

TOWANDA TOWNSHIP

The Reorganization meeting for January 5th, 2026 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 Joe Snell, supervisor. Supervisors present were: Joseph Snell. and Wilma Lindsey. Also present were Ray Green Jr, roadmaster, and Lori Kepner, secretary-treasurer. There were no visitors present at the meeting. **Pledge to the Flag** was recited. At this time the supervisors had received the written resignation of Charlotte Sullivan as supervisor. It is with a sad heart that we accept her resignation. Charlotte had been a township supervisor for 37 years. She was a huge asset to the Township and Community and will be greatly missed. The board had discussed who to replace Charlotte's position. Joe Snell made a motion to appoint Raymond Green Jr as Township supervisor until the next municipal election. Wilma Lindsey seconded and all agreed. Raymond Green Jr, accepted the position.

Motion to appoint TEMPORARY CHAIRMAN as Joe Snell was made by Wilma Lindsey, seconded by Ray Green; all agreed.

Motion to appoint TEMPORARY SECRETARY as Lori Kepner was made by Joe Snell, seconded by Wilma Lindsey; all agreed.

Motion to NOMINATE the following Township officers was made by Wilma Lindsey, seconded by Ray Green: CHAIRMAN: Joe Snell, VICE-CHAIRMAN: Wilma Lindsey, MEMBER: Ray Green Jr; all agreed.

Motion to APPOINT SECRETARY/TREASURER as Lori Kepner with a 3% cost of living increase,\$20.60 an hour, was made by Joe Snell seconded by Wilma Lindsey and all agreed. This is a permanent part time position.

Motion to APPOINT OPEN RECORDS OFFICER as Lori Kepner was made by Joe Snell, seconded by Wilma Lindsey; all agreed.

Motion was made to APPOINT AN EMER. MANAGEMENT COORIDNATOR who is the joint EMA Director with Towanda Borough was made by Joe Snell, seconded by Wilma Lindsey; all agreed.

Motion was made to APPOINT A ZONING OFFICER on an as needed basis by Joe Snell, seconded by Wilma Lindsey; all agreed.

Motion was made by Wilma Lindsey to pay NEW GENERAL LABORERS- part-time as needed basis at wages at a rate to be determined at the time of hire by the supervisors. GENERAL LABORERS TIME- part-time as needed basis at wages of \$16.90 per hour, ROAD MASTER- Ray Green at wages of \$31.83 per hour, and CDL DRIVERS- part-time on call basis at wages of \$22.00 per hour. Joe Snell seconded and all agreed.

Motion was made by Wilma Lindsey to suggest working supervisor's wages at \$18.95 per hour, and working supervisor/road master Ray Green Jr at \$31.83, Joe Snell seconded and all agreed. This Motion included appointing assistant secretary as Wilma Lindsey and Joe Snell as snow plowing labor and assistant treasurer.

Motion made by Joe Snell to establish the Treasurer's Bond at \$400,000.00, Wilma Lindsey seconded and all agreed.

Motion made by Wilma Lindsey to appoint Stiffler McGraw on an as needed basis as the Township Engineer. Joe Snell seconded and all agreed.

Motion made by Joe Snell to appoint CHAIRMAN OF THE VACANCY BOARD as Mike Welliver. Charlotte Sullivan seconded and all agreed.

Motion was made by Wilma Lindsey to APPOINT TMA representative, BC Airport Representative and Towanda Fire Department township representative as Joe Snell, Ray Green seconded and all agreed

Motion was made by Joe Snell to APPOINT CBPA REPRESENTATIVES according to the CBPA By-Laws. Wilma Lindsey seconded and all agreed. Ray Green will attend these meetings.

Joe Snell made a motion to authorize anyone of the board member and or Lori Kepner to attend and represent the Township at the COG Meetings. Wilma Lindsey seconded and all agreed. Meeting is the last Monday of each month 7:30pm at Troy Borough Hall

Motion was made by Joe Snell to APPOINT TOWNSHIP DEPOSITORIES as PLIGIT and CN BANK. Wilma Lindsey seconded and all agreed.

Motion was made by Joe Snell APPOINT SOLICITOR as Jonathan Foster at a rate of \$130.00 per hr. Wilma Lindsey seconded and all agreed.

Motion made by Joe Snell to APPOINT ZONING HEARING BOARD MEMBERS on an as needed basis as Paul Kreisler, Charles Strickland, and Jeff Innocenzo. Wilma Lindsey seconded and all agreed.

