

**MINUTES OF THE
TOPTON BOROUGH COUNCIL MEETING
Monday, June 14th, 2021**

Members of the Tipton Borough Council met on Monday, June 14th, 2021 at 7:03 P.M. at Borough Hall for the regularly scheduled monthly meeting. The meeting was called to order by Council President 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 Joan London, Engineer Charley Myers, Police Chief Stinsky and visitors were also in attendance.

Mr. Bower noted an executive session was held prior to tonight's meeting to discuss personnel matters and potential litigation.

APPROVAL OF MINUTES

On a motion by Mr. Beck, seconded by Mrs. Moll, the minutes of May 10th, 2021 were approved unanimously.

COMMUNICATIONS

Mr. Bower shared with council and visitors that previous council member Dale Cullin passed away.

After further discussion, Borough Council approved Tipton Community Outreach Club's request to hold the annual Halloween parade on Saturday October 9th, 2021.

Ms. Milo discussed a request from Berks County Conservation District to add trees along the BHASD Toad Creek area and use existing grant funding; the work could be performed during the TASA project. Barry Isett & Associates will prepare a change order for the next meeting.

Ms. Milo shared a request received from Ms. Ashlyn Giadosh regarding creating a blessing box to possibly be staged in the borough office foyer. Borough Council discussed this and requested Ms. Giadosh return to give responses to Council's questions at the July meeting.

Ms. Milo announced that the borough office received a resignation from Mr. William Moyer from his position on the Tipton Municipal Water Authority.

Ms. Milo shared with Council a request received from Brandywine Heights Area School District for a donation for their 4th annual community service day project. Council requested Ms. Milo research the Borough's 2019 donation and report back at the July meeting.

Ms. Milo shared a request received from Service Access and Management for a complimentary seasonal pass for a family in need. Mr. Polinsky made a motion to approve this request, seconded by Ms. Lorah passing unanimously.

Mr. Bower noted he had received a letter from Dan Hoffstetter requesting the use of the Broad Alley fields to hold a block party on Sunday, September 12th, 2021 from 3-7pm. After further discussion, Mr. Polinsky made a motion to approve this request, Mrs. Moll seconded this motion passing unanimously.

Mr. Polinsky shared with Council his idea to partner with Brandywine Heights PTA to hold a backpack drive. He requested the use of the borough hall as a collection site for the backpacks. Council agreed to have the collection site at the borough conference room or foyer.

MAYOR'S REPORT

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

POLICE REPORT

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

HEARING OF VISITORS

Ms. Louise DiMattio with Brandywine Community Library thanked Borough Council for their support. Ms. DiMattio also gave updates on the library and their events.

Ms. Margaret Reign offered to volunteer for the borough around the community. Ms. Lorah noted she would be in touch with Ms. Reign to discuss volunteer work.

Mr. Jack Rauenzahn discussed with council matters regarding grass and weed issues with his neighbor.

Mr. Bob Rauenzahn spoke regarding setbacks for fences and other accessory buildings and the previous requirements of applying for a variance.

Ms. Carol Cook requested recommendations from Council of proper procedure she should take to have her fence repaired by the borough's tree service company, who caused damage while removing a sycamore tree. It was recommended that Ms. Cook contact R & R Tree Service's insurance provider.

SOLICITOR'S REPORT

Ms. London discussed the proposed ordinance for UCC Countywide Appeals Board Ordinance. Ms. London noted an ordinance is not required, only a resolution is required. Mr. Polinsky made a motion to adopt Resolution 21-2021. Mr. Beck seconded this motion passing unanimously.

Ms. London presented to Council the temporary construction easement agreements for the Toad Creek Phase II project.

Ms. Kunkel made a motion to approve the temporary construction easement agreement for 211 East Franklin Street. Ms. Lorah seconded this motion passing unanimously.

Ms. Lorah made a motion to approve the temporary construction easement agreement for 1 South Home Avenue. Mr. Polinsky seconded this motion passing unanimously.

BOROUGH MANAGER

Ms. Milo presented updated quotes for borough hall security systems. After further discussion, Council requested Ms. Milo to confirm monthly pricing and quote for additional fob/panic button for the pool.

Ms. Milo discussed the need to designate an authorized codes official to handle the Borough's quality of life ordinance violations. After discussion, Ms. Lorah made a motion to name the Parks & Recreation Coordinator as the quality of life code official and the Borough Manager as the alternate. Mrs. Moll seconded this motion passing unanimously.

Ms. Milo noted the Pennsylvania DCED application portal was used to apply for the COVID-19 ARPA allocated funds and was completed. Mrs. Moll made a motion to ratify the approval of Ms. Milo completing and signing this application. Mr. Polinsky seconded this motion passing unanimously.

Ms. Milo updated Council on recent meetings with Berks County Planning Commission, Brandywine Heights Area School District and Callowhill Street Residents, as well as with Source Water Protection Committee.

COMMITTEE REPORTS

Public Affairs Committee – (Mr. Bower)

Mr. Bower discussed the current COVID-19 policy for employees and the public on Borough property in regards to mask wearing. After further discussion regarding the updated Pennsylvania Department of Health and CDC recommendations, Council agreed to lift the borough's mask mandate for employees and the public as of June 28th, 2021.

Personnel Committee – (Mrs. Moll)

Mrs. Moll made a motion to hire Mr. Randy Sicher for the position of Public Works/Water Plant Operator. Mr. Polinsky seconded this motion passing unanimously.

