

January 4th, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of January 4th, 2010. The meeting was called to order by Chairman Francis Lindsey at 7:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Frank Lindsey made a motion to accept the minutes of the previous meeting, seconded by Charlotte Sullivan and all agreed. The treasurer's report was given. Frank Lindsey made a motion to accept the treasurer's report as given. Charlotte Sullivan seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. Gary Scranton made a motion to appoint TCC delegates for Towanda Township as the following, Charlotte Sullivan, primary, Lori Kepner, First Alternate, and Frank Lindsey as Second voting delegate. Frank Lindsey seconded and all agreed.
2. Frank Lindsey made a motion to pass Resolution 1995-5 Bradford County Sanitation: Which addresses the enforcement of Act 537 Sewage Facilities Act. Charlotte Sullivan and Gary Scranton were appointed to the board to represent Towanda Township. Charlotte Sullivan seconded the motion and all agreed.
3. Charlotte Sullivan made a motion to table resolution 2010-02 until April or May this resolution addresses the per capita assessment to the Bradford County Sanitation Committee for the calendar year of 2010 for the purpose of providing operating funds. It would be at a rate of \$1030.00 for the year 2010. In the resolution it does not state anywhere about the township being reimbursed the funds given to the BCSC if the BCSC receive their funding from the state.
4. TMA/CHARLOTTE: Charlotte explained the sewer rates will increase a few cents but the water rates will remain the same.
5. CBPA/CHARLOTTE: Nothing new. We need to complete an income survey at Woodside for the grant application. Frank and Gary are to get together to complete this.
6. EMERGENCY MANAGEMENT/: Scott Molnar sent the township an email on the 911 readdressing progress. Only the Canton area is ready to move forward. The rest of the county just hasn't had enough replies yet.
7. ROADS/FRANK: Snow plowed as needed.

8. Miscellaneous.

- a. The township received letters of request for insurance from Frank Lindsey, Charlotte Sullivan, and Lori Kepner. Gary Scranton would like to be added to the Dental program. Charlotte Sullivan made a motion to add Gary Scranton to the dental program, Frank Lindsey seconded and all agreed.
- b. We received a letter from the County that Thrush insurance was rewarded the bid on the Tax Collector's Blanket Bond renewal and we will be getting our portion of the bill shortly.
- c. Gary Scranton made a motion that Lori Kepner takes the bid that meets our needs for the addition to the township office and also the lowest cost. Frank Lindsey seconded the motion. Charlotte Sullivan abstained. We received two bids but need at least three, once we get the third bid the decision will be made.
- d. The supervisors are to discuss our employee manual at the February meeting with some changes they would like to be made.

BILLS TO BE PAID LIST: The supervisors received a detailed list of all bills to be paid from December 7th, 2009- January 4th, 2010. They also get a detailed list of all bills paid and deposits made between this time frame.

Next meeting will be on February 1st, 2010 at 6:00PM.

Frank Lindsey made a motion to adjourn, Charlotte Sullivan seconded the motion and the vote was unanimous. The meeting adjourned at 9:30PM

Lori Kepner, Secretary

January 4th, 2010 Reorganization Meeting

The Supervisors of Towanda Township met at the township building for the reorganization meeting of January 4, 2010. At 6:00PM the meeting was called to order and a motion was made to appoint Francis Lindsey temporary chairman was made by Gary Scranton, seconded by Charlotte Sullivan. Present at the meeting was Frank Lindsey, Charlotte Sullivan, Gary Scranton and Lori Kepner.

OFFICERS: A motion was made by Charlotte Sullivan to nominate Frank Lindsey as Chairman, Charlotte Sullivan as Vice Chairman and Gary Scranton as member, as well as appointing Lori Kepner as the temporary secretary/treasurer seconded by Gary Scranton, all agreed.

Charlotte Sullivan made a motion to appoint secretary/treasurer, Lori Kepner with a compensation set at \$13.11 per hour which reflects a 3% increase. Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to increase all general laborers and other road crew pay by 3 % with the exception of new hire's which will start out at \$10.61. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to appoint CDL driver Jeff Chilson as an on call as needed basis, with a pay rate of \$15.39 per hour. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion that the recommended wages for the working supervisors to our auditors. As the following. Full-time Road master Frank Lindsey: \$18.54 per hour with paid overtime(or comp time), holidays, and 1 week paid vacation based on a 40 our work week per our employee manual. Other working supervisors at \$12.73 with no benefits. Gary Scranton seconded the motion and all agreed.

Charlotte Sullivan made a motion to establish the treasurers bond at \$400,000.00, Gary Scranton seconded the motion and all agreed.

Frank Lindsey made a motion to appoint Stiffler & McGraw Associates as our engineer, Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to appoint Lori Kepner as temporary Emergency Management Coordinator. Frank Lindsey seconded and all agreed.

Charlotte Sullivan made a motion to appoint Lori Kepner, Zoning Officer, Frank Lindsey seconded the motion and all agreed.

Charlotte Sullivan made a motion that anyone who could attend the monthly COG meetings would represent the township, Frank Lindsey seconded and all agreed. These meetings are normally the last Monday of each month at 7:30PM at the Troy Borough Hall.