Motion made by Joe Snell to APPOINT FLOOD PLAIN MANAGEMENT as Code Inspections Inc. Wilma Lindsey seconded and all agreed. Joe Snell as motioned to APPOINT COG CONTRACT BUILDING CODE ENFORCEMENT OFFICER as Code Inspections Inc. Wilma Lindsey seconded and all agreed,

Motion made by Joe Snell to ESTABLISH TOWANDA TOWNSHIP GARAGE MUNICIPAL BUILDING 53 Lindsey Road, TOWANDA PA 18848 AS the LOCATION FOR THE 2026 TOWNSHIP MEETINGS WITH DATES SET FORTH AT December 2025 TOWNSHIP MEETING. All Regular Monthly Meetings are at 10:00AM and are open for all business. Wilma Lindsey seconded and all agreed

Motion made by Joe Snell to CERTIFY THE VOTING DELEGATE AT PSATS CONVENTION as either a supervisor, or township secretary who may act as voting delegate for Towanda Township. Wilma Lindsey seconded and all agreed.

Motion was made by Joe Snell to SET RATES FOR EQUIPMENT RENTAL rates as follows: Township

Operator pay is an additional cost:	Backhoe	\$95.00
	Lg. truck	\$85.00
	Sm truck	\$70.00
	Tar Buggy	\$45.00
	Stone rake	\$35.00
	Roller	\$75.00
	Tractor/mower	\$185.00

Wilma Lindsey seconded and all agreed. Motion made by Joe Snell to set the Contracted Snow removal rate for the Township Side Walk at \$250.00 per occurrence. Ray Green seconded and all agreed.

Motion made by Joe Snell to set the TAXES for Towanda Township as the following:

Real Estate:	3.48 mills
Special Fire tax:	2.91 mills
Real Estate Transfer	.5%
Earned Income	.5%

Wilma Lindsey seconded and all agreed.

The TOTAL MILES OF TOWNSHIP ROADS: 13.91

Joe Snell made a motion to SET MILAGE RATE at the Federal Rate of .725 per mile, Wilma Lindsey seconded and all agreed.

EVERYDAY BILLS TO BE PAID ARE TO BE PAID BEFORE LATE FEES ARE ASSESSED, Joe Snell made the motion, Wilma Lindsey seconded and all agreed. Joe Snell made the motion for the Township to continue to participate in the Township Pension Plan with a Township 3% contribution. Wilma Lindsey seconded and all agreed,

Motion made by Joe Snell to authorize the ROADFOREMAN to make purchases up to \$2000.00 with our prior approval from the board but will contact the secretary with the purchase information and invoice. Wilma Lindsey seconded and all agreed

Joe Snell made a motion to ESTABLISH 5 MINUTE LIMIT ON VISITORS TO BE HEARD DURING MEETINGS. Wilma Lindsey seconded and all agreed.

Holidays & Benefits TO BE DETERMINED IN EMPLOYEE MANUAL

OLD BUSINESS: There was no old business

CITIZENS TO BE HEARD: No citizens commented to be heard

Joe Snell motioned to adjourned at 10:15am.

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of January 6, 2025

The Regular Monthly meeting for January 6th, 2025 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, roadmaster, and Lori Kepner, secretary-treasurer. There were two visitors present at the meeting, representatives from Eberlin contracting. **Pledge to the Flag** was recited.

2007 F550 Truck, plow, and spreader Bids: The township received two bids. The first was from Steve Stueck in the amount of \$18,000.00. The second bid was from Eberlin Contracting in the amount of \$10,000.00. After review of the bid paperwork Joe Snell made a motion to accept the bid from Steve Stueck of \$18,000.00. Wilma Lindsey seconded and all agreed. The board authorized Lori Kepner to process all paperwork related to the sale of the truck with the plow and spreader. The sale of the Township Truck met all requirements required by the Second-Class Township Code.

Minutes: A motion made by Joseph Snell was made to accept the December 9th, 2024 Regular Meeting minutes. Charlotte Sullivan seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joe Snell to approve the Treasurers Report, Seconded Wilma Lindsey, and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE: All reports were given to Lori Kepner, Township Secretary to be put on file.

TMA, FIRE, BC TRAIL, BC AIRPORT/JOE: There was nothing new to report

ROAD Report/Ray: Ray installed a new cutting edge on the 2016 F550, plowed and cindered as needed, cleaned up multiple tree's limbs and debris after the wind storms, and cleaned and serviced the trucks as needed.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan.

Secretaries Report/Lori: All correspondence had been distributed throughout the month that was received to the board of supervisors. Charlotte Sullivan made a motion to pass Resolution 01062025, the Bradford County Tax Collection Committee voting delegates resolution. Joe Snell seconded and all agreed. The township is still working on various property maintenance issues, and will address the properties brought up at this township meeting. Our Township Liability/Workers Compensation Insurance policy renews in February, Lori Kepner will work with Gannon's on their renewal. The board reviewed a new proposed Broadband support resolution that CBPA and Claverack. Joe Snell made a motion to accept and support the Resolution on the extension of Broadband throughout Bradford County. Charlotte Sullivan seconded and all agreed. Lori Kepner will continue to work on the Ordinance on increasing the Supervisors monthly meeting pays. We received the 2025 Stiffler McGraw Engineering agreement. Charlotte Sullivan made a motion to accept the agreement. Wilma Lindsey seconded and all agreed.

