wilma Lindsey made a motion to accept the phone quote from S&A Construction to replace and repair the sidewalk. Charlotte Sullivan seconded and all agreed. Ray needs to check on how many hydrants are located in the Hemlock Hill Subdivision for the board.

**Township Solicitor:** Jonathan had provided a written report. Jonathan has prepared the Road Maintenance and Developers agreement for Hemlock Hills Subdivision and has provided copies for the board to review. After Ray Green and Eric Casanave review the paperwork with no changes then Jonathan can move forward with the final steps on the project. Charlotte Sullivan made a motion to authorize the board to sign any paperwork needed after the review is done. Wilma Lindsey seconded the motion and all agreed. Jonathan is to record the deed which Mr. Daga had signed as well as Charlotte Sullivan for Fox Chase Drive from the Township and prepare the ordinance for the road and then record it in the courthouse. There is nothing new with Airport Road. Jonathan is still working on the Property Maintenance issues addressed by the board. There are a few more property maintenance issues the board will research and discuss at the next meeting.

**Secretaries Report:** There were no NOI's to report at this meeting. The offices will be closed on September 5<sup>th</sup>, 2022 for the Holiday. The estimated cost of the recycling project this past June is approximately \$2000.00. The board will discuss having one again next year at the end of 2022. The board is going to look into getting information and possible donations for a memorial bench for the garage office in Francis Lindsey's memory. Ray explained there wasn't a good spot for a tree to be planted at the garage office. Charlotte explained to Ray for him to see where the best spot for a flag would be for the outside of the garage office as well. The next meeting will be held on September 12th, 2022 at 10:00 am at the Township Garage Office. The board has decided to hold the rest of the Township meetings at the garage office for this year. Lori will advertise the change as required by the Second Class Township Law. Charlotte asked to make sure if there are reports from Code Inspections and the Register and Records office to make sure they are included with paperwork for the Township Meetings. Motion to adjourn was made by Joe Snell at 11:30am. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before.

Minutes prepared by Lori Kepner, Secretary

## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting – September 12th, 2022

The Regular Monthly meeting for September 12th, 2022 was held at 10:00AM at the Towanda Township Garage Office at 53 Lindsey Road, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Wilma Lindsey and Joseph Snell. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Solicitor Jonathan Foster. There was one visitor present, Phil O'Dell from the Daily Review.

**Pledge to Flag** was recited. All correspondence had been given to supervisors prior to the meeting. **Minutes:** A motion by Charlotte Sullivan was made to accept the August 8th, 2022 regular meeting minutes. Wilma Lindsey seconded the motion; a unanimous vote to accept. **Treasurers Report and Bills:** were approved by motion by Joe Snell and seconded by Wilma Lindsey. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan; nothing new at this time. There is a BCTCC meeting this Thursday. CBPA will be having their annual dinner in October. We will get an invitation soon to the event.

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

**Road master verbal report** was given by Ray Green: Ray hasn't had any luck on getting cinders yet this year but will keep researching. The F250 has been inspected. The Topkick is at the shop right now. He has been mowing along the roads. The F550 has been serviced. Pothole work is being done. They will be cleaning ditches and mowing the rest of the roads that are needed before the winter months come. Ray is also going to look into the cost of a new backhoe for next year's budget. The board discussed the call out pay for Ray and at this time it will remain the same as previously discussed. The sidewalk is done at the Chapel Street office along with the updated parking area. The railing still needs to be finished.

**Township Solicitor:** Jonathan had provided a written report. Jonathan has prepared the Road Maintenance and Developers agreement for Hemlock Hills Subdivision and has provided copies for the board to review. Motion was made by Joe Snell to accept the Developers Agreement with MR Dirt for the Hemlock Hill Subdivision. Wilma Lindsey seconded and all agreed. There is nothing new with Airport Road. Jonathan is still working on the Property Maintenance issues addressed by the board. There are a few more property maintenance issues the board will research and discuss at the next meeting. Jonathan had drafted the ordinance for vacating a portion of Fox Chase Road. He had advertised it to be passed at this Township meeting for the board. Joe Snell made a motion to pass Ordinance 09122022 vacating a portion of Fox Chase Road. Wilma Lindsey seconded and all agreed.

**Secretaries Report:** We had one NOI's to report at this meeting, which was for the King Well. Trick or Treat will be on October 26<sup>th</sup>, 2022 from 6-8pm this year. Joe Snell will get in touch with the Towanda Fire Police about having the intersection of Railroad Street and Liberty Corners covered for the event. The next meeting will be held on October 10th, 2022 at 10:00 am at the Township Garage Office. At this time, 11:15am, Charlotte Sullivan called an executive session to discuss possible litigation matters. The board came out of executive session at 11:30am. Motion to adjourn was made by Joe Snell at 12:00pn. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before.