Frank Lindsey made a motion to appoint Charlotte Sullivan TMA representative, Gary Scranton seconded and all agreed.

Frank Lindsey made a motion to appoint Charlotte Sullivan, Avery Boardman, and Dr. Henson as representatives for CBPA, Gary Scranton seconded and all agreed.

Frank Lindsey made a motion to appoint Mike Welliver as Chairman of the Vacancy Board. Gary Scranton seconded and all agreed.

Frank Lindsey made a motion to appoint Assistant Secretary as Charlotte Sullivan. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to appoint Lori Kepner as our Open Records Officer, Frank Lindsey seconded the motion and all agreed.

Charlotte Sullivan made a motion to retain PLIGIT and Citizens and Northern bank as the Township Depositories, Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to authorize everyday utilities bills, etc to be paid to make sure the township does not get charged late fees, Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to retain Jonathan Foster as our township solicitor with no increase in rate from 2009 at \$95.00 per hour, Frank Lindsey seconded the motion and all agreed.

Charlotte Sullivan made a motion to establish the Township meetings to be held at the Towanda Township Municipal Building PO BOX 188, Church St, Towanda PA 18848, with the dates set forth at the December 2009 Township Meeting. Frank Lindsey Seconded and all agreed.

Frank Lindsey made a motion to appoint Gary Scranton as representative for the Fire Board, Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to certify the voting delegate at the PSATS convention as the person who may attend the convention such as a supervisors, road master, or township secretary. Frank Lindsey seconded the motion and all agreed.

Gary Scranton made a motion to set rental rates for the equipment:
Backhoe: \$70.00, Lg, truck \$65.00, Sm trk \$50.00, Tar Buggy \$25.00, Stonerake \$15.00,
Roller \$45.00, tractor/mower \$140.00, contracted saw/weed eater \$10.00, Lawn mower
contractor rates \$20.00 per mow located at the township office, and contracted Sidewalk
snow removal located along South Main Street at \$100.00 per job. Frank Lindsey
seconded the motion and all agreed.

Charlotte Sullivan made a motion to appoint the following members to the Zoning
Hearing Board. Charles Strickland, and Paul Kreisler. Fred Smith will be held as the
Zoning Solicitor. Frank Lindsey seconded the motion and all agreed.

Charlotte Sullivan made a motion to retain Code Inspections as our Building Permit
Official. Frank Lindsey seconded the motion and all agreed.

Charlotte Sullivan made a motion to Set taxes are following, seconded by Frank Lindsey
and all agreed:

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 2010 at .50 cents per mile.

Charlotte Sullivan made a motion to set holidays & benefits which are to be determined
by the employee manual. Frank Lindsey seconded the motion and all agreed.

Charlotte Sullivan made a motion to authorize the Road master to make purchase up to
\$500.00 without prior approval of the board but will contact the secretary with the
purchase information and invoice. Gary Scranton seconded the motion and all agreed.

Frank Lindsey made a motion to establish a 5 minute limit on visitors to be heard during
our township meetings. Charlotte Sullivan seconded the motion and all agreed.

Frank Lindsey made a motion to adjourn at 7:00PM, seconded by Charlotte Sullivan and
all agreed.

There were no citizens present at the Township meeting.

Signed: _____
Lori Kepner, Secretary

February 1st, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of February 1st, 2010. The meeting was called to order by Chairman Francis Lindsey at 7:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Frank Lindsey made a motion to accept the minutes of the previous meeting, seconded by Charlotte Sullivan and all agreed. The treasurer's report was given. Frank Lindsey made a motion to accept the treasurer's report as given. Charlotte Sullivan seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. TMA/CHARLOTTE: We received minutes from the past meeting. The VFW is paying for all expenses incurred from the sewer extension.
2. CBPA/CHARLOTTE: We received minutes from the past meeting.
3. EMERGENCY MANAGEMENT: Nothing new Lori is to call Kay Ford to get information on Fire Board meetings and etc.
4. ROADS/FRANK: Snow removal as needed. The trucks traveling on Patton Hill Road have been doing an extreme amount of damage to the road. Frank has been in constant contact with Chesapeake about the situation. They seem to be cooperating with the Township. Chesapeake had marked several spots to repair, but since recent snow falls have occurred they have vanished from the road. Frank had met with Gary and they had marked 7 additional spots which were starting to come apart which Chesapeake will need to fix. Frank will keep an eye on the road and make appropriate calls to get the road to a condition that it can be traveled. Lori received the new salt contract for 2010-2011 year. Frank wanted Lori to submit it with the same amounts as last year. Jeff Chilson is to be added to our CDL program with the COG and Memorial Hospital. He will need to go to the Hospital and registration and then he will be put in the CDL pool to be called for random testing as well as Frank.
5. Miscellaneous.
 - a. The supervisors are going to review the employee manual and make some changes to the policy before adopting.
 - b. Charlotte Sullivan made a motion to adopt Resolution 2010-04 the Bradford County 2009 Hazard Mitigation Plan. Gary Scranton seconded the motion and all agreed.
 - c. Charlotte Sullivan made a motion to accept Gannon Insurance as the insurance provider for the 2010-2011 year. Our rate will be at \$5,380 for Liability coverage's and \$4,689 for Workers Compensation coverage

which is based on the salaries of the General Laborers not elected officials. This make our premium \$10,069. We did get back a dividend check in Oct of 2009 from Gannon in the amount of \$540.00. We could very well get another dividend check this year.