There were no new **Subdivisions:** There were no new **Gas Well Reports:**

Joe Snell made a motion to adjourn at 11:18am, Motion carried. Our next meeting will be February 10th, 2025; it will be at the Towanda Township Garage office.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of February 10, 2025

The Regular Monthly meeting for February 10, 2025 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, roadmaster, and Lori Kepner, secretary-treasurer. There was one visitor present at the meeting, Mike Welliver. **Pledge to the Flag** was recited.

Minutes: A motion made by Charlotte Sullivan was made to accept the January 6th, 2025 Reorganization Meeting and the January 6th, 2025 Regular Meeting minutes. Joe Snell seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joe Snell to approve the Treasurers Report, Seconded Wilma Lindsey, and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE: All reports were given to Lori Kepner, Township Secretary to be put on file. There was nothing new to report.

TMA, FIRE, BC TRAIL, BC AIRPORT/JOE: There was nothing new to report. Bill Sheets is the new Fire Chief for Towanda Fire Dept. Joe will stop down to the Airport to just check in with them and see what maybe new going on.

ROAD Report/Ray: He has plowed and cindered as needed; cleaned up after storms, branches, trees etc. Ray has been cleaning equipment as needed and working on clearing out pipes when blocked.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan. Fox Chase turn back is done and recorded in the Courthouse.

Secretaries Report/Lori: All. Lori Kepner will continue to work on the Ordinance on increasing the Supervisors monthly meeting pays. The board discussed the spring clean up and decided to have it in the Fall this year. Lori will ask for dates available in September from NTSWA. The board may hold it two days this year. A Friday from 9-3 and a Saturday from 7:30-12:30. They will discuss it more at a future meeting. There is nothing new to report on the property maintenance issues.

There were no new **Subdivisions:**

There were no new **Gas Well Reports:**

Joe Snell made a motion to adjourn at 10:45am; motion carried. Our next meeting will be March 10th, 2025; it will be at the Towanda Township Garage office.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of March 10th, 2025

The Regular Monthly meeting for March 10th, 2025 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, roadmaster, and Lori Kepner, secretary-treasurer. There was one visitor present at the meeting, Mike Welliver. **Pledge to the Flag** was recited.

Minutes: A motion made by Joe Snell was made to accept the February 10th, 2025 Regular Meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joe Snell to approve the Treasurers Report, Seconded Charlotte Sullivan and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved. Tax payments will start coming in next month.

Reports from CBPA and BCTCC/CHARLOTTE: All reports were given to Lori Kepner, Township Secretary to be put on file. There was nothing new to report.

TMA, FIRE, BC TRAIL, BC AIRPORT/JOE: There was nothing new to report.

ROAD Report/Ray: He has been plowing and cindering as needed. Ray has been cleaning up after the various wind storms the township has had. He had to replace the stop sign at the intersection of Railroad and Liberty Corners. Ray discussed purchasing a new mower. The board suggested Ray gets some figures on what he would like to purchase for the Township. Ray had ordered heating oil for the Garage.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan. The project for the Bradford County Airport is not completed yet. Jonathan is working with the Bradford County Airport to finish the process of getting Airport Road turned over to the BC Airport.

Secretaries Report/Lori: Lori Kepner will continue to work on the Ordinance on increasing the Supervisors monthly meeting pays this will not come into effect until a supervisor is reelected. The board discussed the spring clean-up; it will be September 5th and 6th this year; 9am-2pm Friday and 7:30-noon on Saturday. We will only have the compactor on Saturday. There is nothing new to report on the property maintenance issues. Charlotte Sullivan would like a letter sent to the Weiss property that recently burned and give them a copy of the fire ordinance. The Township has already received a phone call from Ms. Weiss's insurance company on where to send the check for the Fire Escrow payment. Windham Township is having an electronics recycling day on April 5th, 2025 from 9am-noon at the Windham Fire Dept/Township Office in case anyone would like to know. BCTOA dinner is April 10th, at the Grand Victorian Inn.

There were no new **Subdivisions:**

There were no new **Gas Well Reports:**

Joe Snell made a motion to adjourn at 11am; motion carried. Our next meeting will be April 14th, 2025; it will be at the Towanda Township office at 44 Chapel Street.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of April 14th, 2025

The Regular Monthly meeting for April 14th, 2025 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, roadmaster, and Lori Kepner, secretary-treasurer. There were two visitors present at the meeting, Mike Welliver and Scott Hauser.

