

TOWANDA TOWNSHIP SUPERVISORS
Minutes Regular Monthly Meeting – February 13, 2023

The Regular Monthly meeting for February 13, 2023 was held at 10:30AM 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, and Lori Kepner, Secretary-Treasurer. No Visitors were present.

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 January 3rd, 2023 Reorganization Meeting and the January 3rd, 2023 Regular meeting minutes. Joe Snell 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.

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

Road master verbal report was given by Ray Green: They have been cleaning up after the storms, plowing and cindering as needed. Ray has been tree trimming as well. Ray installed a 35mph speed limit sign at the bottom of Patton Hill Road at the request of a resident. Bennett Road has some issues with the frost in the road and heaving. Ray will have to repair the road in the Spring when it is dry enough to work the road. Ray has also been doing routine maintenance on the vehicles when needed.

Township Solicitor: Jonathan hadn't provided a written report. We assume there is nothing new with the Airport Road or Fox Chase Road; Lori hasn't received any correspondence via email or mail. We received all the paperwork for the hemlock hill subdivision and now we can proceed with the final paperwork to Penndot. Foster is still working on the possible litigation issues with property maintenance within the township. Lori will contact the Bradford County Court House Register and Records office, treasurer's office, and prothonary's office to see if we can get some help from them as well on property owner's names, if taxes have been paid and estate questions.

Secretaries Report: We had no NOI's to report. We had one subdivision submitted from Nicholas Cacciutti. The board found no adverse comment. The next meeting will be held on March 13th, 2023 at 10:00 am. Joe Snell motioned to adjourn at 10:39am. Motion carried.

Minutes prepared by Lori Kepner, Secretary

The Supervisors of Towanda Township held their reorganization meeting of January 3rd, 2023 at the Township Municipal Garage Office at 53 Lindsey Road, 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 Joseph Snell, seconded by Wilma Lindsey and all agreed. Present at the meeting were Charlotte Sullivan, Joseph Snell, Wilma Lindsey, Lori Kepner, and Ray Green Jr. There was one visitors present, Debbie Hunt.

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

Joseph Snell made a motion to appoint secretary/treasurer, Lori Kepner with a cost of living increase of 3% with a rate of \$19.10 per hour. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell made a motion to appoint Lori Kepner as our Open Records Officer, Wilma Lindsey seconded the motion and all agreed.

Joseph Snell made a motion to appoint Patti Tuttle as our Emergency Management Coordinator, Wilma Lindsey seconded and all agreed.

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

Joseph Snell made a motion to appoint Ray Green Jr. as Road master with his new rate at \$29.10 per hour. Wilma Lindsey seconded and all agreed.

Joseph Snell made a motion to increase employee's wages with a 3% cost of living increase. CDL Driver- \$22.65 on call only, General Laborer(time summer workers) \$15.95. All wages for new hires will be at the discretion of the board of supervisors, depending on experience etc. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell made a motion that the recommended wages for the working supervisors to our auditors be as follows: Joseph Snell, Wilma Lindsey and Charlotte Sullivan will receive a rate of \$17.90 per hour as a working supervisor. Wilma Lindsey seconded and all agreed.

Joseph Snell made a motion to establish the treasurers bond at \$400,000.00, Wilma Lindsey seconded the motion and all agreed.

The board will hire an engineer on an as needed basis, Joseph Snell made this motion, Charlotte Sullivan seconded the motion and all agreed. We typically use Stiffler McGraw.

Joseph Snell made a motion to appoint Mike Welliver as Chairman of the Vacancy Board. Wilma Lindsey seconded and all agreed.

Joseph Snell made a motion to appoint Charlotte Sullivan as the CBPA Representative and as the Township representative for the Bradford County Tax Committee. Wilma Lindsey seconded and all agreed.

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

Joseph Snell made a motion to appoint Charlotte Sullivan, Dr. Thomas Henson Paul Kreischer, and Jody Place as representatives for CBPA, Charlotte Sullivan seconded and all agreed. We have an opening spot due to Avery Boardmans decision to not renew his appointment.