- d. Jonathan Fosters has completed the court process for the acquisition of Cole Cemetery. Now we need to wait for Mr. Overpeck to sign the deed over to the Township. Once this is done the Township can move forward with setting rates and having the cemetery surveyed.

BILLS TO BE PAID LIST: The supervisors received a detailed list of all bills to be paid from January 4th, 2010 and February 1st, 2010.* see attached bills to be paid list included in the minute book.

Next meeting will be on March 1st, 2010 at 6:00PM.

Frank Lindsey made a motion to adjourn, Charlotte Sullivan seconded the motion and the vote was unanimous. The meeting adjourned at 9:00PM

Lori Kepner, Secretary

March 1st, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of March 1st, 2010. The meeting was called to order by Chairman Francis Lindsey at 7:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Charlotte Sullivan made a motion to accept the minutes of the previous meeting, seconded by Gary Scranton and all agreed. The treasurer's report was presented. Lori Kepner explained that we could invest some money in a PLGIT CD for either 180 days or 365 days to earn a better interest rate at this time. The savings and checking accounts are earning only ¼ percent right now. Lori called around to the local banks and could not compare to PLGIT's CD rates. We are looking for around a 1.25% interest rate. Gary Scranton made a motion that Lori invests \$150,000 into a CD with PLGIT for a term of 365days if she finds good enough rates, Charlotte Sullivan seconded and all agreed. Gary Scranton then made a motion to accept the treasurer's report as given. Charlotte Sullivan seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. TMA/CHARLOTTE: The Wysox water project should start this fall. Bulk water numbers have been down in sales, but are now starting to come back up. We received the minutes from Charlotte.
2. CBPA/CHARLOTTE: We received the minutes from Charlotte. Charlotte suggested we contact the Bradford County Commerce and see about some rates for Dental coverage for the Township.
3. EMERGENCY MANAGEMENT: Lori spoke to Maryann at the Towanda Borough about getting the 4th Qtr 2009 Fire Department Call Report and Bill. Maryann explained she would get it out ASAP. Gary Scranton looked into the Community Workforce program and explained it looked like a good program but we should wait until they run the program a little longer before we act on it.
4. ROADS/FRANK: Lori is to keep working with the Signing Agent on signing a lease for the Township properties. We ordered two more loads of cinders and salt. Lori processed the new Salt Contract through COSTARS for the 2010-2011 year. The crew has been doing work on Patton Hill Rd from all the truck traffic to and from the well sites. Frank explained that Chief is doing a great job at having someone right there on call to do repairs.

5. Miscellaneous.

- a. Employee manual: Jonathan Foster is sending updates to policies that should be included. The supervisors will table the employee manual.
- b. Cole Cemetery: Still waiting on Warren to sign the deed over to the Township. He has not called the Township office or stopped by Jonathan Foster's office either. Frank explained he would take the copy of the paperwork to his office and try to contact Warren.
- c. The supervisors reviewed the Subdivision for Dan Strickland's property, And explained that everything looked good on the Township's end.
- d. The meeting for the EIT collection by-laws is March 29, 2010.

BILLS TO BE PAID LIST: The supervisors received a detailed list of all bills to be paid from February 1st, 2010- March 1st, 2010.* see attached bills to be paid list included in the minute book. Gary Scranton made a motion to pay the bills, Charlotte Sullivan seconded and all agreed.

Next meeting will be on April 5th, 2010 at 6:00PM.

Charlotte Sullivan made a motion to adjourn, Gary Scranton seconded the motion and the vote was unanimous. The meeting adjourned at 8:45PM

Lori Kepner, Secretary

March 6th, 2010 Special Meeting

The Supervisors of Towanda Township met at the Township Garage Office for a special meeting of March 6th, 2010. The meeting was called to order by Chairman Francis Lindsey at 9:00AM. The Pledge of Allegiance was recited. Frank Lindsey, Charlotte Sullivan and Lori Kepner were present.

CITIZENS TO BE HEARD

There were no citizens present

NEW BUSINESS:

1. The supervisors met to discuss road issues and maintenance. Chief Oil LLC, had started traveling along Patton Hill Rd on Wednesday, March 3rd, while traveling they got stuck on the road. Frank Lindsey was contacted about the issue around 1:15 pm. Frank talked to Lori Kepner, Secretary, shortly afterwards to see if we had received a maintenance agreement from Chief. Lori explained to Frank that we had not. Last year, Lori had contacted Chief at the same time the maintenance agreement between Chesapeake and the Township was signed, but at that time Chief was not going to be in our area for at least one year or so and explained that they didn't want to sign the agreement until they were in our area. Frank contacted Lori at home later on that evening to get copies of the agreement which was sent to Chief and to drop it off at the Garage office the next morning so he had it to give to the representative from Chief who was meeting Frank around 8:00am Thursday morning. Patton Hill Rd has been under construction since Chesapeake has been sending rigs up the roads to various well sites. The maintenance agreement paperwork was dropped off at Frank's office the next morning. Seth Frasier from Chief was at the office discussing the repairs that they would do to Patton Hill to make the road passable. Seth explained that they would work with the Township to resolve any issues that occur from the damages that their rigs may do.