Pledge to the Flag was recited.

Minutes: A motion made by Charlotte Sullivan was made to accept the March 10th, 2025 Regular Meeting minutes. Joe Snell seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joe Snell to approve the Treasurers Report, Seconded Wilma Lindsey and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: All reports were given to Lori Kepner, Township Secretary to be put on file. There was nothing new to report. Mike Welliver mentioned that Lackawanna College is looking to rent a different location; and thought the board should know.

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA. Scott Hauser from the BC Airport was present at the meeting to give updates to the board on the Airport. He will be in touch with Jonathan Foster soon to move forward on the turn back of Airport Road. Also, they are having a Food Truck Event on May 31st, at the Airport and then also a Breakfast event on August 2nd this year. The airport has received a grant to fix the fencing along the Airport property. Joe reported that the Fire Dept is looking to buy a new truck. The township had given a donation a few years ago out of the impact fee money that they receive each year towards the purchase of a new ladder truck.

ROAD Report/Ray: Ray has been cleaning up after the various wind storms the township has had. He had to replace a stop sign in the township. He has been working on various equipment when needed. He will be getting ready for the summer season to come. Ray got a quote for a new lawn mower from Beers Auto and Tags in Wysox for \$4500.00 for a Toro mower. Joe Snell made the motion to purchase the new mower. Wilma Lindsey seconded and all agreed. Ray would like to hire part time help over the summer. Jerry Irvine is interested in helping Ray. Joe Snell made a motion to hire Jerry Irvine as a part time seasonal worker for the summer. Wilma Lindsey seconded and all agreed.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan. The project for the Bradford County Airport is not completed yet. As Scott Hauser mentioned earlier, he will get in touch with Jonathan.

Secretaries Report/Lori: Lori Kepner will continue to work on the Ordinance on increasing the Supervisors monthly meeting pays this will not come into effect until a supervisor is re-elected. She gave the board a sample ordinance to review. There is nothing new to report on the property maintenance issues currently. The board felt that the property located at 510 Popular Street was in compliance with the township property maintenance ordinance. No further action will be taken. The Weiss property is being demolished this week. The township was contacted by DCED to verify that we are still interested in the joint comprehensive plan with Towanda Borough and North Towanda Township. The board agreed they would like to move forward with the process with Towanda Borough who is directing the grant process for this plan.

There were no new **Subdivisions or Gas Well Reports:** **Joe Snell** made a motion to adjourn at 11am; motion carried. Our next meeting will be May 12th, 2025; it will be at the Towanda Township office at 44 Chapel Street.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of May 12th, 2025

The Regular Monthly meeting for May 12th, 2025 was held at 10:30am at the Towanda Township Chapel Street 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, roadmaster, and Lori Kepner, secretary-treasurer. There were no visitors present. **Pledge to the Flag** was recited.

Minutes: A motion made by Charlotte Sullivan was made to accept the April 14th, 2025 Regular Meeting minutes. Joe Snell seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joe Snell to approve the Treasurers Report, Seconded Charlotte Sullivan and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: All reports were given to Lori Kepner, Township Secretary to be put on file. There was nothing new to report.

EMA: Nothing new to report

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA, FIRE, OR BC AIRPORT. Reminder Airport food truck at the end of the month.

ROAD Report/Ray: Ray has been cleaning up after the various storms. The side walk repairs have been completed. Ray used the scrap side walk concrete to repair a drainage issue on Tip Top Road. He has gotten the new mower and it seems to be working well. He will be starting maintenance on the roads as the weather permits. All the snow equipment has been put away. He will be putting the flags on Cole Cemetery by the Holiday. Jerry Irvine has been hired as a Part-Time seasonal Hourly Temp Employee to our Road crew reporting to the Road Foreman. He is scheduled to begin work the week of May 19th.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan.

Secretaries Report/Lori: There is nothing new to report on the current property maintenance issues. There was one new complaint on the property located at 953 South Main Street in the Township. The board will investigate this situation. Reminder Clean up is September 5th and 6th this year. May 26th, 2025 is the Township Holiday all offices will be closed. A discussion was held by the Board of Supervisors as to where our future monthly meetings will be held. Following the discussion a motion was made by Charlotte Sullivan, seconded by Wilma Lindsey, and with a unanimous vote; to hold our future Township business meetings at the office of the Road Master at 53 Lindsey Road, Towanda PA 18848. Charlotte Sullivan suggested getting a mail box put up at the Garage office. Lori Kepner will work on getting this taken care of.