Minutes prepared by Lori Kepner, Secretary

## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting – October 10th, 2022

The Regular Monthly meeting for October 10th, 2022 was held at 10:00AM at the Towanda Township Garage Office at 53 Lindsey Road, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan and Joseph Snell. Wilma Lindsey was not present. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. There were two visitors present Lyle Rockwell and Kay Spencer. Lyle Rockwell and Kay Spencer were present to discuss their new DEP regulated sewer system they must put in at the property along Patton Hill Road. They explained the whole system to the board. The board found no adverse comments to the plans and Charlotte Sullivan made a motion to direct the secretary to approve any paperwork that may come into the office on the Septic System plans. Joe Snell seconded the motion; a unanimous vote to accept.

**Pledge to Flag** was recited. All correspondence had been given to supervisors prior to the meeting. **Minutes:** A motion by Charlotte Sullivan was made to accept the September 12th, 2022 regular meeting minutes. Joe Snell seconded the motion; a unanimous vote to accept. **Treasurers Report and Bills:** were approved by motion by Joe Snell and seconded by Charlotte Sullivan. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC** as submitted by Charlotte Sullivan; nothing new at this time. CBPA will be having their annual dinner in October. Charlotte had spoken to Joe Snell about taking over her position on the TMA board come next year. Joe accepted this position. During the 2023 reorganization meeting we will officially appoint Joe to that position for the Township.

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

**Road master verbal report** was given by Ray Green: Ray has been getting the trucks repaired and inspected as needed. He will continue to mow along the township roads as needed and clean out ditches after the storms. There were several trees down along the roads that he had to clean up as well after the past few storms. He reported that there are two fire hydrants located in the Hemlock Hill Subdivision. He has gotten anti-skid from Johnsons quarries to mix in with the cinders for this winter season. The paving on Fox Chase Road is done at the turn around. The sidewalk and railing are finished at the township building. The paving at the Township office parking lot is done as well.

**Township Solicitor:** Jonathan had provided a written report. There was nothing new at this time to report.

**Secretaries Report:** We had no NOI's to report. We had one subdivision for the Thomason Family Trust. The board found no adverse comments to the proposed subdivision. We will review a proposed budget at the November township meeting. The board received information on the Triathlon on Woodside Road on October 8<sup>th</sup>, 2022. This is a run that they will plan to do each year. The board was not opposed to this event. At the November meeting the board will review a resolution for Act 57 which is a proposed tax resolution. The next meeting will be held on November 14th, 2022 at 10:00 am at the Township Garage Office. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before.

Minutes prepared by Lori Kepner, Secretary

## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting – November 14th, 2022

The Regular Monthly meeting for November 14th, 2022 was held at 10:00AM at the Towanda Township Garage Office at 53 Lindsey Road, Towanda PA 18848. The meeting was called to order by Vice-Chairman Wilma Lindsey. Supervisors present were: Joseph Snell and Wilma Lindsey. Charlotte Sullivan was not present due to an illness. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Jonathan Foster, Solicitor. There was one visitor present Phil O'Dell, from the Daily Review.

**Pledge to Flag** was recited. All correspondence had been given to supervisors prior to the meeting. **Minutes:** A motion by Joseph Snell was made to accept the October 10th, 2022 regular meeting minutes. Wilma Lindsey seconded the motion; a unanimous vote to accept. **Treasurers Report and Bills:** were approved by motion by Joseph Snell and seconded by Wilma Lindsey. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC:** Nothing to report at this time.

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

**Road master verbal report** was given by Ray Green: He has had all the fuels tanks filled including the Fuel Furnace in the garage. The mowing is completed. Lawns for the office, garage and cemetery are done for the season. He has cleaned ditches as needed after the storms. We have received two loads of anti-skid for the snow season. He will continue to work on roads as needed and weather permitting. Both Ray and Lori attended the G402 class through the BC EMA department on November 10<sup>th</sup>.

**Township Solicitor:** Jonathan had provided a written report. Hemlock Hills Subdivision paperwork has been submitted to Tim Gourley, the engineer from the Bradford County Planning office, if he is satisfied with the final completion of the Hemlock Hill Subdivision the board can move forward with taking over the roads, signing the Developers Agreement, and Road Maintenance Agreement. Joseph Snell made a motion to pass Resolution 11142022 accepting the Hemlock Hill Subdivision roads. Along with this, any paperwork which needs to be signed to finalize the transaction (Developers Agreement and Road Maintenance Agreement between MR Dirt and Towanda Township) needed once final approval from Bradford County is received. Wilma Lindsey seconded and all agreed. There is nothing new with the Airport Road or Fox Chase Road.