Charlotte and Frank reviewed the maintenance agreement. Charlotte Sullivan made a motion to accept the maintenance agreement between Towanda Twp and Chief Oil LLC, Frank Lindsey seconded the motion and both agreed.

Next meeting will be on April 5th, 2010 at 6:00P.M.

Frank Lindsey made a motion to adjourn, Charlotte Sullivan seconded the motion and both agreed. The meeting adjourned at 10:00 AM

Lori Kepner, Secretary

April 5th, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of April 5th, 2010. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, and Charlotte Sullivan were present. Lori Kepner was not present due to a home accident and was excused from attending the meeting. Charlotte Sullivan made a motion to accept the minutes of the March 1st, 2010 meeting, seconded by Gary Scranton and all agreed. Charlotte Sullivan made a motion to accept the March 6th, 2010 Special meeting minutes. Gary Scranton seconded and all agreed. The treasurer's report was presented; we need to add back in a line for the PLGIT CD. Charlotte Sullivan then made a motion to accept the treasurer's report including the insertion of the PLGIT CD as presented. Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. TMA/CHARLOTTE: There was no meeting.
2. CBPA/CHARLOTTE: Dupont and Sylvania (GTP) are hiring people.
3. Gary Scranton explained there was no meeting for the Towanda Fire Board in March, and that they were trying to change the meeting date for future meetings.
4. SUBDIVISIONS: The board reviewed the subdivision of the non-building wavier on the Strickland property and they found no adverse comments. The board also reviewed the Kathleen Heskell subdivision and found no adverse comments.
5. ROADS/FRANK: The road crew has been working hard to keep the roads open due to the high truck traffic from the well construction sites. Shepard Hill road is back in good shape. Patton Hill Rd in good condition super job by Chesapeake. Frank has requested that Chesapeake supply dust control down on the roads. The supervisors are pleased with the gas company's cooperation. The road crew will be doing cold patch work on Railroad and Woodside this week. Need more cold patch to finish jobs.
6. GAS LEASE PROPOSAL: Lori is to try to contact the representative from RedSky to attend our May meeting. Redsky has all agreements drawn up with the exception of Cole Cemetery; Cole Cemetery has not been registered in the Township's name yet at the Courthouse.

7. Miscellaneous.
 - a. Employee manual: The supervisors wish to table it for two months.
 - b. Cole Cemetery: Warren signed the paperwork now just waiting on the Courthouse to record the transaction.
 - c. CBPA- dinner will be on April 15th cost is \$20.00 per person.
 - d. There is an information meeting being held at the Bradford County Airport on April 6th, Frank and Charlotte will attend.
8. The Supervisors will discuss the passing of the Bradford County Sanitation Committee Resolution at the May 2010 meeting.

BILLS TO BE PAID LIST: The supervisors received a detailed list of all bills to be paid from March 1st, 2010-April 5th, 2010.* see attached bills to be paid list included in the minute book. Frank Lindsey made a motion to pay the bills, with the exception of the Northeast Builders bill for \$472.00. The supervisors felt this bill was high for the scope of the molding. Lori was asked to call them and ask to verify this bill is correct. Charlotte Sullivan seconded and all agreed.

Next meeting will be on May 3rd, 2010 at 6:00PM.

Charlotte Sullivan made a motion to adjourn, Gary Scranton seconded the motion and the vote was unanimous.

The minutes were taken by Charlotte Sullivan and prepared for publication by Lori Kepner.

Lori Kepner, Secretary

May 3rd, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of May 3rd, 2010. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Charlotte Sullivan made a motion to accept the minutes of the April 5th, 2010 meeting, seconded by Gary Scranton and all agreed. The minutes of the April 5th, 2010 meeting were taken by Charlotte Sullivan and then prepared by Lori Kepner with Charlotte's assistance. The treasurer's report was presented. Charlotte Sullivan then made a motion to accept the treasurer's report. Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. TMA/CHARLOTTE: There was no meeting. Charlotte turned in the last meeting's minutes. The VFW is now online.
2. CBPA/CHARLOTTE: Nothing new
3. Frank was told by Andy Space that there was someone asking questions at the last Fire Board meeting directed towards Towanda Township. Gary Scranton was to get a hold of someone on the Towanda Fire Board and get some information about what was requested and see if he could get a hold of the person with the questions.
4. ROADS/FRANK: The road crew has started mowing. Jeff Chilson's last day was April 30th, 2010. Frank will be looking for a part time person to help out this summer. Chesapeake explained to Frank that sometime over the summer they were going to start a paving project for Patton Hill Rd, and when they were done with the road it would be much more durable then it is now to heavy truck traffic. Chesapeake is also considering not running heavy truck traffic from February until April, to try to eliminate some of the damage done to the roads.
5. GAS LEASE PROPOSAL: Gary Scranton made a motion to accept the Gas Lease proposal presented to the Township in writing from Craig LaPointe, who is the representative from Red Sky, for Chesapeake Appalachia, LLC for all properties owned by Towanda Twp which is a total of 6.833 acres, excluding Cole Cemetery, in the amount of \$39,289.75. Charlotte Sullivan seconded the motion and all agreed. We are waiting for the Cole Cemetery lease agreement to be drawn up, since the Township just received ownership of the property.