There were no new **Subdivisions or Gas Well Reports:** **Joe Snell** made a motion to adjourn at 11am; motion carried. Our next meeting will be June 9th, 2025; at the Towanda Township Garage office at 53 Lindsey Road.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of June 9, 2025

The Regular Monthly meeting for June 9th, 2025 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, roadmaster, and Lori Kepner, secretary-treasurer. There were no visitors present. **Pledge to the Flag** was recited.

Minutes: A motion made by Charlotte Sullivan was made to accept the May 12th, 2025 Regular Meeting minutes. Joe Snell seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joe Snell to approve the Treasurers Report, Seconded Charlotte Sullivan and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: All reports were given to Lori Kepner, Township Secretary to be put on file. There was nothing new to report.

EMA: Nothing new to report

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA, FIRE, OR BC AIRPORT. The TMA is still looking for an Operations Officer.

ROAD Report/Ray: He has started maintenance on the roads as the weather permits. The road crew has been mowing the grass as needed weather permitting. Ray has started mowing the sides of the township roads. Ray had the weed whackers fixed and purchased a new one. He has done patch work to Fox Chase, Dayton, and Airports roads. The board discussed the new hire Jerry Irvine with the road master and how he was performing at the job. Ray said he was doing a great job. Ray would like to see him get a dollar an hour raise for his great work so far. Joe Snell made a motion to give Jerry Irvine a dollar an hour raise starting immediately. Wilma Lindsey seconded and all agreed.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan.

Secretaries Report/Lori: Notices were sent to various property owners on some concerns the Township had on the condition of their properties. The Township is still waiting on their responses. Code Inspections Inc has also been contacted to investigate the property issues. Bradford County Sanitation explained to Lori Kepner, Secretary, that there was a sewage violation at the Slocum property and they had issued a letter of violation to the Slocum property. The Township requested a copy of the violation letter. Lori Kepner, secretary, had meet on Wednesday June, 4th, 2025 with the DCED Representative, Towanda Borough, and North Towanda Twp to discuss the RFP's received for the new joint Comprehensive Plan. Kepner updated the board on the discussions. Wilma Lindsey made a motion to appoint Lori Kepner, Twp Secretary, to represent Towanda Township during these meetings. Joe Snell seconded and all agreed.

There were no new **Subdivisions or Gas Well Reports:**

Joe Snell made a motion to adjourn at 11am; motion carried. Our next meeting will be July 14th, 2025; at the Towanda Township Garage office at 53 Lindsey Road.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of July 14, 2025

The Regular Monthly meeting for July 14, 2025 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: Wilma Lindsey and Joe Snell; supervisor, Charlotte Sullivan was unable to attend. Also present were Ray Green Jr, roadmaster, and Lori Kepner, secretary-treasurer. There was one visitor present which was Mike Welliver. **Pledge to the Flag** was recited.

Minutes: A motion made by Joseph Snell was made to accept the June 9th, 2025 Regular Meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joseph Snell to approve the Treasurers Report, Seconded Wilma Lindsey and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: There was nothing new to report.

EMA: Nothing new to report

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA, FIRE, OR BC AIRPORT. The TMA has hired Chad Strickland as their Operations Officer. August 2nd, is the Touch a Truck and breakfast at the Airport.

ROAD Report/Ray: Ray will start mowing the sides of the Township roads again as needed. He has been doing patch work and cleaning ditches and pipes as needed. He replaced several signs within the Township that were worn and needed replaced. Ray brought up to the board that Suit Kote maybe doing some work for North Towanda Twp and he talked to Marty Murphy from Suit Kote on a small tar and chip job this year on Bennett Road. Ray hadn't been considering doing work this year but the price is reasonable and they will be local and working in North Towanda Township anyway. The cost would be approximately \$15297.00 and would be covered under the Costars program. Wilma Lindsey made the motion to continue with the Tar and Chip Project on Bennett Road. Joe Snell seconded and all agreed.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan.

Secretaries Report/Lori: There is nothing new to report on the various properties that the Township has concerns over the condition of the structures. Code Inspections Inc has also been contacted to investigate the property issues and we are waiting for their response. Ray Green explained of a new concern on a property on Franklin Road with the roof falling in which is owned by Patrick Dyer. The Township will send them a letter explaining the safety concerns and wait on their response. Lori Kepner, secretary, has meet with Towanda Borough, and North Towanda Twp to discuss the RFP's received for the new joint Comprehensive Plan. We will need to establish a committee for the Comprehensive plan consisting of 4 members from each municipality. These committee meetings will be during the evenings. The board will have to look for committee members to represent the Township during the various meeting throughout the process of creating the new Comprehensive plan.

There were no new **Subdivisions or Gas Well Reports:**

Joe Snell made a motion to adjourn at 10:40am; motion carried. Our next meeting will be August 11th, 2025; at the Towanda Township Garage office at 53 Lindsey Road.

