

January 2nd, 2018 Reorganization Meeting

Charlotte Sullivan took her oath of office.

The Supervisors of Towanda Township held their reorganization meeting of January 2, 2018 at the Township Municipal Office at 44 Chapel Street, Towanda PA 18848, at 10:00am the meeting was called to order and a motion was made to appoint Charlotte Sullivan temporary chairman and Lori Kepner temporary secretary by Gary Scranton, seconded by Charlotte Sullivan. Present at the meeting were Charlotte Sullivan, Gary Scranton, Lori Kepner, Ray Green Jr., and solicitor Jonathan Foster Sr.

OFFICERS: A motion was made by Gary Scranton to nominate Charlotte Sullivan as Chairman, Frank Lindsey as Vice Chairman and Gary Scranton as member, seconded by Charlotte Sullivan, all agreed.

Charlotte Sullivan a motion to appoint secretary/treasurer, Lori Kepner with a cost of living increase of 3% with a rate of \$16.50 per hour. Gary Scranton seconded the motion and all agreed.

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

Charlotte Sullivan made a motion to appoint Ray Green Jr. as Road master, Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to appoint Gary Scranton as our Emergency Management Coordinator, with a rate of \$12.65 per hour, and Bill Manvel as the assistant EMA coordinator with no fee payable for coverage. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to appoint Gary Scranton as representative for the Fire Board, and our representative for the Bradford County Trail. Gary Scranton seconded the motion and all agreed.

Charlotte Sullivan made a motion to appoint Gary Scranton as the representative for Towanda Township for the Bradford County Airport. Gary Scranton seconded and all agreed.

The appointment of a Zoning Officer will be on an as needed basis. Jeff Innocenzo will fulfill this position if needed.

Gary Scranton made a motion to increase employee's wages with a 3% cost of living increase. Roadmaster - \$22.50, CDL Driver- \$20.15, Working Supervisors - \$15.45, General Laborer(time)- \$13.80, EMA director- \$12.65, and Assistant Secretary- \$15.45, The wages for new hires will be at the discretion of the board of supervisors, depending on experience. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion that the recommended wages for the working supervisors to our auditors be as follows: Frank Lindsey, Charlotte Sullivan and Gary Scranton will receive a rate of \$15.45 per hour.

Gary Scranton made a motion to establish the treasurers bond at \$900,000.00, Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to appoint Stiffler & McGraw Associates as our engineer on an as needed basis, Charlotte Sullivan seconded the motion and all agreed. At this time the Engineer agreement between Towanda Township and Stiffler & McGraw was signed by Chairman, Charlotte Sullivan.

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

Gary Scranton made a motion to appoint the Assistant Secretary as Charlotte Sullivan. Charlotte Sullivan seconded and all agreed. Rate of pay will be at \$15.45 per hour as needed.

Gary Scranton made a motion to appoint Charlotte Sullivan TMA representative, and Charlotte Sullivan as First Voting Delegate for the Bradford County Tax Committee. Charlotte Sullivan seconded and all agreed.

Gary Scranton made a motion to appoint Charlotte Sullivan, Avery Boardman, and Dr. Henson Paul Kreischer, and Jody Place as representatives for CBPA, Charlotte Sullivan seconded and all agreed.

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

Charlotte Sullivan made a motion to retain PLGIT and Citizens and Northern bank as the Township Depositories. Gary Scranton seconded and all agreed. Berkheimer Associates will continue as the Township Earned Income Tax Collector which is in compliance with Act 32.

Charlotte Sullivan made a motion to retain Jonathan Foster as our township solicitor at a rate of \$125.00 per hour, Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to appoint the following members to the Zoning Hearing Board. Charles Strickland, Jeff Innocenzo and Paul Kreischer. Fred Smith will be held as the Zoning Solicitor. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to retain Code Inspections as our Building Permit Official. Charlotte Sullivan 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, 44 Chapel St, Towanda PA 18848, with the dates set forth at the December 2017 Township Meeting which are the following: Jan 2nd, Feb 5th, March 5th, April 9th, May 7th, June 4th, July 9th, August 6th, Sept 10th, October 1st, November 5th, and December 3rd. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to certify the voting delegate for the PSATS convention as Lori Kepner, with 1/3 cost reimbursement with BCTOA and Sheshequin Township providing the other 2/3 cost. Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to set rental rates for the equipment:
Backhoe: \$95.00, Lg, truck \$85.00, Sm trk \$70.00, Tar Buggy \$45.00, Stonerake \$35.00, Roller \$75.00, tractor/mower \$185.00; these rates do not include operators wages. The operator must be a Township employee and will be at their rate of pay per hour. The contracted Sidewalk snow removal located along South Main Street at \$150.00 per job. Charlotte Sullivan seconded the motion and all agreed. It was recommended to sell the stone rack this year.

Gary Scranton made a motion to set taxes as following, seconded by Charlotte Sullivan 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 2017 at .545 cents per mile.

Charlotte Sullivan made a motion to authorize payment of everyday utilities bills, etc when due, to avoid late charges. Gary Scranton seconded and all agreed.

Gary Scranton made a motion to donate \$650.00 to the Bradford County Humane Society, \$200.00 donation to the veteran's memorial park (which is near the Veterans Memorial Bridge, Towanda), and \$1500.00 to the Towanda Public Library, Charlotte Sullivan seconded and all agreed. Any other donations will be determined by the board as it may occur.

Gary Scranton made a motion to authorize the Road master to make purchases up to \$1000.00 without prior approval of the board and will provide the secretary with the purchase information and invoice. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to establish a 5 minute limit per visitors to be heard during our township meetings. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to set holidays & benefits which are determined by the employee manual. Gary Scranton seconded the motion and all agreed. Lori Kepner secretary has completed 10 years of service, and qualifies for 40 hours of vacation time.

Gary Scranton made a motion to adjourn, seconded by Charlotte Sullivan and all agreed.

There were no visitors present.

Signed: _____
Lori Kepner, Secretary