6. Miscellaneous.
 - a. Employee manual: The supervisors will hold a Special meeting on May 19th, 2010 at 5:00PM to work on the employee manual.
 - b. Cole Cemetery: Is now registered in the Township's name.
 - c. Gary Scranton made a motion to purchase a new computer system for the Township office in the price range of the two examples which the secretary presented to the board. Charlotte Sullivan seconded the motion and they all agreed. The Township is approved for a grant from NTRPC for up to \$750.00 towards a new computer system.
 - d. Frank Lindsey completed the Bradford County Prison Board Application and it has been sent in.
 - e. The Flood Summit is scheduled for May 7th, and Lori Kepner is authorized to attend.
 - f. The Bradford County Township Officers Association Spring Dinner will be held on May 20th, 2010 at the Troy Fire Hall at 6:30PM. There is no cost to attend this dinner.

7. The Supervisors decided to table the Bradford County Sanitation Committee Resolution until the next meeting. The Supervisors would like to find out how their financial situation is and if they have hired back all employees who had been laid off.

BILLS TO BE PAID LIST: The supervisors received a detailed list of all bills to be paid from April 5th, 2010-May 3rd, 2010.* see attached bills to be paid list included in the minute book. Charlotte Sullivan seconded and all agreed.

The next regular monthly meeting will be on June 7th, 2010 at 6:00PM.

Charlotte Sullivan made a motion to adjourn, Gary Scranton seconded the motion and the vote was unanimous.

Lori Kepner, Secretary

TOWANDA TOWNSHIP
MEETING MINUTES - SPECIAL MEETING
5:00 PM, MAY 19, 2010

A special meeting was held on May 19, 2010 for the purpose of reviewing the Employee Handbook. Members present were Frank Lindsey, Chairman, Charlotte Sullivan and Gary Scranton.

First item acted on was a "Request for Office Hours Change" proposed by Lori Kepner to *change the Office Hours to 8:30 AM to 12:30 PM*. This request was voted in favor of adopting by all supervisors to change the hours as requested and the date for these *effective hours are for the period of June 1, 2010 to September 1, 2010*.

Other item acted on was proposed revisions to the Employee Handbook as suggested by the current Solicitor, Attorney Jonathan P. Foster, Sr. and the Board of Supervisors. These changes were made to bring the current manual in compliance with legally required provisions and procedures and benefits provided by the Board of Supervisors.

Respectfully Submitted,

CHARLOTTE S. SULLIVAN
Vice-Chairman
Acting Secretary

June 7th, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of June 7th, 2010. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Charlotte Sullivan made a motion to accept the minutes of the May 3rd, 2010 meeting, seconded by Gary Scranton and all agreed. Charlotte Sullivan had prepared the Minutes from the May 19th, 2010 Special Meeting. Gary Scranton made a motion to accept the minutes, seconded by Frank Lindsey and all agreed. The treasurer's report was presented. Charlotte Sullivan then made a motion to accept the treasurer's report. Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. TMA/CHARLOTTE: There was no meeting.
2. CBPA/CHARLOTTE: The Township received a \$60,000 grant from CDBG for the engineering process for the Woodside project. Charlotte did an excellent job of preparing the information needed for the grant application.
3. FIRE REPORT: The next fire board meeting is June 8th, at 6PM. Gary Scranton will attend the meeting. It was brought up at the meeting that Wysox was going to purchase a new pumper, and Towanda Fire Dept said maybe they should look at their pumper. A citizen asked if Towanda's pumper worked, and the response was yes it still works. Lori received the email with the minutes from the May meeting and forwarded them to all the supervisors.
4. ROADS/FRANK: Charlotte Sullivan made a motion to purchase two new weed eaters for Cole Cemetery use. The money will be paid for out of the Cole Cemetery Fund. Gary Scranton seconded and all agreed. Also the garage news a new chain saw. Charlotte Sullivan made a motion to purchase a new chain saw. Gary Scranton seconded the motion and all agreed. Chesapeake has had a contractor put dust control down on Patton Hill Rd, it worked for a few days, but it is now back to being extremely dusty. There are 4 new gas wells going up in Towanda Township. Scott Williams from Butler Surveying is trying to survey Cole Cemetery, but says that only the 35foot right of way deeded to the Cemetery from Mr. Pepper is all that is in the Township's name. When the Township talked to Jonathan Foster, he explained the dissolution of Cole Cemetery and then the acquisition of Cole Cemetery by the Township was a blanket transaction, which means everything in Cole Cemetery's name is now owned by the Township. Gary Scranton is to get a hold of Scott Williams and discuss what Scott needs.