Minutes prepared by Lori Kepner, Secretary

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of August 11, 2025

The Regular Monthly meeting for August 11, 2025 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: Wilma Lindsey, Charlotte Sullivan, and Joe Snell. Also present were Ray Green Jr, roadmaster, and Lori Kepner, secretary-treasurer. There was one visitor present which was Scott Hauser from the Bradford County Airport. Scott was present to give updates on the past breakfast held at the Airport and any questions the Township may have that he could answer. **Pledge to the Flag** was recited.

Minutes: A motion made by Joseph Snell was made to accept the July 14th, 2025 Regular Meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joseph Snell to approve the Treasurers Report, Seconded Wilma Lindsey and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: There was nothing new to report. Charlotte turned in all reports she had from the various agencies.

EMA: Nothing new to report

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA, FIRE, OR BC AIRPORT. The TMA has hired Chad Strickland as their Operations Officer.

ROAD Report/Ray: Ray has been doing patch work as needed. The gas company has agreed to repair the damages on Hettick Road when they are finished going to that well site. He has done drainage work on Railroad Street. There were a few trees down in the Township he had to take care of. The Cinder shed has been repaired. He ordered an order of Anti-Skid to mix in with the Cinders this year to see if that will work for the winter season coming up. We will be getting our order of cinders in shortly. He has gotten the F550 and the trailer inspected.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan. He did call late Friday afternoon on Lori Kepner's phone call for her to call him back Monday morning before the meeting. She attempted to call him back before the meeting but it went to his voicemail. She will call him again after the Township meeting. As far as we know he is still work on the Slocum property. Scott Hauser from the Bradford County Airport explained he hadn't heard anything new from Jonathan on the Turnback of Airport Road from Towanda Twp to the Bradford County Airport. Ray suggested Lori get ahold of Steve Kehoe from Municipal Services and see if he can be of any assistance with this project so it can move forward.

Secretaries Report/Lori: The property on Franklin Road has been sent a notice of violation on the structure falling, there has been no response yet. Charlotte explained that the property along south main street is owned by Mr. Parker and he has explained he has started to tear down the old house. The property along Chapel Street has been cleaned up. Lori emailed Code Inspections for any updates on other properties in the Township which have Code Violations, but their office hasn't contacted the Township back yet. Lori reported on the joint Comprehensive Plan. We will need to establish a committee for the Comprehensive plan consisting of 4 members from each municipality. These committee meetings will be during the evenings. Ray Green and Wilma Lindsey agreed to be on the Committee. The board believes Mike Welliver would also be interested as well. We should have a few alternates though in case someone cannot attend a committee meeting. Lori will continue to communicate with Towanda Borough and forward any correspondence etc. on the Committee meetings to everyone. There were no new **Subdivisions or Gas Well Reports: None received.**

Joe Snell made a motion to adjourn at 10:40am; motion carried. Our next meeting will be September 8th, 2025; at the Towanda Township Garage office at 53 Lindsey Road.

Minutes prepared by Lori Kepner, Secretary

The Regular Monthly meeting for September 8th, 2025 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: Wilma Lindsey, Charlotte Sullivan, and Joe Snell. Also present were Ray Green Jr, roadmaster, and Lori Kepner, secretary-treasurer. There were two visitors present which were Chili Roof and Bill Sheets from the Towanda Fire Dept. **Pledge to the Flag** was recited. The Towanda Fire Dept was present to discuss with the Township a possible donation towards a new Tanker Fire Truck. The Fire Dept is looking to take out a 15–20-year loan to purchase the new truck. The Board explained they will look at their options and decide what they could do to help. They will be in touch with the Fire Dept as soon as they come to a decision. Lori Kepner is to review their Fire Dept Tax figures including tax mills received and expenses for 2024 and to the present time and give to the board to review. **Minutes:** A motion made by Joseph Snell was made to accept the August 11, 2025 Regular Meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joseph Snell to approve the Treasurers Report, Seconded Wilma Lindsey and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: There was nothing new to report. Charlotte turned in all reports she had from the various agencies.

EMA: Nothing new to report

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA, FIRE, OR BC AIRPORT.

ROAD Report/Ray: Ray gave a verbal road report. The mowing of the cemetery and buildings has slowed down. The chip seal project on Bennett Road is done. Pipe work has been done on Patton Hill Road. The F250 has been inspected. Patch work has been done where needed. We have received our cinders and antiskid for the year, but Ray would like one more load of antiskid. Ray would like to try and budget for 2026 a new Backhoe. Kepner will work with the State Liquid Fuels figures and Impact Fee monies when working on the budget and get an approximate cost from Warner tractor to use for budgeting. The clean-up went just as it did last year. We had the same people as last year. Ray thought having it two days it would be busier. The board discussed possibly having it next year in the spring and then alternate to the fall the next year, etc. They would like to know what the Township residents thought as well. Ray explained some liked it in the Fall but others would like it back to the spring. The board would like the Daily Review to maybe put something in the paper where the residents could give their opinion to the Township.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan.

