

**MINUTES OF THE
TOPTON BOROUGH COUNCIL REORGANIZATION MEETING
Monday January 6, 2020**

Members of the Tipton Borough Council met on Monday January 6, 2020 at 7:00 P.M. at Borough Hall for the purpose of reorganizing. The meeting was called to order by Mayor Thomas Biltcliff with the Pledge of Allegiance.

Roll call was taken and the following members were present Mr. Stauffer, Mr. Biltcliff, Mr. Beck, Mr. Jost, Ms. Lorah, Mr. Bower, Ms. Moll and Ms. Kunkel. Borough Manager Marcus Dolny, Solicitor Brian Boland and visitors were also in attendance.

- **PRESENTATION OF CERTIFICATES OF ELECTION OF NOVEMBER 2019,**

FOR THE OFFICES OF:

K.Ray "Kap" Stauffer; Council
Michelle Lorah; Council
Frank Jost, Sr; Council
Toby Bower; Council

- **OATH OF OFFICE** – Mayor Biltcliff administered the Oath of Office to the newly elected candidates.

- **ELECTION OF COUNCIL PRESIDENT**

Mayor Biltcliff Opened nominations:

Monica Kunkel was nominated for President of Council by Ms. Lorah.

Kap Stauffer was nominated for President of Council by Mr. Beck.

Hearing no other nominations Mrs. Moll made a motion to close nominations for the President of Council. Mr. Bower seconded this motion passing unanimously.

Action on first nominee Monica Kunkel to the position of President of Council as voted:

Bower: No

Beck: No

Moll: Yes

Lorah: Yes

Jost: No

Stauffer: Yes

Kunkel: Yes

With a vote of 4 to 3 Monica Kunkel was elected president. No further action needed.

Ms. Kunkel was presented with the gavel by Mayor Tom Biltcliff.

- **ELECTION OF COUNCIL VICE-PRES**

Ms. Kunkel opened nominations:

Caitlin Moll was nominated for Vice President of Council by Ms. Lorah and declined.

Stephen Beck was nominated for Vice President of Council by Mr. Jost and declined.

Toby Bower was nominated for Vice President of Council by Mr. Stauffer.

Hearing no other nominations Mr. Stauffer made a motion to close nominations, seconded by Mr. Jost.

Vote was taken to appoint Toby Bower to Vice President passing 6 to 1 with Ms. Lorah in the negative.

- **2020 COUNCIL APPOINTMENTS OF CHAIRMEN**

Due to change in leadership appointments will be made at the next Borough Council meeting.

- **ADOPTION OF PROCEDURAL RESOLUTIONS**

RESOLUTION 1-2020 – Declaring Bank Depositories
Motion made by Mr. Stauffer, seconded Mrs. Moll passing unanimously

RESOLUTION 2-2020 – Appointment of Borough Auditor
Motion made by Mr. Beck, seconded Ms. Lorah passing unanimously

RESOLUTION 3-2020 – Appointment of Borough Engineer
Motion made by Ms. Lorah, seconded Mr. Beck passing 6 to 1 with Mr. Jost voting in the negative.

RESOLUTION 4-2020 – Appointment of Borough Solicitor
Motion made by Mr. Stauffer, seconded Mr. Jost passing unanimously

RESOLUTION 5-2020 – Adoption of Property Maintenance Code Fee Schedule
Motion made by Mrs. Moll, seconded Mr. Bower passing unanimously

RESOLUTION 6-2020 – Appointment of Borough Treasurer
Motion made by Mr. Stauffer, seconded Mr. Beck passing unanimously

RESOLUTION 7-2020 – Appointment of Chief Administrative Officer, Pension Fund
Motion made by Mrs. Moll, seconded Mr. Beck passing unanimously

RESOLUTION 8-2020 – Appointment of the Borough Manager
Motion made by Mr. Stauffer, seconded Mr. Jost passing unanimously

RESOLUTION 9-2020 – Appointment of Zoning Officer
Motion made by Ms. Lorah, seconded Mrs. Moll passing 6 to 1 with Mr. Jost voting in the negative.

RESOLUTION 10-2020 – Establishing fees for the filing of permits and licenses
Motion made by Ms. Lorah, seconded Mrs. Moll passing 6 to 1 with Mr. Jost voting in the negative.

RESOLUTION 11-2020 – Authorizing the execution of an agreement with the Pennsylvania Department of Transportation
Motion made by Mr. Stauffer, seconded Ms. Lorah passing unanimously

- **RECOGNITION OF COUNCIL APPOINTMENTS OF OTHER OFFICIALS**

2020 BOROUGH OFFICIALS

Thomas A. Biltcliff	Mayor (2022)
Monica Kunkel	President of Council (2022)
Toby Bower	Vice-President of Council (2024)
K. Ray Stauffer	Councilor (2022)
Caitlin Moll	Councilor (2022)
Stephen B. Beck	Councilor (2022)
Frank F. Jost	Councilor (2024)
Michelle D. Lorah	Councilor (2024)
Joan London*	Solicitor
Marcus Dolny	Borough Manager/Secretary/Treasurer
Sherry Palinkas	Administrative Assistant
Trynda Schoonover	Administration Clerk/ Recreation Coordinator
Barry Isett & Associates, INC.*	Borough Engineers
Barry Isett & Associates, INC *	Zoning Officer/Building Inspectors
Scott Steltz	Road Master

Reinsel Kuntz Lesher*	Auditors
Jason Robinson	Fire Chief
Dennis Grow	Fire Marshal
Nancy Heffner	Real Estate Tax Collector
Bonnie Stauffer	Deputy Real Estate Tax Collector
Berks County EIT	Earned Income Tax Collector
M&T Bank *	Bank Depository
ESSA Bank*	Bank Depository

*TERMS ARE AT THE PLEASURE OF COUNCIL.

- **APPOINTMENT OF FOLLOWING BOARDS AND COMMISSIONS**

Vacancy Board Chairman

Art Hahn	1/1/2022
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Planning Commission

Bruce Meitzler	1/1/2023
Julie Pummer	1/1/2024
Leo Scott	1/1/2021
Jeff Shriver	1/1/2022
Andrew Kelhart	1/1/2023

Zoning Hearing Board

Stewart Chalmers	1/1/2023
Edward Carter	1/1/2022
Mike Garl	1/1/2021
Alternate – Vacant	1/1/2021

Building Codes Appeals Board*

Eileen Black-Rodriguez – Appeals Officer
Alexander Beach
Ken Reitmeyer
Robert Rauenzahn
Margaret Reighn

*Officers shall be contacted in 2020 to verify their continued service

Municipal Authority

William Moyer
Vacant
Thomas Reppert
Andrew Kelhart
Lynn Sprankle

First Monday- January 2021
First Monday- January 2025
First Monday- January 2022
First Monday- January 2023
First Monday- January 2024

A Motion was made by Mr. Stauffer to recognize the boards and commissions as presented. The motion was seconded by Ms. Lorah and passed unanimously.

• **APPROVAL OF DECEMBER 9, 2019 MINUTES:**

Motion made by Mrs. Moll, seconded Mr. Bower passing unanimously

• **Executive Session:**

Entered: 7:30PM on motion by Ms. Lorah, seconded by Mrs. Moll passing unanimously.

Exit: 7:47PM on motion by Ms. Lorah, seconded by Mrs. Moll passing unanimously.

• **ADJOURNMENT 7:48**

Motion made by Ms. Lorah, seconded Mr. Bower

Respectfully Submitted
Marcus V. Dolny
Borough Manager