6. Miscellaneous.

- a. Employee manual: The supervisors held a Special meeting on May 19th, 2010 at 5:00PM to work on the employee manual. Charlotte Sullivan prepared the minutes for the meeting and turned them into the Twp. Gary Scranton made a motion to accept the minutes, Frank Lindsey seconded the minutes and all agreed. Charlotte Sullivan made a motion to accept the Employee manual as presented. Frank Lindsey seconded the motion and all agreed.
- b. Cole Cemetery: We received the gas lease agreement for Cole Cemetery from Chesapeake. The Cemetery will receive \$15,640.00 for the lease. There is 2.72 acres total. This money will be deposited into the Cole Cemetery fund. Charlotte Sullivan made a motion to accept the lease agreement, seconded by Frank Lindsey and all agreed.
- c. The next Sanitation committee meeting is June 9th, 2010 at 6PM; Gary Scranton will be attending this meeting. Charlotte Sullivan made a motion to pass Resolution 2010-04, Bradford County Sanitation Per Capita Assessment, Gary Scranton seconded the motion and all agreed. The fee that the township is responsible for is \$1030.00, which is based on 515 residents covered by the BCSC.

BILLS TO BE PAID LIST: The supervisors received a detailed list of all bills to be paid from May 3rd, 2010-June 7th, 2010.* see attached bills to be paid list included in the minute book. Charlotte Sullivan seconded and all agreed.

The next regular monthly meeting will be on July 12th, 2010 at 6:00PM.

Charlotte Sullivan made a motion to adjourn, Gary Scranton seconded the motion and the vote was unanimous.

Lori Kepner, Secretary

*Towanda Township Supervisors Minutes
Monthly Meeting – July 12, 2010*

Present: Frank Lindsey - Chairman, Charlotte Sullivan – Vice Chairman, and Gary Scranton, Member. Absent – Lori Kepner, Secretary

Pledge to the Flag

Minutes of Regular June 7, 2010 Meeting. Minutes were approved with three corrections: 1) 4. Roads/Frank – Third Sentence. Also the garage needs.....2) 7th sentence – There are 5 new gas.....3) Misc 6-b We received **and signed** the gas lease.....

Motion by Charlotte Sullivan, Seconded by Frank Lindsey. All approved with corrections.

Treasurer's Report Financial reports were reviewed. Bills were reviewed and approved for payment. Motion by Frank Lindsey, seconded by Charlotte Sullivan, all approved.

Visitors To Be Heard We had two visitors present from Chesapeake. They attended the meeting to get the supervisors approval on a request of Roadway option agreement right of way to newly purchased parcel 50-86008. They are to get a revised map to us on July 13th. Jim Wilson was the representative of Chesapeake. Motion made by Gary Scranton to sign the document, seconded by Frank Lindsey. All voted in favor.

Other Business

TMA and CBPA were reported by Charlotte Sullivan. Nothing new to report. Minutes are on file with our secretary.

Gary Scranton attended the **Fire Board Meeting**. Nothing significant to report. Board still trying to get Borough to change Watts Street to one way but no action was taken.

Roads status was reported by Road master - Frank Lindsey. Patching. Working some with North Towanda and Burlington

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Townships – helping each other. Need to mow. Hired Bill Wulff on the Road Crew.

Subdivisions: None requested this month.

Cole Cemetery – Thirty-two feet were received from Elton Pepper. The cemetery is currently 2.72 acres in total. This is recorded at the Bradford County Court House as one parcel (original and the tract given by Elton Pepper). Gary Scranton is to contact Scott Williams, surveyor, to direct him to survey the cemetery as one total parcel. Once this has been done, we can proceed to sell lots.

Bradford County Sanitation – Gary attended a regular board meeting along with several other municipalities. Many questions have surfaced due to the recent assessments to all municipalities. Since the inception of the Committee, assessments have not been made to the municipalities. Since the State Budget, beginning in 2009, has been severely cut for committee use, the committee decided to levy this fee to the member municipalities to keep the operating financials in the black. They have also set a fee for the gas companies well sites at \$925 for a permit good for 18 months. This is based on 30 individuals per site. Permits issued since January 1, 2010: 53 – Chesapeake; 10 – EOG, 2 – East Resources; 5 – Chief, and 2 to Southwest Drilling. Next meeting is 4/14/2010 AT 6 PM at the Sanitation Office in Wysox.

Meeting adjourned.

