

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 3<sup>rd</sup>, 2023 Reorganization Meeting and the January 3<sup>rd</sup>, 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

January 3rd, 2023      **Reorganization Meeting Minutes**

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 1<sup>st</sup> 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 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.

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



## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting – January 3<sup>rd</sup>, 2023

The Regular Monthly meeting for January 3, 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.

**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 12<sup>th</sup>, 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 29<sup>th</sup>, 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.

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

The Regular Monthly meeting for March 13, 2023 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: Charlotte Sullivan(via phone conference), 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 February 13th, 2023 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 CBPA, and BCTCC:** CBPA, is considering taking on more municipalities in the area and also use Zoom meetings to make it easier for everyone who may have a distance to travel to a meeting. There is nothing new with the BCTCC at this time.

**TMA, Fire Board, Airport and BC:** Joe reported that at the TMA meeting they were mostly concerned about the overdue water/sewer bills. They are going through engineering right now for a new water plant. There was nothing to report at this time for the Fire board, Airport or the BC Trail. There is nothing new to report for the EMA.

**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 has been cleaning equipment and maintenance on the vehicles when needed. He had removed several trees along the township roads after the storms and has filled pot holes on Bennett Road. Ray discussed the purchase of a new truck to replace the 2007 F550. Joe and Ray will visit North Towanda Township and look at their new truck and see if it would fit our needs. .

**Township Solicitor:** There is nothing new to report.

**Secretaries Report:** We had no NOI's or subdivisions to report. We will continue to update the Website as needed. The Spring Cleanup will be April 8<sup>th</sup>, 2023 from 8am-1pm. It has been advertised in the Daily Review and posted at each township office. The next meeting will be held on April 10th, 2023 at 10:00 am at the 44 Chapel Street Township Office. Joe Snell motioned to adjourn at 10:34am. Motion carried.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS  
Minutes Regular Monthly Meeting – April 10th, 2023

The Regular Monthly meeting for April 10th, 2023 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, 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 March 13th, 2023 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 CBPA, and BCTCC:** There was nothing new to report at this time.

**TMA, Fire Board, Airport and BC trail:** Joe reported that at the Fire board meeting got canceled due to the ice storm. There is nothing new to report for the TMA, Airport or BC Trail. There is nothing new to report for the EMA.

**Road master verbal report** was given by Ray Green: They have been cleaning up after the storms, plowing and cindering as needed. Ray discussed the purchase of a new truck, purchasing of cinders, and the new road projects for this year with the board. It's that time of year to get the mowing equipment around. Ray will work on that. Spring Cleanup was on April 8<sup>th</sup>, 2023. Ray reported there were approximately 10 people that came. Next year we should see about getting a 20 yard container for scrap and a 30 yard container for trash along with the packer. We had no tires.

**Township Solicitor:** Lori did speak with Jonathan the morning before the meeting and he had nothing to report. Lori will update Jonathan on the property maintenance issues within the Township.

**Secretaries Report:** We had no NOI's or subdivisions to report. The BCTOA spring dinner is May 11<sup>th</sup>, 2023, location is the Grand Victorian Inn, in Sayre from 5:30pm-8pm. The next meeting will be held on May 8th, 2023 at 10:00 am at the 44 Chapel Street Township Office. Joe Snell motioned to adjourn at 11:00am. Motion carried. The PSATS convention is scheduled for April 23<sup>rd</sup>, to 26<sup>th</sup>. Lori will be attending. Warren Township will share in ½ of the cost of her attending this year.

Minutes prepared by Lori Kepner, Secretary

## TOWANDA TOWNSHIP SUPERVISORS

### Minutes Regular Monthly Meeting – May 8th, 2023

The Regular Monthly meeting for May 8th, 2023 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, 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 April 10th, 2023 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. The board was presented with a donation request from a local organization who provides spay and neuters services for Towanda Township stray cats. Charlotte Sullivan made a motion to contribute \$250.00 to Milan Veterinary Clinic towards these services. Wilma Lindsey seconded and all agreed.

