

**MINUTES OF THE
TOPTON BOROUGH COUNCIL
Monday January 11th, 2021**

Members of the Tipton Borough Council met on Monday, January 11th, 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 and Mrs. Moll. Solicitor London and visitors were also in attendance.

Council President Toby Bower announced the revised committee chair reorganization as follows:

Steve Beck – Utility
Monica Kunkel – Finance
Caitlin Moll – Personnel
Kap Stauffer – Property
Michelle Lorah – Parks & Recreation
Toby Bower – Public Affairs
Vacant (newly appointed council member) – Streets

Ms. Lorah made a motion to open nominations for the vacant council position. Mrs. Moll seconded this motion passing unanimously.

Mr. Stauffer made a motion to nominate Mr. Ethan Polinsky. Mr. Bower seconded this motion.

Ms. Kunkel made a motion to nominate Mr. Eric Stoudt. Mrs. Moll seconded this motion.

Mr. Stauffer made a motion to close nominations.

A roll call vote was taken for the first nominee, Ethan Polinsky.

Mr. Stauffer-yes
Ms. Kunkel-no
Mr. Beck-yes
Mr. Bower-yes
Ms. Lorah-no
Mrs. Moll-no
Mayor Biltcliff-yes

The motion to appoint Ethan Polinsky to the vacant position on borough council to be held until January 2022 reorganizational meeting of borough council (by Resolution #14-2021).

Mr. Polinsky was sworn in by Mayor Thomas Biltcliff.

Mr. Stauffer recognized the passing of previous council member Mr. Robert Arndt.

APPROVAL OF MINUTES

On a motion by Mr. Beck, seconded by Mr. Bower the minutes of December 14th, 2021 were approved unanimously.

POLICE REPORT

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

HEARING OF VISITORS

None

COMMUNICATIONS

None

MAYOR'S REPORT

Mayor Biltcliff noted he met with Borough Manager Stacy Milo and Police Chief Stinsky to discuss procedures for future snow emergencies.

SOLICITOR'S REPORT

Mrs. Moll made a motion to accept the deeds of dedication for sewer lines located on Woodside Avenue and Freehall Street in Longswamp Township. Ms. Lorah seconded this motion passing unanimously.

BOROUGH MANAGER

Ms. Milo noted the new bidding thresholds for municipalities.

- Below \$11,500.00 requires no bidding or quotations
- Between \$11,500.00 and \$21,300.00 requires three quotations
- Over \$21,300.00 requires formal bidding

RESOLUTION 1-2021 – Appointment of Borough Engineer

Motion made by Mr. Stauffer, seconded Mr. Beck passing unanimously

RESOLUTION 2-2021 – Appointment of Borough Solicitor

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

RESOLUTION 3-2021 – Appointment of Borough Auditor
Motion made by Mr. Stauffer, seconded Mrs. Moll passing unanimously

RESOLUTION 4-2021 – Establishing fees for the filing of permits and licenses
Motion made by Mrs. Moll, seconded Ms. Kunkel passing unanimously

RESOLUTION 5-2021 – Adoption of Property Maintenance Code Fee Schedule
Motion made by Ms. Lorah, seconded Mr. Polinsky passing unanimously

RESOLUTION 6-2021 – Declaring Bank Depositories
Motion made by Mr. Stauffer, seconded Ms. Kunkel passing unanimously

RESOLUTION 7-2021 – Appointment of Chief Administrative Officer, Pension Fund
Motion made by Mrs. Moll, seconded Mr. Polinsky passing unanimously

RESOLUTION 8-2021 – Appointment of the Borough Treasurer
Motion made by Mr. Stauffer, seconded Mr. Beck passing unanimously

RESOLUTION 9-2021 – Appointment of Borough Manager
Motion made by Ms. Lorah, seconded Ms. Kunkel passing unanimously

RESOLUTION 10-2021 – Appointment of Zoning Officer
Motion made by Mr. Stauffer, seconded Mrs. Moll passing unanimously

RESOLUTION 11-2021 – Appointment of Tax Collection Committee
Motion made by Mrs. Moll, seconded Mr. Polinsky passing unanimously

RESOLUTION 12-2021 – Reimbursing employee mileage
Motion made by Ms. Lorah, seconded Mr. Beck passing unanimously

Ms. Milo discussed a resolution to authorize the payment of bills and transfers between to council meetings. This discussion was tabled.

