

**MINUTES OF THE
TOPTON BOROUGH COUNCIL MEETING
Monday, July 12th, 2021**

Members of the Tipton Borough Council met on Monday, July 12th, 2021 at 7:00 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, Ms. Kunkel, Ms. Lorah, Mr. Bower, Mr. Stauffer and Mr. Polinsky. Solicitor Joan London, Engineer Charley Myers, Police Chief Stinsky and visitors were also in attendance. Mrs. Moll, Mr. Beck and Mayor Biltcliff were absent.

APPROVAL OF MINUTES

On a motion by Ms. Kunkel, seconded by Mr. Polinsky, the minutes of June 14th, 2021 were approved unanimously.

COMMUNICATIONS

Mr. Bower shared with council a request received from Tri-County Hoops Basketball Organization. The request was to use the basketball court at the Tipton Memorial Park on July 26th, 2021 with a rain date of July 27th, 2021. Mr. Stauffer made a motion to approve this request and noted a certificate of insurance and hold harmless agreement must be provided to the borough office. Mr. Polinsky seconded this motion passing unanimously.

Mr. Bower also shared that Friend, Inc. would be holding their 12th Annual Brake the Cycle on August 14th, 2021. Friend, Inc. would be placing signs and using chalk paint within the borough for one of their routes. Council agreed to allow the usage of chalk paint and placement of signs within the borough on the day of the race.

Mr. Bower read a request from Miss Ella Hermany presenting her request to complete her senior project at the Tipton Memorial Pool. Miss Hermany would like to expand one of the flower beds and possibly plant a tree. After further discussion, council would like Miss Hermany to look at other options besides trees and present them at a future meeting.

MAYOR'S REPORT

Absent

POLICE REPORT

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

HEARING OF VISITORS

Mr. Robert Rauenzahn discussed with council the proposed water well in Longswamp Township and elimination of water and sewer services to Longswamp Township residents.

Mr. Rauenzahn also discussed with council the issues with the alley between Callowhill Street and Spruce Street in regards to parking, sheds and garages and garbage trucks unable to travel through this alley.

Mr. Rauenzahn asked who is responsible to clean gutters and weeds along curbs in town.

Ms. Deborah Kirby asked if police could monitor the intersection of West Franklin Street and Hoch Avenue as the amount of driver's not stopping at the intersection has increased.

Ms. Deborah Kirby also requested more pipes to be installed at the pool to be able to hold umbrellas to create more shade for patrons.

Ms. Collen Kristula discussed with council sink holes that have appeared on their property.

SOLICITOR'S REPORT

Mr. Stauffer made a motion to adopt the advertised Ordinance 5-2021, prohibiting new water and sewer system connections. Mr. Polinsky seconded this motion passing unanimously.

AN ORDINANCE OF THE BOROUGH OF TOPTON, BERKS COUNTY, PENNSYLVANIA PROHIBITING NEW CONNECTIONS NOT APPROVED PRIOR TO THE EFFECTIVE DATE OF THIS ORDINANCE BY PROPERTIES LOCATED IN MUNICIPALITIES OUTSIDE OF THE CORPORATE LIMITS OF THE BOROUGH OF TOPTON TO THE BOROUGH PUBLIC WATER AND SEWER SYSTEMS.

Solicitor London discussed and reviewed the proposed updated fire loss ordinance. Council will review and discuss further at the August Council meeting.

Solicitor London updated council on communications with Longswamp Township in regards to the water well. She also noted she has been in communication with their Solicitor. Ms. London also presented council with a draft letter to be sent to residents of Longswamp Township regarding their water and sewer service.

BOROUGH MANAGER

Ms. Milo presented council with update borough hall security quotations as requested. After further discussion, council approved for Ms. Milo to acquire the services through Security Service.

Ms. Milo informed council that she had Lehigh Valley Center for Independent Living complete an accessibility audit on the borough properties located at the Topton Memorial Park, Topton Memorial Pool and the borough hall and office. A report will be sent to the borough within the next couple of weeks.

COMMITTEE REPORTS

Public Affairs Committee – (Mr. Bower)

Mr. Bower noted he received great feedback on the Belated Park Bash that was held on June 20th, 2021.