Next Township Meeting – August 2, 2010

Respectfully Submitted,

Charlotte S. Sullivan,
Assistant Secretary

August 2nd, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of August 2nd, 2010. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Frank Lindsey made a motion to accept the minutes of the July 12th, 2010 meeting minutes prepared by Charlotte Sullivan, seconded by Gary Scranton and all agreed. The Treasurer's report was presented. Charlotte Sullivan then made a motion to accept the treasurer's report. Gary Scranton seconded the motion and all agreed. We will be making changes to the format of the treasurer's report.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. TMA/CHARLOTTE: There was a special meeting held on Friday, July 30th. They are looking to purchase a sewer vacuum truck which will cost approximately \$69,000-\$100,000. When the Wysox water project is completed they properties will all be metered.
2. CBPA/CHARLOTTE: No meeting in July.
3. FIRE REPORT: Gary Scranton attended the July meeting but the meeting was cut short due to a fire call. The next Fire Board meeting will be on August 10th, at 6PM.
4. ROADS/FRANK: The salt contract was done back in February 2010, Lori had sent in the forms before their due date to ensure that Costars would have our new signed contract for the 2010-2011 year. Frank ordered 120 ton again this year. We cannot start ordering the salt until sometime in August per Costars. We have to wait until they inform us that the contract has been awarded and then we can start to order. Vestal Asphalt is going to occupy the extra space located next to the cinder shed office in return for the space they are going to grade the area and then pave it. Neil Giles met with Frank to discuss this issue; Vestal Asphalt will provide the Township with an insurance bond. All of our roads are mowed. They only have a little more patch work to be done. Barry Matthews gave Frank a quote of \$17.70 per ton for cinders delivered price. Frank told Barry we would need 150 ton. There will be a lot of construction to come on Patton Hill Road.

5. Miscellaneous.
 - a. Subdivisions: The board reviewed Sharon Place's subdivision request and found no adverse comments.
 - b. Gary Scranton made a motion to pass Resolution 2010-15, In Opposition to Forced Local Govt Mergers and Consolidations. Charlotte Sullivan seconded and all were unanimous.
 - c. Carl Lafy is reviewing the Liberty Compressor Facility paperwork in regards to the Airport Fly zone. The board reviewed various correspondences from Hanover Engineering and Larson Design Group in regards to the Compressor Facility. It will more than likely require a zoning variance.
 - d. There will be a meeting held on August 10th, from 2pm-4:30 pm at the Airport in regards to Airport Zoning. Frank Lindsey will attend.
 - e. The next Bradford County Sanitation Committee meeting is set for August 11th, 2010. We have requested minutes from their meeting's to be forwarded to the Township. Their quarterly reports show \$78,000 worth of income from the Townships.
 - f. The Township reviewed a recreational ordinance sent in by Jonathan Foster, but they did not see a reason to change the current ordinance they have in place.

The next regular monthly meeting will be on September 13th, 2010 at 6:00PM.

Frank Lindsey made a motion to pay the bills, Gary Scranton seconded the motion and the vote was unanimous.

Gary Scranton made a motion to adjourn. Frank Lindsey seconded the motion and the vote was unanimous.

Lori Kepner, Secretary

November 1st, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of November 1st, 2010. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Charlotte Sullivan made a motion to accept the minutes of the October 4th, 2010 meeting seconded by Gary Scranton and all agreed. The Treasurer's report was presented. Charlotte Sullivan made a motion to accept the treasurer's report, Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

There were no citizens present at the meeting.

NEW BUSINESS:

1. TMA/CHARLOTTE: No minutes for the TMA
2. CBPA/CHARLOTTE: Charlotte handed in meeting minutes for CBPA.
3. FIRE REPORT: The board received the October 2010 Fire Board minutes. The next meeting will be on November 9th, 2010 at 6PM.
4. ROADS/FRANK: Vestal Asphalt has put down oil & chip at the garage office. The supervisors discussed changing the rates for driveway permits. They will table until the New Year. Chief Oil has started berming on Patton Hill Rd. We had our Tractor and Boom Mower fixed. Charlotte Sullivan made a motion to buy a chainsaw from Frank Lindsey for \$400.00. Gary Scranton Seconded, Charlotte and Gary agreed, Frank abstained from voting. Frank will be moving some things around in his office to make more room. He is going to purchase a new filing cabinet and refrigerator. Gary Scranton made a motion to upgrade Franks internet service to DSL, Charlotte Sullivan seconded the motion and all agreed.
5. Miscellaneous.
 - a. Gary Scranton made a motion to appoint Frank Melly, CPA, to perform the 2010 audit of the Township financial records and the Township Tax Collectors financial records at a rate of \$900.00. Charlotte Sullivan seconded the motion and all agreed.
 - b. The Supervisors reviewed the budget presented for 2011. Gary Scranton made a motion to advertise the budget for public inspection to be passed at the December 6th, 2010 meeting. Charlotte Sullivan seconded the motion and all agreed.
 - c. Gary Scranton got some good information on the cemetery plots etc. The township will probably charge \$500.00 for a single lot 4'X10', and \$1000.00 for a double lot 8'X10'. Gary explained that it normally costs \$1000.00 for the opening and closing of the lots, with part of that to go to an endowment fund for the township. The cost for opening and closing of cremations is around \$500.00. We will probably charge \$200.00 for a single lot for perpetual care and \$400.00 for a double lot for perpetual care on our own instead of it coming out of the opening and closing costs. This would make a single lot cost at \$700.00 and a double lot cost at \$1400.00. We are still working out how many graves there will be and their location, and also the deed paperwork we will need to issue. Frank is to get with the funeral home and see if they will help the township with this matter.

