

**MINUTES OF THE
TOPTON BOROUGH COUNCIL
Monday November 9th, 2020**

Members of the Tipton Borough Council met on Monday November 9th, 2020 at 7:00 P.M. for the regularly scheduled monthly meeting both in person and virtually via Zoom. The meeting was called to order by Council President Mr. Bower with the Pledge of Allegiance.

Roll call was taken and the following members were present Mayor Biltcliff, Ms. Kunkel, Ms. Lorah, Mr. Bower, Mr. Stauffer, Mr. Beck, Mr. Jost and Mrs. Moll. Solicitor London and visitors were also in attendance.

APPROVAL OF MINUTES

Mr. Stauffer requested to have Ms. Alane Falcone's letter removed as an exhibit to the minutes of the October 12th, 2020 meeting as he does not agree that his previous actions were illegal or unethical. Solicitor London agreed with Mr. Stauffer regarding his actions but noted the letter should not be removed as an exhibit of the minutes and instead Mr. Stauffer's comments should be noted in the November 9th, 2020 meeting minutes.

On a motion by Ms. Lorah, seconded by Ms. Kunkel the minutes of October 12th, 2020 were approved with revisions of the correction of the next borough council meeting. This motion was approved in a 6 to 1 vote with Mr. Stauffer in the negative.

On a motion by Mrs. Moll, seconded by Mr. Beck the minutes of October 26th, 2020 were approved unanimously.

POLICE REPORT

Chief Stinsky was present for questions and provided a patrolling report for the month of October by Fleetwood Police within the Borough of Tipton.

HEARING OF VISITORS

Mr. Robert Rauenzahn discussed with council the need for house numbers to be placed on every resident. He asked if an ordinance has been or could be passed requiring house numbers and to make this enforceable and to include fines. Council noted they will look into this matter and also place a posting in our newsletter and on Facebook. Mr. Rauenzahn also asked what the plans are for repairs for the road and sidewalk on Croll Street.

Ms. Alane Falcone questioned protocols regarding council answering questions asked from visitors, and discussion of executive sessions. Ms. Falcone also asked about shoveling of a path in the grass if resident has no sidewalk.

Mr. Patrick Rauenzahn asked if someone is injured walking on road as there is no sidewalk or path shoveled in grass during snow who would be responsible.

Ms. Carol Cook asked for an update on the previously discussed non-native plants that were planted in the new park. Mr. Charley Myers with Barry Isett & Associates explained how these plants were chosen for the park.

COMMUNICATIONS

No Report

MAYOR'S REPORT

Mrs. Moll made a motion to approve the continuation of weekly Disaster Declarations until further notice as needed. Ms. Kunkel seconded this motion passing unanimously.

Mayor Biltcliff stated that trunk or treat was an amazing event and he was glad to see everyone throughout town having a great time trick or treating.

SOLICITOR'S REPORT

Ms. Lorah made a motion to adopt Ordinance 5-2020, setting the speed limit to 15 mph on Callowhill Street from Weis Street to West Franklin Street. Ms. Kunkel seconded this motion passing unanimously.

Solicitor London presented council with an update on the East Penn Trailer Parking Expansion Project. She noted based on the review by Hanover Engineering there is no stormwater impacts anticipated. Ms. London stated that the plan will need to be signed by both the Planning Commission and Borough Council.

Mrs. Moll made a motion to authorize Barry Isett & Associates to prepare a legal description and Solicitor London to prepare the deed of dedication for the Longswamp Township sewer lines located on Freehall Street and Woodside Avenue. Mr. Beck seconded this motion passing unanimously.

BOROUGH MANAGER

Ms. Stacy Milo presented council with account balances for the Borough of Topton bank accounts.

Ms. Stacy Milo shared with council that the Topton Fireman's Relief Association compliance audit for 01/01/2017 to 12/31/2019 has been completed.

Mrs. Moll made a motion to authorize Borough Manager Stacy Milo to execute the Cares Act Grant Funding Agreement. Ms. Lorah seconded this motion passing unanimously.

Ms. Stacy Milo presented a revised proposed 2021 budget to borough council. Mr. Jost noted that he had been in contact with the Topton Fire Department and they are requesting that the fire hydrant at Main Street and Cleveland Street be repaired.

COMMITTEE REPORTS

Public Affairs Committee – (Ms. Kunkel)

Ms. Kunkel spoke in regards to Trunk or Treat and that all seemed to have a good time. Ms. Kunkel also stated that the community unity board located along the pool fence on Weis Street has had good sayings and artwork and she hopes the community continues to use it.

Personnel Committee – (Mr. Stauffer)

No Report

Finance Committee – (Mrs. Moll)

Mrs. Moll made a motion to pay the bills as presented. Ms. Kunkel seconded this motion passing unanimously.

Mr. Beck made a motion to approve the borough office to acquire a credit card with the users to be Stacy Milo, Trynda Schoonover, Scott Steltz and Caitlin Moll. Ms. Lorah seconded this motion passing unanimously.