Personnel Committee – (Mrs. Moll)

Absent

Finance Committee – (Ms. Kunkel)

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

Treasurer’s Report for July 12, 2021:

Bank Statement Balances as of 06/30/2021:
07/12/2021:

On-Line Bank Account Balances as of

General Account:	\$ 711,987.34	\$ 696,758.83
Water Account:	\$ 84,809.44	\$ 76,239.34
Sewer Account:	\$ 6,952.70	\$ 19,359.88
Reeds Beds – Sewer	\$ 4,988.86	\$ 4,977.14
Pool Account:	\$ 11,603.38	\$ 26,566.38
Payroll:	\$ 32,926.69	\$ 25,021.09
Recreation/Park Project:	\$ 627,396.80	\$ 627,396.80
Liquid Fuels:	\$ 232,320.31	\$ 232,320.31
Fire Fund:	\$ 90,245.55	\$ 90,245.55
Ambulance Fund:	\$ 37,242.53	\$ 37,242.53

Mr. Polinsky made a motion to approve the list of bills and transfers as presented on July 12th, 2021. Ms. Lorah seconded this motion passing unanimously.

Property Committee – (Mr. Stauffer)

Mr. Stauffer asked Ms. Milo for the status of the 2019 Ford Escape. Ms. Milo noted the Escape had been sold.

Mr. Stauffer asked Ms. Milo if the American Rescue Plan Act funds were received. Mr. Stauffer requested Ms. Milo place these into a separate interest bearing account.

Parks & Recreation Committee – (Ms. Lorah)

Ms. Lorah and Engineer Charley Myers updated council and visitors on the current status and budget of the TASA Project.

Ms. Lorah noted that Flamin' Dick and the Hotrods performance will take place on Sunday, July 25th, 2021 from 5-8pm at the Topton Memorial Park. Ms. Lorah made a motion to approve the closure of Callowhill Street from Weis Street to West Barkley Street and all of Oak Alley. Ms. Kunkel seconded this motion passing unanimously.

Streets Committee – (Mr. Polinsky)

Mr. Polinsky made a motion to adopt resolution 22-2021, authorizing Stacy Milo and Toby Bower to sign the Pennsylvania DCED Multimodal grant application for traffic calming and pedestrian improvements on Callowhill Street. Ms. Lorah seconded this motion passing unanimously.

Mr. Polinsky discussed with borough council the need to correct street and alley names to all match as he has noticed that there are some discrepancies among the borough maps, county maps and other mapping programs. Engineer Charley Myers noted an updated map can be sent to Berks County for them to update.

Utility Committee – (Mr. Beck)

Absent

Ms. Sherry Palinkas updated council that the current past due water and sewer accounts receivable total amount is for 3 payment plans in the amount of \$177.81, which will all be paid by July 31st, 2021. She also noted the next water and sewer bill will be mailed on July 23rd, 2021.

ENGINEER'S REPORT

1. DEP MS-4

MS4 Annual Report to DEP – Isett to prepare the draft Annual report in August and provide a copy to the Borough for review before September 1st. Final report and supporting documents to be submitted to Central DEP office by September 30th.

Brandywine Elem School Property – See attached table of Operation and Maintenance task items for the property to overlap with the Borough's MS4 permit.

Student Coordination Toad Creek – being coordinated by Borough Manager,

Berks County MS4 Steering Committee - next meeting Thursday, July 15th
Resuming in-person meeting, with option to attend virtually. Meeting location changed to Berks County Agricultural Center, Leesport PA for July.

2. Tipton Transportation Alternatives Trail Connection Project

- Our next meeting with Cristie Barry and the Borough is scheduled for Thursday (7/15).
- Since our 6/4 submission, DEP has been reaching out with additional questions/requests, we have been responding to them as we receive them.
- We will be resubmitting a response letter to the 90% Constructability review – Anticipating within the next week or two (some responses have been dependent on DEP comments that we received).
- Our current schedule to bid the project is in August/September 2021.

3. Toad Creek

Schedule for the project is as follows:

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	
Contract with is Stonewood at \$90,000.	

Two easements needed for construction of the end portion after the culvert. Both property owners initially declined to sign. Negotiations are continuing with the owner that the work would be on; and alternates are being discussed for access.

4. DCEC Multimodal Grant – Callowhill Street Calming

Project would include two speed humps with warning signs and markings, and ADA ramps with crosswalks at Barkley and Callowhill Intersection. Estimated construction costs are \$168,600. All work to be in the road ROW so no easements required.

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

Ms. Ashlyn Giadosh was not in attendance to present council with follow up discussion in regards to her proposed project.

Ms. Lorah made a motion to approve a donation of \$200.00 to Brandywine Heights Area School District for the 4th annual Community Service Day. Mr. Polinsky seconded this motion passing unanimously.

Engineer Charley Myers presented a change order and diagram for trees to be planted along Toad Creek area near Brandywine Heights Middle School per the request of Berks County Conservation District.

ADJOURNMENT

Council adjourned at 8:31PM on a motion by Ms. Lorah, seconded by Ms. Kunkel.

Next Borough Council meeting will be held on August 9th, 2021, at 7:00PM.

Respectfully Submitted,
Sherry Palinkas
Borough Secretary