Secretaries Report/Lori: There is nothing new to report for property maintenance issues. Code Inspections Inc. has been out to inspect the various properties that the Township wanted them to look at. We will be getting a report hopefully soon. Lori explained our phone bill is getting higher through Frontier and would like the Township to consider changing their phone/internet supplier. The board agreed to have Lori investigate costs for other carriers. Lori had been working on a draft Ordinance to increase the Township Supervisors meeting pays as it has increased per the Second-Class Township code. Joe Snell made a motion to increase the yearly supervisors' meetings pay rate to \$2275.00 starting in 2026 and to have the Ordinance passed at the November 10th, 2025 Township Meeting. Charlotte Sullivan seconded and all agreed. This rate increase only comes into effect when a supervisor's new term comes into effect. This coming year only Wilma Lindsey will be eligible for the increase. The Township will have their Trick or Treat the same date and time as Towanda Boroughs; which they do every year. There were no new **Subdivisions or Gas Well Reports: None received.** Joe Snell made a motion to adjourn at noon; motion carried. Our next meeting will be Tuesday, October 14th, 2025, since October 13th is a holiday, at the Towanda Township Garage office at 53 Lindsey Road. **Minutes prepared by Lori Kepner, Secretary**

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of October 14th, 2025

The Regular Monthly meeting for October 14th, 2025 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: Wilma Lindsey, Charlotte Sullivan, and Joe Snell. Also, present were Ray Green Jr, roadmaster, and Lori Kepner, secretary-treasurer. There was one visitor present which was Mike Welliver. **Pledge to the Flag** was recited.

Minutes: A motion made by Charlotte was made to accept the September 8th, 2025 Regular Meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joseph Snell to approve the Treasurers Report, Seconded Wilma Lindsey and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: There was nothing new to report. Charlotte turned in all reports she had from the various agencies. Starting in 2026, Lori Kepner will be attending the BCTCC meeting through Zoom to represent Towanda Township.

EMA: Nothing new to report

Comprehensive Plan: Mike Welliver attended the meeting by zoom. There was nothing to report at this time.

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA, FIRE, OR BC AIRPORT. Lori had called the Airport to see if Jonathan Foster Jr. had been in touch with the Airport for Jonathan Sr. in regards to the road turnback. No one had returned her phone call yet.

ROAD Report/Ray: Ray gave a verbal road report. They have been cleaning ditches as needed; all the trucks are inspected and the mowing is done for the year. Ray will need to get tires for the pickup sometime soon. He will start working on tree and brush cutting before winter gets here. Ray and Lori will work on the State budget for 2026.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan.

Secretaries Report/Lori: There is nothing new to report for property maintenance issues. Code Inspections Inc. has been contacted to inspect the various properties that the Township wanted them to look at. There is nothing new to report right now on the Phone carrier costs, Lori will continue to work on this. The Township will have their Trick or Treat on October 30th, 2025 from 6-8pm with no rain date. We received one subdivision paperwork from RF & Sons Equipment. Joe Snell will review and comment if needed on the subdivision. There were no new Gas Well Reports received. Joe Snell made a motion to adjourn at 11:08am; motion carried.

Our next meeting will be November 10th, 2025 at the Towanda Township Garage office at 53 Lindsey Road. **Minutes prepared by Lori Kepner, Secretary**

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of November 10th, 2025

The Regular Monthly meeting for November 10th, 2025 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 Supervisor, Joe Snell; Supervisors present were: Wilma Lindsey, Charlotte Sullivan, and Joe Snell. Also, present were Ray Green Jr, roadmaster, and Lori Kepner, secretary-treasurer. There were no visitors present. **Pledge to the Flag** was recited.

Minutes: A motion was made by Wilma Lindsey to accept the October 14th, 2025 Regular Meeting minutes. Joe Snell seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joseph Snell to approve the Treasurers Report, Seconded Wilma Lindsey and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: There was nothing new to report. CBPA meeting this coming Thursday, Charlotte will attend via a Zoom meeting. Also, Charlotte will attend the BCTCC meeting via Zoom.

EMA: Nothing new to report

Comprehensive Plan: There was nothing to report at this time.

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA, FIRE, OR BC AIRPORT.