**Reports from CBPA, and BCTCC:** There was nothing new to report at this time.

**TMA, Fire Board, Airport and BC trail:** There is nothing new to report for the Fire Dept., TMA, Airport or BC Trail. There is also nothing new to report for the EMA.

**Road master verbal report** was given by Ray Green: Ray and Joe went to look at North Towanda Townships F600 truck; which they like their truck and set up. Ray then received information from Hondru Ford(which is a costars dealer) on a 2023 Ford Super Duty F-600 DRW 4WD Regular Cab White Truck, the price through costars for the truck is \$69325.00. When the Chassis comes in from Hondru Ford they will ship it to Bradco Supply and they will finish the setup of the truck. The total cost for the truck will be around \$130,000.00. The board discussed the purchase of the new truck. Joe Snell made a motion to purchase the 2023 F600 truck from Hondru Ford; Charlotte Sullivan seconded and all agreed. We are still working on prices for cinders. Ray had met with Steve Kehoe from Penndot Municipal Services about tar and chip projects for Bennett Rd, Manahan Rd, Mulcahy Rd, Franklin Rd, and Johnston Rd for this year. It would be approximately \$82,000 to do all the road projects. Steve explained that we could bundle the project with North Towanda Township which than we may be able to get it done for somewhat less because it will be a bigger project being bid out. One municipality would have to bid it out and the other township would just be jointly involved. Joe Snell made a motion to move forward with North Towanda Township on our 2023 tar and chip projects and to have North Towanda Township advertise it out to bid and have opened at North Towanda's Township Meeting. Charlotte Sullivan seconded and all agreed. Steve Kehoe will get all the bid packets together for the Townships.

**Township Solicitor:** Lori did speak with Jonathan the morning before the meeting and he had nothing to report.

**Secretaries Report:** We had no NOI's or subdivisions to report. May 16<sup>th</sup>, 2023 is Election Day. There was a notice put in the paper to remind voters to vote at the BC Airport. There have also been signs posted at the Township office. Charlotte suggested we get a large sign/board made up by Monte Hughey to display out front of the office as a reminder to voters as well. Lori will look into getting the sign made by Election Day. May 29<sup>th</sup>, 2023 is Memorial Day Holiday and the offices will be closed. The next meeting will be held on June 12<sup>th</sup>, 2023 at 10:00 am at the 44 Chapel Street Township Office. Joe Snell motioned to adjourn at noon. Motion carried.



TOWANDA TOWNSHIP SUPERVISORS  
Minutes Regular Monthly Meeting – June 12th, 2023

The Regular Monthly meeting for June 12th, 2023 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, Joseph Snell and Wilma Lindsey. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. Jonathan Foster, township solicitor was also present. Visitors present were EJAY Fyke from VESPER ENERGY to discuss a possible Solar Panel Construction Project.

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

Mr. Fyke discussed in detail about the construction, agreements etc. involved with their company in relation to the township. At this time, the board had no adverse comments, but will keep in touch with Mr. Fyke in the future with the progress of this development.

**Minutes:** A motion by Joe Snell was made to accept the May 8th, 2023 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 CBPA, and BCTCC:** The board discussed the proposed CBPA Resolution to modify its Articles of Incorporation to change the procedures for selecting members of the Board of Directors. Charlotte Sullivan made a motion to pass the Resolution 06122023. Wilma Lindsey seconded and all agreed.

**TMA, Fire Board, Airport and BC trail:** There is nothing new to report for the Fire Dept., TMA, Airport or BC Trail. There is also nothing new to report for the EMA.