Ms. Kunkel made a motion to authorize Toby Bower and Stacy Milo to sign the 2021 audit agreement with RKL. Mrs. Moll seconded this motion passing unanimously.

Ms. Milo discussed with council the proposed COVID-19 policy. Council made an addition to this policy to pay full salary to employees who are required to quarantine due to COVID-19 retroactive to January 1st, 2021. The adjusted policy will be presented at February's council meeting for approval.

Ms. Milo discussed possible budget revisions. At this time no action was taken.

COMMITTEE REPORTS

Public Affairs Committee – (Ms. Kunkel)

Ms. Kunkel stated she is glad to see the continued usage of the community unity chalkboard.

Personnel Committee – (Mr. Stauffer)

No Report

Finance Committee – (Mrs. Moll)

Mrs. Moll made a motion to approve the list of bills and transfers dated January 11, 2021 and to review any necessary changes to the list on January 12, 2021 and vote to approve the revisions via electronic mail. Ms. Kunkel seconded this motion passing unanimously.

Property Committee – (Vacant)

No Report

Parks & Recreation Committee – (Mr. Bower)

Council discussed the damages to the gates at both the basketball court and playground. These gates are scheduled to be repaired with industrial hinges.

Mr. Beck asked for an update on installation of security cameras at the park.

Streets Committee – (Ms. Lorah)

Council discussed snow emergency procedures.

Council also discussed amending the requirements for clearing of paths on properties to include pathway on grass lots with no sidewalks. No action was taken on this discussion.

Ms. Lorah made a motion to have the Solicitor prepare a draft amendment to the Quality of Life Ordinance to add “non-residential”. Ms. Kunkel seconded this motion passing unanimously.

Utility Committee – (Mr. Beck)

Council stated there is a possible new property to be considered for adding an additional municipal well. This matter will be tabled until the February meeting.

Ms. Palinkas discussed the current amount outstanding from delinquent water/sewer accounts with Council and how the proposed delinquent process will work. Council discussed the fees contained in the proposed resolution. Mr. Beck made a motion to approve Resolution 13-2021, Water and Sewer delinquent process and fees. Ms. Lorah seconded this motion passing unanimously.

Ms. Lorah made a motion to approve the reinstatement of water and sewer terminations starting with the January 2021 invoice. Mr. Polinsky seconded this motion passing unanimously.

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 is due to be submitted to the DRBC by January 31, 2021. This will be submitted once we receive the data from December.

2. DEP MS-4

MS4 Annual Report to DEP – On 01/04/21, the Borough received acceptance letter from DEP on Topton's submitted MS4 Annual Report, covering the June 2019 – June 2020 period (year 2 of permit). DEP advised the Borough to continue its on-going MS4 work. An MS4 overview meeting is scheduled for January 26th with the Borough Manager. Meeting will review MS4 task items already completed, and items that remain for completion by June 30, 2021. Items completed by June 30th can be credited for the next annual report submission.

Berks County MS4 Steering Committee Meeting – The 1st quarter meeting is scheduled for 01/21/21.

3. Topton Transportation Alternatives Trail Connection Project

- Currently, we are expecting to hear back from the PADEP in April.
- Bridges: With the foundation plans were approved, we are in the process of getting the final stamp and seal so they can be submitted to the PennDOT. From there, they can be assigned their structure numbers.
- The design plan set was resubmitted last week for review. We are waiting for comments.
- ADA Ramps were submitted to PennDOT at the end of December and we received comments. We are working through the comments and will be resubmitting within the next few weeks.

4. New Public Water Well

We have prepared an 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

Descriptions are underway and expected for January Meetings.

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.

Mr. Charley Myers noted that no notice was received from Miller’s Sanitary Service regarding an increase for sludge hauling. The current contract will have an automatic renewal for 2021.

OLD BUSINESS

None

ADJOURNMENT

Council adjourned at 9:12PM on a motion by Ms. Lorah, seconded by Mrs. Moll.

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

Respectfully Submitted
Sherry Palinkas
Administrative Assistant