Mrs. Moll made the motion to make Stacy Milo the administrator on the new borough credit card. Ms. Kunkel seconded this motion passing unanimously.

Ms. Lorah made a motion to set the credit limit on the new credit card for all 4 users to \$5,000.00 each. Mr. Beck seconded this motion passing with a 6 to 1 vote with Mr. Jost in the negative.

Borough council discussed the Ford Escape which is the office vehicle. Council requested borough manager to obtain the payoff for this vehicle and then they would like to look at placing the vehicle up for bid.

Mrs. Moll made a motion to tentatively adopt the proposed 2021 budget, which includes no tax increases as presented by Borough Manager Stacy Milo and to advertise said budget to place on public display prior to adoption at the December 14th, 2020 council meeting. Ms. Lorah seconded this motion passing unanimously.

Property Committee – (Mr. Jost)

No Report

Parks & Recreation Committee – (Mr. Bower)

Borough Council discussed the TASA construction budget that was presented by Barry Isett & Associates. After further discussion council chose to table this discussion till the next council meeting and requested Barry Isett & Associates to research additional options.

Ms. Lorah made a motion to approve the purchase of 7 security cameras (6 for park and 1 for office). Ms. Kunkel seconded this motion passing unanimously.

Mr. Bower discussed with council the locking of the basketball court and playgrounds. Mr. Bower noted he does not feel these should be locked. After discussion council stated they would like a timer placed on the lights to have them turn off at 10pm.

Council requested more trash/recycling cans to be placed around the new park.

Streets Committee – (Ms. Lorah)

No Report

Utility Committee – (Mr. Beck)

No Report

ENGINEER'S REPORT

1. Annual Reporting

No Updates this month, next action items will be the end-of-year reporting.

2. DEP MS-4

Barry Isett MS4 Coordinator to schedule a meeting with Borough Manager after the Thanksgiving holidays to review the MS4 permit. Discussions shall include overview of the permit requirements, partnerships with other agencies to help fulfill portions of the permit, and any key benchmarks upcoming in the next year.

Berks County MS4 Steering Committee Meeting – Isett attended Zoom meeting on October 15th.

- Video contest - With the traditional in-person schedule of schooling changing due to Covid guidelines, the anticipated video contest for public education and outreach has been postponed to January 2021.
- Educational handouts – website has been updated with educational outreach materials available here:
<https://www.co.berks.pa.us/Dept/Planning/Pages/MS4%20Educational%20Documents.aspx>

- Staff Training - exploring more training opportunities suitable for municipal staff and solicitors to better understand the State's MS4 program.
- Guest Speaker – information on the County's Dirt, Gravel and Low Volume Road grant program. <http://berkscd.com/dirt-gravel-road-program/>

3. Topton Transportation Alternatives Trail Connection Project

- The project was resubmitted to DEP and BCCD as per administrative comments that were received from DEP (Wetland permitting). It is currently under review.
- We received an approval letter for the Foundations report from the third party bridge review. The Foundation Plans are being resubmitted for final acceptance this week (Foundation report required minor revisions to plans/specs).
- We received comments on the design plan set that was submitted for review. We plan to resubmit in the next few weeks.
- The construction budget is being reviewed with the Borough to reduce scope and out of pocket costs.

4. New Public Water Well

We have prepared and initial assessment of the well location within the field near Hoch Ave. The site is underlain by Carbonate geology as suggested in the prior well location report. Given the high yield of the nearby geothermal well it is more likely that this location will also provide a higher yield; however, it is recommended that a fracture trace analysis be performed to maximize the potential yield. The Wellhead Protection radius will likely be between 100 and 200 feet. The use of herbicides and pesticides will likely be prohibited within the Wellhead Protection Zone, and it is not clear that any farming would be permitted. The State required "control" of the property within the Wellhead Protection Zone, which implies that an easement maybe acceptable, but this should be confirmed with the DEP during a pre-application meeting. In addition to the well, there will need to be a structure to house equipment associated with the well and cross-connection to the water supply. An access road will also be required to provide routine maintenance and ingress to the structure. Borough to discuss with farmer for access.

5. Transfer of Sewer Lines from Longswamp Township to Topton

The repair work was completed October 23, need videos and reports back to finalize acceptance.

6. Washington Street Pumping Station

Fieldwork is complete. Preliminary design has been completed for a station to be built in place of the existing station. Costs are being gotten from several contractors and suppliers, we are expecting cost packages back near the end of the year.

OLD BUSINESS

Mr. Bower noted that the buddy bench that was on display at the meeting that was donated by the Brandywine Task Force in collaboration with Mrs. Levengood's 5th grade homeroom class of 2026, will be installed at the new Topton Memorial Park.

ADJOURNMENT

Council adjourned at 8:50PM on a motion by Ms. Lorah, seconded by Mrs. Moll.

Next Borough Council meeting will be held on December 14th, 2020, at 7:00PM.

Respectfully Submitted
Sherry Palinkas
Administrative Assistant