**Road master verbal report** was given by Ray Green: The joint Seal Coat bid between North Towanda Township and Towanda Township will be opened in June at the North Towanda Township Meeting. The board needs to approve to have North Towanda Township advertise for the bids. Joe Snell made a motion to sign the letter of approval for North Towanda Township to advertise the joint seal coat bids. Charlotte Sullivan seconded and all agreed. The pin broke on the mower and Ray ordered the pin and had fixed the problem. They have been mowing as needed. They have been cleaning ditches and cutting brush back along the roads. The township will also need to advertise for sidewalk snow removal this coming winter.

**Township Solicitor:** There is nothing new to report on the Airport Road or Fox Chase Road. The board and the solicitor are stilling working on the property maintenance issues.

**Secretaries Report:** We had no NOI's or subdivisions to report. Tuesday July 4<sup>th</sup> is the Township Holiday and the offices will be closed. The next meeting will be held on July 10th, 2023 at 10:00 am at the 44 Chapel Street Township Office.

Joe Snell motioned to adjourn at noon. Motion carried.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS  
Minutes Regular Monthly Meeting – July 10<sup>th</sup>, 2023

The Regular Monthly meeting for July 10<sup>th</sup>, 2023 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, Joseph Snell and Wilma Lindsey. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer. One visitors was present, Maddy Vogel with 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 June 12<sup>th</sup>, 2023 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 CBPA, and BCTCC:** Gary Martell from Towanda Township has showed interest in joining the CBPA board representing Towanda Twp. Charlotte said he would be a good asset to the CBPA board. He will be officially appointed at our Jan 2024 reorganization meeting. The board would like to invite Mr. Martell to their next township meeting to introduce him to us all. Otherwise there is nothing new with the CBPA or the BCTCC.

**TMA, Fire Board, Airport and BC trail:** There is nothing new to report for the Fire Dept., TMA, Airport or BC Trail. There is also nothing new to report for the EMA. Lori is to contact Patty Tuttle our EMA director to let her know to contact the office prior to our meetings if she needs them to address anything or has anything to report. There will be a Touch a Truck breakfast at the BC Airport on August 12<sup>th</sup>; Ray and Joe had reported.

**Road master verbal report** was given by Ray Green: Ray has been mowing sides or roads, working on maintenance on the trucks, removing down trees from various township roads and preparing for upcoming road maintenance. He will be replacing pipes as needed and maintaining and clearing ditches as needed. He continues to mow cemeteries and township grounds as needed.

**Township Solicitor:** There is nothing new to report on the Airport Road or Fox Chase Road. The board and the solicitor are stilling working on the property maintenance issues. Lori is to contact Code Inspections on some questions the board has on property maintenance situations.

**Secretaries Report:** We had no NOI's or subdivisions to report. Lori will be at a class in Enola through PSATS for the County Convention learning/updating class July 31<sup>st</sup>, 2023. We need to look at the Cole Cemetery map and see where Fred Vanderpool may be buried. It is not a new plot, however.

The next meeting will be held on August 14<sup>th</sup>, 2023 at 10:00 am at the 44 Chapel Street Township Office.

Joe Snell motioned to adjourn at 11:25am. Motion carried.

Minutes prepared by Lori Kepner, Secretary



TOWANDA TOWNSHIP SUPERVISORS  
Minutes Regular Monthly Meeting – August 15th, 2023

The Regular Monthly meeting for August 15th, 2023 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, Joseph Snell and Wilma Lindsey. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer.

**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 10th, 2023 Regular meeting minutes. Joseph 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 CBPA, and BCTCC:** There was nothing new to report by Charlotte:

**TMA, Fire Board, Airport and BC trail:** There is nothing new to report for the Fire Dept., TMA, Airport or BC Trail. Although the TMA has hired a new attorney, Taylor Madden. There is also nothing new to report for the EMA.

**Road master verbal report** was given by Ray Green: The Tar and Chip projects are done for this year. We've gotten in all our cinders and salt order. We will not order salt through the COSTARS program this year; Ray believes we won't need any salt for several years now. The crew has cleaned up as needed after the storms. Ray had to have the Backhoe repaired; it needed a serpentine belt, alternator and alternator pulley. The little mower hasn't been running right. He will have that looked at. They have been mowing grass at the Township grounds and the cemetery. They are done with the hot patch work. Trucks will need inspected soon. They have sprayed along the sides of the roads. Hettich Road pipe has not been replaced yet; they are waiting on the weather to let up, and then hopefully can replace it. Ray will start mowing the sides of the roads again within a month.