Finance Committee – (Ms. Kunkel)

Ms. Kunkel reviewed the borough account balances presented by borough manager, treasurer:

Treasurer’s Report for June 14, 2021:

Bank Statement Balances as of 05/31/2021:		On-Line Bank Account Balances as of 06/11/2021:
General Account:	\$ 454,403.01	\$ 674,822.07
Water Account:	\$ 164,545.26	\$ 98,921.15
Sewer Account:	\$ 93,290.22	\$ 17,083.27
Reeds Beds – Sewer	\$ 5,000.10	\$ 4,988.62
Pool Account:	\$ 10,900.51	\$ 21,134.02
Payroll:	\$ 23,248.45	\$ 23,425.83
Recreation/Park Project:	\$ 660,643.32	\$ 609,446.91
Liquid Fuels:	\$ 232,308.54	\$ 232,308.54
Fire Fund:	\$ 89,523.36	\$ 90,244.81
Ambulance Fund:	\$ 37,215.89	\$ 37,770.95

Ms. Kunkel made a motion to approve the list of bills and transfers as presented on June 14th, 2021. Ms. Lorah seconded this motion passing unanimously.

Property Committee – (Mr. Stauffer)

Mr. Stauffer made a motion to accept the bid offer received from Mr. Robert Zimmerman for the 2019 Ford Escape in the amount of \$20,150.00. Mr. Beck seconded this motion passing unanimously.

Parks & Recreation Committee – (Ms. Lorah)

Ms. Lorah presented Council with a pool membership update.

Ms. Lorah also discussed the current status of the TASA project. Mrs. Michelle Stoudt asked for the amount of costs to date for this project. Ms. Milo will supply the information to Mrs. Stoudt.

Ms. Lorah spoke in regards to the vandalism around the Topton Memorial park.

Ms. Lorah also reminded Council and visitors of the belated bash that will be held on Sunday June 20th, 2021 from 11am-9pm.

Streets Committee – (Mr. Polinsky)

Mr. Polinsky made a motion to approve the fees of \$3,750.00 presented by Barry Isett & Associates to authorize for additional services for the traffic calming study on Callowhill Street.

Mr. Polinsky discussed with Council stop signs and no parking areas.

Mr. Polinsky made a motion to create a committee to work with PennDOT's LTAP program for traffic calming. Ms. Lorah seconded this motion passing unanimously.

Utility Committee – (Mr. Beck)

Council discussed the current accounts receivable report. Mr. Stauffer requested the termination date for the current past due bills be changed to July 6th, 2021.

Mr. Stauffer made a motion to not take any further requests for water and sewer service for Longswamp Township residents. Mr. Beck seconded this motion passing unanimously.

Mr. Stauffer made a motion to deny and revoke approval to the prior request received from Longswamp Township for water and sewer services to the Longswamp 7 residents. Mr. Beck seconded this motion passing unanimously.

Mr. Stauffer made a motion to authorize Solicitor London to prepare a letter notifying Longswamp Township that the current agreement for water and sewer services for Freehall Street, which expires on May 5th, 2024, as well as Woodside Avenue agreement, which expires August 22nd, 2026, will not be renewed. Mr. Beck seconded this motion passing unanimously.

Mr. Stauffer made a motion to prepare a letter to all residents of Longswamp Township, who currently receive water and/or sewer services from the Borough of Topton, stating that services will be terminated at the end of the current agreement. Mrs. Moll seconded this motion passing unanimously.

Mr. Stauffer noted that no water/sewer service interruption will affect the Topton Lutheran Home or Brandywine Heights High School.

ENGINEER'S REPORT

1. DEP MS-4

MS4 Annual Report to DEP – Any MS4 related items completed by June 30th shall be included in the Borough's annual report to DEP. Items after June will be fall under next year's reporting period.

Isett to prepare a draft MS4 annual report in August for the Borough to review. Final report with supplemental documents to be submitted to DEP Southcentral office by September 30th.

Brandywine Elem School Property – Isett was notified of the Borough receiving public complaints regarding property housekeeping issues during construction activities. Our office is preparing a review of the long-term Operation & Maintenance tasks by the school and to highlight additional overlap with MS4 requirements.

Student Coordination Toad Creek – being coordinated by Borough Manager,

Berks County MS4 Steering Committee - next meeting Thursday, July 15th

- **Penn State Extension webinar series** – reminder that the PSU Extension page has a variety of online webinars that may be of interest for Municipal staff or for local residents.
- <https://extension.psu.edu/water/urban-and-residential-stormwater>

2. Topton Transportation Alternatives Trail Connection Project

- Full DEP response made 6/4/2021.
- There is a meeting with PennDOT on June 14 and June 28 at the Borough.
- Current schedule is to bid the project in August/September 2021.

3. Toad Creek

Schedule for the project is as follows:

Potential Award	May 10, 2021
Notice of Award	May 11, 2021
Preconstruction Meeting	June 29, 2021
Construction Start	June 29, 2021

Substantial Completion by September 15, 2021
Grant Remaining - \$194,518.48
Engineering Inspection Estimate - \$5,000
Construction Cost Estimate w/20% Contingency - \$187,044.00
Contractor is Stonewood at \$90,000.
Need construction easements before work start.

4. New Public Water Well

The Borough met with the Fire Company and received some information about the property and its transfer from the Township that needs to be investigated.

5. Washington Street Pumping Station

Projected project schedule is as follows:

PADEP Permitting	June through August 2021
Finalize Bid documents	September 2021
Bid Project	October 2021
Construction – Manufacture	January through May 2022
Construction – Field	June 2022
Shakedown/Finish	July 2022

OLD BUSINESS

No Report

ADJOURNMENT

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

Next Borough Council meeting will be held on July 12th, 2021, at 7:00PM.

Respectfully Submitted,
Sherry Palinkas
Borough Secretary