AT THIS TIME AN EXECUTIVE SESSION WAS HELD TO DISCUSS LEGAL MATTERS

Frank Lindsey made a motion to come out of executive session, seconded by Gary Scranton and all agreed. The Township is going to ask Chesapeake to make either a donation towards the purchase of new equipment for the Township or the Township might put three acres of the Garage property up for bid to be sold.

Charlotte Sullivan made a motion to pay the bills, Gary Scranton seconded the motion and the vote was unanimous.

Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded the motion and the vote was unanimous.

The next regular monthly meeting will be on December 6th, 2010 at 6:00PM.

Lori Kepner, Secretary

December 6th, 2010 Regular Meeting

The Supervisors of Towanda Township met at the township building for the regular monthly meeting of December 6, 2010. The meeting was called to order by Chairman Francis Lindsey at 6:00PM. The Pledge of Allegiance was recited. Gary Scranton, Frank Lindsey, Charlotte Sullivan and Lori Kepner were present. Township Solicitor Jonathan Foster Sr. was also present. Charlotte Sullivan made a motion to accept the minutes of the November 1st, 2010 meeting with the addition of the approval of getting DSL service to Frank's office computer line, seconded by Gary Scranton and all agreed. The Treasurer's report was presented. Charlotte Sullivan made a motion to accept the treasurer's report, Gary Scranton seconded the motion and all agreed.

CITIZENS TO BE HEARD

Josh Brown and John Kimbleton were present from Chesapeake Energy.

NEW BUSINESS:

1. TMA/CHARLOTTE: Nothing new. Charlotte handed in minutes from the September TMA meeting.
2. CBPA/CHARLOTTE: Charlotte handed in meeting minutes for CBPA. Charlotte Sullivan made a motion to decline the grant money received from CBPA for the sewer extension project on Woodside so that we could reapply and have more time to prepare. Gary Scranton seconded the motion and all agreed. Charlotte Sullivan made a motion to pass the HSW Resolution for the Guthrie Heath which states that we authorize approval of issuance of revenue bonds by the Central Bradford Progress Authority 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 and or refinance certain facilities serving the people of the municipality and such other areas. Gary Scranton seconded the motion and all agreed.
3. FIRE REPORT: The board received the November 2010 Fire Board minutes. The next meeting will be on December 14th, 2010 at 6PM. Gary still working on rules and regulations for Cole Cemetery, he is to get with Bowen on how many plots he owns. We need to figure out how many plots are going to be available in the cemetery for sale since the survey has been done, Frank is to do this.
4. ROADS/FRANK: Frank has been busy with the roads, he had to cinder some spots where water had run over the roads and froze. He has had to replace several road signs from people running over them. Johnson and Mahoney roads were patched by the gas companies. Joe Snell would like to have a private name on their road since there is more than one business present at their location now. He needs to send a letter into the township to request this to be done.
5. Miscellaneous.
 - a. Charlotte Sullivan made a motion to pass the budget with the inclusion of the donation to the Bradford County Library \$1200.00. Gary Scranton seconded the motion and all agreed.
 - b. Charlotte Sullivan made a motion to enter into agreement with North Towanda Township on the snow removal maintenance of Laurel Hill Rd. Gary Scranton seconded and all agreed.
 - c. Charlotte Sullivan made a motion to donate \$300.00 to the Bradford County Humane Society. Gary Scranton seconded and all agreed.
 - d. Charlotte Sullivan made a motion to reappoint Paul Kreischer as one of our Representatives to CBPA his term expires 1/19/2011. Gary Scranton seconded and all agreed.

- e. Charlotte Sullivan made a motion to pass the meeting dates for 2011. Gary Scranton seconded the motion and all agreed.
- f. The Township Reorganization meeting will be on January 3rd, 2011 at 6PM.

AT THIS TIME AN EXECUTIVE SESSION WAS HELD TO DISCUSS LEGAL MATTERS

Frank Lindsey made a motion to come out of executive session, seconded by Charlotte Sullivan and all agreed. Charlotte Sullivan made a motion to authorize their solicitor Jonathan Foster to advertise that the Township Board of Supervisors would like to bid out a portion of Township property for sale, approximately 3 acres give or take for a minimum bid of \$36,000, which would include the subdivision costs, transfer taxes, and surveying costs and the winner of the bid must agree to all terms in the advertisement. The Township would also retain their mineral rights. The motion was seconded by Frank Lindsey and all agreed.

Gary Scranton made a motion to pay the bills, Charlotte Sullivan seconded the motion and the vote was unanimous. Charlotte Sullivan made a motion to increase the portion contributed towards Frank's cell phone bill to \$65.00 per month because he is getting many phones calls from gas companies and their representatives. Charlotte also made a motion to pay an additional \$58.19 and \$146.69 to Frank for his past two cell phone bills since it was all township related business. Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded the motion and the vote was unanimous.

The next regular monthly meeting will be on January 3rd, 2011 at 6:00PM, at that time the Reorganization Meeting for the New Year will be held first.

Lori Kepner, Secretary