

**MINUTES OF THE
TOPTON BOROUGH COUNCIL
Monday February 8th, 2021**

Members of the Tipton Borough Council met on Monday, February 8th, 2021 at 7:00 P.M. for the regularly scheduled monthly meeting 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. Beck, Mr. Stauffer, Mrs. Moll and Mr. Polinsky. Solicitor London and visitors were also in attendance.

Financial Presentation

PFM Financial Advisors, LLC presented Borough Council with information and answered any questions regarding opportunities to refinance two current long-term loans. Mrs. Moll made a motion to authorize PFM Financial Advisors, LLC to prepare a request for proposal for a bank loan/general obligation note. Mr. Polinsky seconded this motion passing unanimously.

APPROVAL OF MINUTES

On a motion by Mr. Polinsky, seconded by Mrs. Moll the minutes of January 11th, 2021 were approved unanimously.

POLICE REPORT

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

HEARING OF VISITORS

Mr. Scott Gould, Postmaster of the Borough of Tipton U. S. Post Office, discussed with council his concern for his employee's safety while delivering mail. He noted this is of particular concern on Weis Street where there are no sidewalks, which causes his employees to have to walk on Weis Street if an area is not cleared on the grass for them to walk. Council and Mr. Gould discussed possible options to bring attention to this matter with the community. The Borough will mail letters to the homeowners and post information in our newsletters and on our social media asking for assistance from homeowners with this matter.

Ms. Alane Falcone noted what a great job the borough employees did with plowing the roads during snow storm.

COMMUNICATIONS

Mr. Bower noted what a fantastic job the borough employees did with plowing and that they will

continue to work on getting all streets cleared.

Ms. Stacy Milo noted that the 2019 Tax Collector Audit has been completed and a copy was electronically distributed to Council and a physical copy will be placed in their folders.

Ms. Stacy Milo noted she sent an electronic copy of the Topton Fire Company Report to all council members.

Ms. Stacy Milo stated she sent the 2019 Liquid Fuel Audit electronically to all of council as well.

Borough Manager Stacy Milo shared a request received from Girl Scout Troop #11098 to use the pool parking lot to hold a drive through cookie booth. After further discussion Mrs. Moll made a motion to allow usage of the pool parking lot to the whole local Girl Scout Unit for the weekends starting February 13th, 2021 through March 21st, 2021. Ms. Lorah seconded this motion passing unanimously.

MAYOR'S REPORT

Mrs. Moll made a motion to approve the continuation of weekly disasters until further notice as needed. Mr. Polinsky seconded this motion passing unanimously.

Mr. Biltcliff discussed the snow emergency for the storm along with issues he saw regarding snow blowing and shoveling into the roadway. He also commended the great job the borough employees did with road clearing.

SOLICITOR'S REPORT

Solicitor London gave an update on the Deeds of Dedication for the Freehall Street and Woodside Avenue sewer lines.

Ms. London updated Council on the Stormwater Management Ordinance. After further discussion Ms. Lorah made a motion to authorize Solicitor London to advertise this ordinance for adoption in March. Ms. Kunkel seconded this motion passing unanimously.

Solicitor London discussed revisions for the current Quality of Life Ordinance including adding non-residential to the storage of vehicles, shoveling around fire hydrants on private properties, and shoveling snow onto sidewalks. After further discussion Ms. Lorah made a motion to authorize Solicitor London to prepare draft revisions and advertise for adoption in March. Mrs. Moll seconded this motion passing unanimously.

Solicitor London discussed with council the 2018 International Property Maintenance Code. Mr. Polinsky made a motion to authorize Solicitor London to prepare a draft ordinance adopting the 2018 International Property Maintenance Code. Mr. Beck seconded this motion passing unanimously.

Solicitor London discussed vaccine policies for employees.

BOROUGH MANAGER

RESOLUTION 15-2021 – Appointing Sherry Palinkas as Borough Secretary
Motion made by Mrs. Moll, seconded Ms. Kunkel passing unanimously.

RESOLUTION 16-2021 – Disposition of Certain Nonpermanent Records
Motion made by Ms. Lorah, seconded Mr. Polinsky and passing unanimously.

RESOLUTION 17-2021 – Appoint Borough Manager, Stacy C. Milo, to Berks County
Cooperative Purchasing Council.
Motion made by Mr. Beck, seconded Mrs. Moll passing unanimously.

Ms. Lorah made a motion to approve the proposed COVID-19 Virus Employee Policy. Mr. Polinsky seconded this motion passing unanimously.

Ms. Stacy Milo discussed direct deposit for all employees with Council. This item was tabled until the March meeting.

Borough Manager discussed possible budget revisions for items public works are in need of including a small snow plow, a leak detector, and first aid items. Ms. Stacy Milo will present a budget revision for the March meeting.

COMMITTEE REPORTS

Public Affairs Committee – (Mr. Bower)

No Report

Personnel Committee – (Mrs. Moll)

Mrs. Moll discussed possible seasonal employment opportunities for the 2021 season.

Finance Committee – (Ms. Kunkel)

Mrs. Moll made a motion to formally ratify the electronic vote taken on January 14th, 2021 for the January monthly bills. Mr. Polinsky seconded this motion passing unanimously.

Ms. Kunkel made a motion to approve the list of bills and transfers as presented on February 8th, 2021. Mrs. Moll seconded this motion passing unanimously.

Ms. Kunkel made a motion to revise those authorized to be signors on all bank accounts and credit cards to remove Caitlin Moll and replace with Monica Kunkel. Mr. Polinsky seconded this motion passing unanimously.