**Township Solicitor:** There is nothing new to report on the Airport Road or Fox Chase Road.

**Secretaries Report:** We had no NOI's or subdivisions to report. The board reviewed the private lane sign application from BC Planning. Joe Snell made a motion to add Century Lane to the private lane list for the Township. Wilma Lindsey seconded and all agreed. BC Planning will take care of all the paperwork. The township will purchase the first Private Lane sign and erect it; after which it will be the responsibility of the property owner after that to replace if necessary. The board discussed the snow removal for the sidewalk along South Main Street for this winter season. They will advertise it out for bids. Joe made the motion. Wilma seconded and all agreed. **We received an email from Steve Kehoe from Municipal Services explaining that the drainage along South Main Street is not Towanda Townships responsibility. We are to contact the local PennDOT office with all concerns along that road.**

The next meeting will be held on September 11<sup>th</sup>, 2023 at 10:00 am at the 44 Chapel Street Township Office. September 4<sup>th</sup>, 2023 is Labor Day the offices will be closed. No one will be attending the COG dinner this year.

Joe Snell motioned to adjourn at 11:25am. Motion carried.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS  
Minutes Regular Monthly Meeting – September 11, 2023

The Regular Monthly meeting for September 11th, 2023 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, and Wilma Lindsey. Joe Snell was not able to be present at the meeting. Also present were Ray Green Jr., Road master, and Lori Kepner, Secretary-Treasurer.

**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 14th, 2023 Regular meeting minutes. Wilma Lindsey seconded the motion; a 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 CBPA, and BCTCC:** There was nothing new to report by Charlotte:

**TMA, Fire Board, Airport and BC trail:** There is nothing new to report for the Fire Dept., TMA, Airport or BC Trail. There is also nothing new to report for the EMA.

**Road master verbal report** was given by Ray Green: All the township trucks have been inspected. All the fuel tanks have been filled for the winter, including the fuel furnace. Also the furnace needs to be serviced, he will schedule that. Charlotte Sullivan suggested ABMA for the furnace work. The alarm has gone off for the Garage office septic system that it is full and needs drained, which indicates the system is working the way it is designed to do. Ray will contact someone to come drain it. Ray believes they should start the Hettick Road pipe replacement around the 19<sup>th</sup> of September, weather permitting. He has been cleaning up after the various rain storms we have had. Mowing of the Township grounds has been done and the cemetery. Ray will also be mowing the sides of the roads back as well. PA One call has been notified in case there are utilities along where they will be working. Ray would like to budget approximately \$50,000.00 for road projects for next year, around \$10,000 for pipe repairs, we will need an additional light in the garage, and maybe look into a new backhoe at some point.

**Township Solicitor:** There is nothing new to report on the Airport Road or Fox Chase Road.

**Secretaries Report:** We had one subdivision submitted for the Benjamin property along Chapel Street. The board found no adverse comments to the subdivision. We will start working on figures for the 2024 budget which needs to be adopted in December. The BCTOA Fall Meeting is October 5<sup>th</sup>, 2023. There is a NTRPC annual meeting on October 20<sup>th</sup>, at the Troy sale barn. The CBPA annual triathlon will be held on September 16<sup>th</sup>, 2023. There have been multiple complaints about speeding along Franklin Road. Charlotte directed Lori to call the State police and report these issues. Lori had contacted the State Police and they explained they would look into it. There have been multiple complaints about the pot holes at Sparky's Restaurant. Lori is to write a friendly letter to Randy Williams letting him know about the complaints.