**Secretaries Report:** We had no NOI's to report. We had one subdivision for the Bennett/White property. The board found no adverse comments to the proposed subdivision. The board received the proposed budget. Wilma Lindsey made a motion to advertise the budget for public review before the December meeting. Joseph Snell seconded and all agreed. Resolution for Act 57 which is a proposed tax resolution was submitted to the board. Joseph Snell made a motion to pass the Act 57 Tax Resolution. Wilma Lindsey seconded and all agreed. On November 24<sup>th</sup>, and 25<sup>th</sup> the Township offices will be closed for the Holiday. The next meeting will be held on December 12th, 2022 at 10:00 am at the Township Garage Office. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before.

At 11:15am Wilma Lindsey called an executive session to discuss possible litigation matters.

At 11:50 Wilma Lindsey made a motion to come out of executive session. The board directed Jonathan Foster to move forward with two possible litigation matters in the Township.

## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting – December 12th, 2022

The Regular Monthly meeting for December 12<sup>th</sup>, 2022 was held at 10:00AM at the Towanda Township Garage Office at 53 Lindsey Road, Towanda PA 18848. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Joseph Snell and Wilma Lindsey. Also present were Ray Green Jr., Road master, Lori Kepner, Secretary-Treasurer and Jonathan Foster, Solicitor. There were two visitors present Phil O'Dell, from the Daily Review and Lyle Rockwell. Lyle Rockwell was present to answer any questions the board may have on the Spencer- Sewer module from DEP. The board had no adverse comments. **Pledge to Flag** was recited. All correspondence had been given to supervisors prior to the meeting. **Minutes:** A motion by Joseph Snell was made to accept the November 14th, 2022 regular meeting minutes. Wilma Lindsey seconded the motion; a unanimous vote to accept. **Treasurers Report and Bills:** were approved by motion by Joseph Snell and seconded by Wilma Lindsey. Unanimous vote to accept reports.

**Reports from TMA, CBPA, and BCTCC:** Nothing to report at this time, correspondence and reports were received from Charlotte Sullivan. Joe will be attending the next TMA meeting with Charlotte. **Fire Board, EMA, Airport and BC:** Nothing to report at this time. Joe Snell attended the Fire Board Meeting as a Zoom meeting, in which the meeting was approximately 6 minutes long and nothing needed to be addressed by Towanda Township.

**Road master verbal report** was given by Ray Green: They have been cleaning up after the storms, plowing and cindering as needed.

**Township Solicitor:** Jonathan had provided a written report. There is nothing new with the Airport Road or Fox Chase Road. The paperwork for hemlock hill has been submitted to the county. We are just waiting for the final county approval and the road deed to be recorded and then the Township will be responsible for the taking over the road. Once it is recorded we will file the necessary paperwork with PennDot to get the names of the roads on the subdivision recorded and apply for liquid fuels monies. Foster is still working on the possible litigation issues with property maintenance within the township and will keep the Township up to date on any progress.

**Secretaries Report:** We had no NOI's to report. Charlotte Sullivan made a motion to approve the 2023 budget with no tax increases. Joseph Snell seconded and all agreed. The board accepted the following 2023 meeting dates and holidays. Jan 3<sup>rd</sup>, Feb 13<sup>th</sup>, March 13<sup>th</sup>, April 10<sup>th</sup>, May 8<sup>th</sup>, June 12<sup>th</sup>, July 10<sup>th</sup>, Aug 14<sup>th</sup>, Sept 11<sup>th</sup>, Oct 9<sup>th</sup>, Nov 13<sup>th</sup>, and Dec 12<sup>th</sup>. All meetings will be held at 10:00am. The January, February, March, October, November and December 2023 meetings will be held at the Towanda Township Garage office, 53 Lindsey Road. All other meetings will be held at the Towanda Township Office location 44 Chapel Street. The 2023 Holidays: Jan 2<sup>nd</sup>, Feb 20<sup>th</sup>, May 29<sup>th</sup>, July 4<sup>th</sup>, Sept 4<sup>th</sup>, Nov 23<sup>rd</sup> and 24<sup>th</sup>, Dec 25<sup>th</sup>, 26<sup>th</sup>, and one floating holiday. The offices will be closed on December 26<sup>th</sup>, and 27<sup>th</sup> for the Holidays and January 2<sup>nd</sup>, 2023 for New Year's Holiday. There were a few complaints about the voting location change to the BC Airport. This has been advertised by the Elections Office many times. The Township will post what they need to so the township residents are reminded not to come to the 44 Chapel Street location to vote next May. The next meeting will be held on January 3<sup>rd</sup>, 2023 at 10:00 am, which will be the reorganization meeting at the Township Garage Office. The Regular monthly meeting for January will immediately follow. Anyone who wishes to be put on the agenda must call the Township Office by noon, two business days before. At 11:05am Charlotte Sullivan called an executive session to discuss possible litigation matters. At 11:30am Charlotte Sullivan made a motion to come out of executive session. The board directed Jonathan Foster to move forward with two possible litigation matters in the Township.

Minutes prepared by Lori Kepner, Secretary