

January 2nd, 2024     **Reorganization Meeting Minutes**

The Supervisors of Towanda Township held their reorganization meeting of January 2<sup>nd</sup>, 2024 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, Daily Review.

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 \$19.70 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. We share our EMA Coordinator with Towanda Borough and this is a contracted rate for services.

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 \$30.00 per hour. Pay rate is in lieu of not receiving health insurance. Wilma Lindsey seconded and all agreed.

Joseph Snell made a motion to increase employee's wages to: CDL Driver- \$22.60 on call only, General Laborer(time summer workers) \$16.40. All wages for new hires will be at the discretion of the board of supervisors, depending on experience etc., but will start no less than \$14.60 an hour. 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 \$18.40 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 1<sup>st</sup> alternate, and Joseph Snell as seconded alternate. Wilma Lindsey seconded and all agreed. These meetings you can attend via Zoom.

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 as per the CBPA by-laws. These meetings you can attend via Zoom.

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 2023 Township Meeting and have been advertised as required by the second class township code. They are as follows: Jan 2nd, Feb 12<sup>th</sup>, March 11<sup>th</sup>, April 8th, May 13<sup>h</sup>, June 10<sup>th</sup>, July 8<sup>th</sup>, Aug 12th, 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> with one floating Holiday as well. The January, February, March, October, November and December 2024 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. Wilma Lindsey seconded and all agreed.

Joseph Snell made a motion to certify the voting delegate for the PSATS convention as whoever may attend as a board appointed delegate at a supervisors meeting. 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, also the contracted Sidewalk snow removal located along South Main Street will be at a rate of \$250.00 per cleaning.

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 .67 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 their Township Pension Plan for our employees and the Township will be continue to contribute 3% towards the plan for 2024. 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 10:20am. Wilma Lindsey seconded and all agreed.

Minutes prepared by Lori Kepner, Secretary