The next meeting will be held on October 9<sup>th</sup>, 2023 at 10:00 am at the Township Garage Office. Charlotte Sullivan motioned to adjourn at 11:25am. Motion carried.

Minutes prepared by Lori Kepner, Secretary



TOWANDA TOWNSHIP SUPERVISORS  
Minutes Regular Monthly Meeting – October 9th, 2023

The Regular Monthly meeting for October 9th, 2023 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, 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 September 11<sup>th</sup>, 2023 Regular meeting minutes. Joseph Snell seconded the motion; a 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 CBPA, and BCTCC:** There was nothing new to report by Charlotte: Tony Ventello from CBPA will be retiring this year. They do have a replacement for him.

**TMA, Fire Board, Airport and BC trail:** There is nothing new to report for the Fire Dept., TMA, Airport or BC Trail. Joe did mention the TMA is looking into a new sewer plant. There is also nothing new to report for the EMA.

**Road master verbal report** was given by Ray Green:

The Sidewalk winter work has been advertised out for quotes. The Hettick pipe work is done. He will let it settle this year and black top over it next year. The private lane sign is up at Hollenbacks. They have been trimming back brush at the cemetery. They are getting the equipment ready for the winter. Mowing for the year for the Township grounds and cemetery should be done soon.

**Township Solicitor:** There is nothing new to report on the Airport Road or Fox Chase Road.

**Secretaries Report:**

Trick or Treat will be October 31, 2023 from 6pm-8pm in Towanda Township. Rain date is November 1<sup>st</sup>, 6-8pm. The proposed budget will be reviewed at the November meeting to be passed at the December meeting.

The next meeting will be held on November 13th, 2023 at 10:00 am at the Township Garage Office. Charlotte Sullivan motioned to adjourn at 11:00am. Motion carried.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS  
Minutes Regular Monthly Meeting – November 13th, 2023

The Regular Monthly meeting for November 13th, 2023 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, 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 October 9<sup>th</sup>, 2023 Regular meeting minutes. Joseph 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 CBPA, and BCTCC:** There was nothing new to report by Charlotte:

**TMA, Fire Board, Airport and BC trail:** There is nothing new to report for the Fire Dept., The TMA is still discussing a new sewer plant, there is nothing new from the Airport or BC Trail. There is also nothing new to report for the EMA.

**Road master verbal report** was given by Ray Green:

The Sidewalk winter work has been advertised out for quotes, but no one has replied yet. The board decided they will wait until the spring to discuss the repairs to the sidewalk. The equipment is ready for the winter. Mowing for the year for the Township grounds and cemetery is done for the year. Ray has been cleaning up after storms, ditches, roads etc. There was a delay in the ordering of the new ford in 2023; which means the township will have to order the new truck for 2024. Joe Snell made the motion to purchase the new truck. Wilma Lindsey seconded and all agreed. Lori Kepner will send an approval letter to Hondru Ford on the purchase.

**Township Solicitor:** There is nothing new to report on the Airport Road or Fox Chase Road, except moving forward to finalize Fox Chase hopefully soon.

**Secretaries Report:** The proposed budget was submitted to the board for review. Joe Snell made a motion to advertise the proposed budget for public review; to be adopted at the December 2023 meeting. Wilma Lindsey seconded and all agreed. The Township will be closed on November 23<sup>rd</sup> and 24<sup>th</sup> for the Holiday. The board discussed the 2024 insurance contract and would like the secretary to get quotes from different insurance companies to be opened at the January 2024 Township Meeting. The Township received one subdivision which was the Potter Subdivision. The board found no adverse comment to the subdivision and directed the secretary to sign any further paperwork in which the Township would receive in relation to the Potter Subdivision. Charlotte Sullivan discussed the issues with the Bradford County Library closing with the Township board of supervisors. All supervisors were in support of keeping the BC Library open, though it is not their decision, and would also consider donating to the BC Library in 2024 if they do not close. The next meeting will be held on December 11th, 2023 at 10:00 am at the Township Garage Office. Charlotte Sullivan motioned to adjourn at noon. Motion carried.