ROAD Report/Ray: Ray gave a verbal road report. All equipment is ready for the winter season. There has been a lot of trees down and branches he has had to take care of after the multiple wind storms we have had. He has been in contact with Warner Tractor to discuss a new Backhoe and will keep the board up to date with the information as he receives it. He will need tires soon for the F250. Lawn mowing is done for the year.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan.

Secretaries Report/Lori: There is nothing new to report for property maintenance issues. Code Inspections Inc. has been contacted to inspect the various properties that the Township wanted them to look at. We received a Hoffman well NOI, and a McNeal subdivision paperwork. The board found no adverse comments to either. The board had been given the proposed budget to review, at this time Charlotte Sullivan made a motion to accept the proposed budget and to advertise for public review as per the Second-Class Township Code requirements. Wilma Lindsey seconded and all agreed. Joe Snell made a motion to adjourn at 10:30am; motion carried.

Our next meeting will be December 8th, 2025 at the Towanda Township Garage office at 53 Lindsey Road. **Minutes prepared by Lori Kepner, Secretary**

TOWANDA TOWNSHIP

REGULAR MONTHLY MEETING MINUTES of December 8th, 2025

The Regular Monthly meeting for December 8th, 2025 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 Supervisor, Joe Snell; Supervisors present were: Wilma Lindsey, Charlotte Sullivan (present via phone conference), and Joe Snell. Also, present were Ray Green Jr, roadmaster, and Lori Kepner, secretary-treasurer. There was one visitor present, Mike Welliver.

Pledge to the Flag was recited.

Minutes: A motion was made by Charlotte Sullivan to accept the November 10th, 2025 Regular Meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Report and Bills: Motion was made by Joseph Snell to approve the Treasurers Report, Seconded Wilma Lindsey and all agreed. All bills were presented to Joe Snell prior to the meeting for review and approved.

Reports from CBPA and BCTCC/CHARLOTTE/MIKE: There was nothing new to report.

EMA: Nothing new to report

Comprehensive Plan: There was nothing to report at this time; Mike Welliver had attended the last meeting via Zoom. He will keep us up to date as needed.

TMA, FIRE, BC AIRPORT/JOE: There was nothing new to report on the TMA, FIRE, OR BC AIRPORT.

ROAD Report/Ray: Ray gave a verbal road report. He had to cinder during the last snow fall. He has cleaned up down trees, branches and leaves as needed. Warner Tractor is working with him on a quote for a new Backhoe and will keep the board up to date with the information as he receives it. He has been making sure the equipment is maintained as needed for the Winter season.

Solicitor Report/Foster: We did not receive a written report from Jonathan prior to the Township Meeting. There is nothing new to report from Jonathan.

Secretaries Report/Lori: There is nothing new to report for property maintenance issues. The board discussed the proposed 2026 budget. It had been advertised for public inspection as required by the Second-Class Township Code. After much discussion the Board decided to adopt the 2026 Budget with a 1 mill increase to the General Fund and a 1 mill increase to the Fire Fund. The General Fund account has been supporting the Fire Fund account for the past six years to pay for Fire protection. The Township cannot continue to pull money out of the General fund to support the Fire Fund. The Township can also not afford to fund donations to the Fire dept without increasing the Mills to support the Fire Protection services; which are of the outmost importance to the township residents. The Township Mills have not been increased in over 37 years. The General fund mills will be at 3.48 mills and the fire dept mill will be at 2.91. Towanda Township must look out for the best interest for their residents for fire support/protection. Wilma Lindsey made the motion to accept the 2026 Budget resolution 1208202501 with the increase in the General Fund mills and the Fire Dept Mills, and the Real estate Mill Resolution #120820502; Joe Snell seconded and all agreed. The proposed 2026 meeting dates were presented to the board. All Township meetings for 2026 will be held at the Towanda Township Garage office at 53 Lindsey Road, Towanda and be held at 10am every second Monday of the month, unless it falls on a Holiday. Joe Snell made a motion to accept the meeting dates as follows for 2026; Wilma Lindsey seconded and all agreed. The board discussed the Townships current SEO and the Townships Solicitor. The Board had advertised to past ordinance # 12082025 to Increase the Compensation for Township Supervisors for their meeting pay. Under the Second-class township code, the maximum per year per supervisor had been passed to \$3145.00 per year for Townships under 5000. Joe Snell made the motion to increase the Towanda Township Supervisors Meeting pays to \$2275.00 per year max. This would be paid quarterly at \$568.75. Wilma Lindsey seconded and all agreed. Joe Snell made a motion to adjourn at 10:30am; motion carried.

Our next meeting will be January 5th, 2026 at 10:00 am which will be the Township reorganization meeting. Immediately follow that meeting will be the January 2026 Regular monthly meeting it will be held at the Towanda Township Garage office at 53 Lindsey Road. **Minutes prepared by Lori Kepner, Secretary**