Property Committee – (Mr. Stauffer)

No Report

Parks & Recreation Committee – (Ms. Lorah)

Mrs. Schoonover noted that the security cameras will be installed February 24th through February 26th.

Mrs. Schoonover discussed two upcoming scheduled events including Coffee & Cocoa with a Cop on March 27th and Tidy up Topton scheduled for April 17th.

Mrs. Schoonover noted the Berks-Mont News did an article featuring our Community Unity Board.

Mrs. Schoonover discussed the Moon Tree contest.

Mrs. Schoonover announced that the new picnic tables have arrived and the pavilion rental is now available for rentals per CDC guidelines.

Mrs. Schoonover discussed with Council plans for the old picnic tables. Mrs. Schoonover will be in touch with schools and local municipalities to see if they would be interested in them.

Mrs. Schoonover and council discussed the opening of the Topton Memorial Pool for the 2021 season. After further discussion council directed Mrs. Schoonover to advertise for employment for seasonal employees.

Streets Committee – (Mr. Polinsky)

Mr. Polinsky discussed an audit of all stop signs within the Borough of Topton.

Mr. Polinsky also discussed extension of no parking areas at corner of Smith Street and Haas Street. The Borough of Topton will research if there are any other areas that are in question.

Mr. Polinsky discussed a possible partnership with Longswamp Township, Rockland and Hereford to jointly purchase, maintain, and use a paving machine. Council agreed this item should be looked into further.

Mr. Beck discussed that the Trinity Lutheran Church would like to move the location of their handicapped parking space. Mr. Polinsky will look into this handicapped parking space.

Mr. Polinsky discussed the plowing of the streets within the Borough of Tipton.

Utility Committee – (Mr. Beck)

Mr. Beck discussed a meeting that was held regarding a possible new well designation area at the Tipton Fire Company.

ENGINEER'S REPORT

1. Annual Reporting

PADEP:

A review of the sewage treatment plant loading through November shows that thus far in 2020 the average daily flow is 0.192 MGD and the average organic loading is 611 lbs./day. The maximum monthly organic loading occurred in September at 727 lbs./day. The rated capacities are 0.300 MGD and 750 lbs./day. The 2020 Chapter 94 Report will not project any overloads. The Chapter 94 Report (Waste Load Management) is due to be submitted to DEP by March 31, 2021.

DRBC:

The Annual Effluent Monitoring Report was submitted to the DRBC on January 28, 2021.

2. DEP MS-4

MS4 Annual Report to DEP – Isett reviewed status of completed MS4 task items for the 2020-2021 permit year and prepared a summary report for the Borough, distributed on 02/03/2021.

The Borough has increased its efforts in public education and outreach the past year, including a variety of topics and target audiences. A majority of the permit requirements have been met, putting the Borough in good position for the rest of the permit months. Staff training items remain a challenge for many MS4 communities during COVID and

public gathering restrictions. Isett will continue to forward opportunities for MS4 training when they become available.

Berks County MS4 Steering Committee Meeting

The 1st quarter meeting was held virtually on 01/21/2021. More detailed information about the meeting items were provided to the Borough on 1/29/2021.

- 1) **Guest speakers from SRI program** at Albright College discussed the program's student teams which are being developed for mentoring opportunities and watershed research. The program has multiple areas of watershed studies for students in grades 5-12.
- 2) **ChemSweep program** – disposal opportunity for left over pesticide products to be collected and disposed of properly at EPA approved incinerators or hazardous waste landfills
- 3) **Rain Barrels** – BCCD offering rain barrel workshops. Borough would be responsible for advertisement and hosting the event. Can be in-person or virtual.
- 4) **PSA Watershed Video Contest** – information to be issued to MS4 communities end of February. Goal is for the Borough to use this as part of their public education and outreach requirements (MCM1 and MCM2).

3. Topton Transportation Alternatives Trail Connection Project

- Currently, we are expecting to hear back from the PADEP in April.
- We received comments on the design plan set. They will be resubmitted by mid-week.
- ADA Ramp plans will be resubmitted by mid-week.

4. Toad Creek

BIA is working with the USACOE and PA F&B to provide the documentation that the PADEP needs to complete the approval of the project. This involves getting new clearance letters since the last clearance letters are now expiring..

5. New Public Water Well

We met with the Borough on January 29, 2021 regarding the potential for a well site on the Fire Company property. An initial check did not indicate red flags, we are still waiting the results of one query on hydro geology in the area.

Attached to this report is a statement of work and cost opinion.

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. Work is currently on hold.

OLD BUSINESS

Mr. Toby Bower discussed a possible gift basket for the local artist(s) who is/are doing the artwork on the community unity board.

Ms. Kunkel discussed the auction of the old BB&T property located within the borough and possible purchase by the Borough of Topton.

Mayor Biltcliff reminded all that the Topton Fire Company will be holding a fundraiser on Friday, February 12th and Saturday, February 13th with Vince's Cheesesteaks and The Perk Up Truck.

Ms. Carol Cook questioned the status of the Ford Escape. Ms. Milo noted we are still waiting to receive the title from PennDOT.

Ms. Alane Falcone questioned the document destruction. It was noted these are files that are allowed for record destruction following the Pennsylvania Historical Municipal Commission's guidelines and manual.

ADJOURNMENT

Council adjourned at 9:32PM on a motion by Ms. Lorah, seconded by Mrs. Moll.

Next Borough Council meeting will be held on March 8th, 2021, at 7:00PM.

Respectfully Submitted
Sherry Palinkas
Borough Secretary