Joseph Snell made a motion that whoever wanted to attend could attend the monthly COG meetings and represent the township, Wilma Lindsey seconded and all agreed. These meetings are normally the last Monday of each month at 7:30PM at the Troy Borough Hall.

Joseph Snell 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.

Joseph Snell made a motion to retain Jonathan Foster as our township solicitor at a rate of \$130.00 per hour. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell made a motion to appoint the following members to the Zoning Hearing Board. Charles Strickland, Jeff Innocenzo and Paul Kreischer. Fred Smith will be held as the Zoning Solicitor. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell made a motion to retain Code Inspections as our Building Permit Official, as well as the Township Flood Plain Management Official. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell made a motion to establish the Township meetings to be held at the Towanda Township Municipal Building, 44 Chapel St, Towanda PA 18848 and the Towanda Township Garage office at 53 Lindsey Road, Towanda PA 18848 at 10:00am, these dates were set at the December 2022 Township Meeting and have been advertised as required by the second class township code. They are as follows: Jan 3rd, Feb 13th, March 13th, April 10th, May 8th, June 12th, July 10th, Aug 14th, Sept 11th, Oct 9th, Nov 13th, and Dec 12th. 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.

Joseph Snell made a motion to certify the voting delegate for the PSATS convention as whoever may attend. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell 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 \$200.00 per job for Jerry Irvine or David Sullivan. The board may advertise for quotes for the job, if either one of these gentlemen cannot do it this year. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell made a motion to set taxes as following, seconded by Wilma Lindsey and all agreed: There has been no tax increase.

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 2023 at .655 cents per mile.

Joseph Snell made a motion to authorize payment of everyday utilities bills, etc when due, to avoid late charges. Wilma Lindsey seconded and all agreed.

Joseph Snell made a motion to participate in a Township Pension Plan for our employees and the Township will be continues to contribute 3% towards the plan for 2023. Wilma Lindsey seconded and all agreed.

Joseph Snell made a motion to set holidays (10) & benefits (insurance, pension, personal days, vacation days, bereavement days) which are determined by the employee manual. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell 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. Wilma Lindsey seconded the motion and all agreed.

Joseph Snell made a motion to establish a 5 minute limit per visitors to be heard during our township meetings. Wilma Lindsey seconded the motion and all agreed.

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

There was no old business. Joseph Snell made a motion to adjourn at 10:25am. Wilma Lindsey seconded and all agreed.

Minutes prepared by Lori Kepner, Secretary

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Pledge to Flag was recited. All correspondence had been given to supervisors prior to the meeting. There were two visitors present Debbie Hunt and James King. Debbie Hunt voiced her concerns on the roads during a past snow storm and also wanted to know what the road schedule would be when we take over Hemlock Hill Subdivision roads. She also explained some residents complained about the lighting at the airport during voting. The board will let elections know about the residents' concerns. James King came to the meeting to discuss his progress on the King's on South Main restaurant. The board was happy to have him at the meeting and wished him good luck. The found no adverse comments to his proposal.

Minutes: A motion by Charlotte Sullivan was made to accept the December 12th, 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.

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

Road master verbal report was given by Ray Green: They have been cleaning up after the storms, plowing and cindering as needed. Ray has been doing some pipe work and tree trimming as well. Bob Root had explained again he was concerned about the speed on Patton Hill Road and would still like the board to put up a sign at the bottom of Patton Hill Road. The board didn't see any reason not to put a speed limit sign at the bottom of Patton Hill Road, so Ray will take care of this issue. The board will be received the BC Sanitation agreement for 2023 shortly. It is a per capita charge to the township with no increase this year.

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 deed to be recorded. 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 pass the BCTCC Resolution for 2023. Wilma Lindsey seconded and all agreed. Spring Cleanup will be on April 29th, 2023 from 8am-1pm. Ray and Lori will work on getting everything ready for the cleanup. The next meeting will be held on February 13th, 2023 at 10:00 am. At 10:56am Charlotte Sullivan called an executive session to discuss possible litigation matters and personal matters. At 11:21am Charlotte Sullivan made a motion to come out of executive session.