TOWANDA TOWNSHIP SUPERVISORS  
Minutes Regular Monthly Meeting – December 12th, 2023

The Regular Monthly meeting for December 12th, 2023 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, and Lori Kepner, Secretary-Treasurer. One Visitor was present- Cynthia Brown from the Bradford County Library. Cynthia presented to the board of supervisors a resolution which stated Towanda Townships Support to keep the Bradford County Library open. The board discussed their concerns with Cynthia; Charlotte Sullivan than made a motion to sign the resolution presented. Joe Snell seconded and all agreed.

**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 November 13th, 2023 Regular meeting minutes. Joseph 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 CBPA, and BCTCC:** There was nothing new to report by Charlotte on the BCTCC. Central Bradford Progress Authority presented a Resolution to the Board of Supervisors for proposal for the Approval of the issuance of revenue bonds by the BCPA and declaring 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 service the people of the Municipality. Charlotte Sullivan made a motion to pass this Resolution. Joe Snell seconded and all agreed.

**TMA, Fire Board, Airport and BC trail:** There is nothing new to report for the Fire Dept., TMA, the Airport or BC Trail. There is also nothing new to report for the EMA.

**Road master verbal report** was given by Ray Green:

Sonny Vincent has agreed to try to do the winter maintenance to the Sidewalk this year. Ray has been clearing roads from various storms. He has been cindering as needed. He would like to continue throughout the winter and trim trees back along the township roads. The Plows will need two new cutting edges soon. He has been adding gravel as needed on the Hettick Pipe replacement area. We received an email that the new 2024 F600 is confirmed as to being built.

**Township Solicitor:** There is nothing new to report on the Airport Road or Fox Chase Road, except moving forward to finalize Fox Chase hopefully soon.

**Secretaries Report:** The proposed budget had been submitted to the board for review and advertised for public review. Joe Snell made a motion to accept the proposed budget. Wilma Lindsey seconded and all agreed. The Township will be closed on December 25<sup>th</sup> and 26<sup>th</sup> for the Holiday. The Regular monthly meetings of the Board of Supervisors for Towanda Township for 2024 are typically held on the second Monday of each month unless on a Holiday. The October, November, December, January, February and March meetings will be held at our Township Garage Office location 53 Lindsey Road. The remaining monthly meetings will be held at the Township Municipal Building at 44 Chapel Street, Towanda PA. All Meetings are at 10:00AM and are open for any and all business. They are as follows: Jan 2nd, Feb 12<sup>th</sup>, March 11<sup>th</sup>, April 8<sup>th</sup>, May 13<sup>h</sup>, June 10<sup>th</sup>, July 8<sup>th</sup>, Aug 12<sup>th</sup>, Sept 9<sup>th</sup>, Oct 14<sup>th</sup>, Nov 11<sup>th</sup>, Dec 9<sup>th</sup>. All meetings will be held at 10:00am. The Township offices will be closed the following 2024 Holidays: Jan 1st, Feb 19th, May 27<sup>th</sup>, July 4<sup>th</sup>, Sept 2nd, Nov 28th and 29<sup>th</sup>, Dec 25th, and 26<sup>th</sup>.

The board discussed the 2024 insurance contract. It seems Kilmer Insurance cannot quote out the insurance coverages or anyone else, since Gannon has locked Selective Insurance and EMC Insurance carriers. The board discussed their options and would like the secretary to contact the solicitor just to verify their position. The Township has not received their 5 year loss run reports from Gannon as of this meeting yet as well. The next meeting will be held on January 2<sup>nd</sup>, 2024 at 10:00 am which will be the reorganization meeting, and then immediately afterwards the Township will hold their regular monthly meeting, both meetings will be held at the Towanda Township Garage Office. Charlotte Sullivan motioned to adjourn at 11:45am. Motion carried.

Minutes prepared by Lori Kepner, Secretary