

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

Executive Session

An executive session was called to order at 6:30pm to discuss potential litigation and personnel matters. The meeting adjourned at 6:45pm on a motion made by Mr. Beck, seconded by Ms. Kunkel.

Members of the Topton Borough Council met on Monday, October 11th, 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: Mayor Biltcliff, Ms. Kunkel, Ms. Lorah, Mr. Bower, Mrs. Moll, Mr. Beck and Mr. Polinsky. Solicitor Joan London, Engineer Charley Myers and visitors were also in attendance. Mr. Stauffer was absent.

APPROVAL OF MINUTES

On a motion by Mr. Beck, seconded by Mr. Polinsky, the minutes of September 13th, 2021 were approved unanimously with revisions per Borough Manager, Stacy Milo.

COMMUNICATIONS

Ms. Milo shared with council that the borough office received a newsletter and raffle tickets from the Kutztown Area Historical Society if any are interested in viewing the newsletter or purchasing raffle tickets.

Ms. Milo also shared an invitation received from the Berks County Board of Commissioners for their Municipal Government Officials breakfast.

MAYOR'S REPORT

Mayor Biltcliff thanked Topton Community Outreach Club for another successful Halloween parade held on Saturday, October 9th, 2021.

POLICE REPORT

No report was given due to the absence of Fleetwood Police.

HEARING OF VISITORS

Mrs. Michelle Stoudt requested an update on the placement of the new crosswalk at Home Avenue and Smith Street. Mr. Bower noted public works has placed this on their schedule for the near future.

Ms. Carol Cook requested an update on the water situation located at her property that was previously discussed. Borough Engineer, Mr. Charley Myers, noted that he had visited the property and is working with public works to make improvements to assist with preventing further water issues on Ms. Cook's property.

Ms. Patricia Miller asked council if there are any updates with the situation with her neighbor as she presented at the September council meeting. Mr. Bower noted at this time there is no update.

SOLICITOR'S REPORT

Ms. Lorah made a motion to adopt Ordinance 7-2021, Amendment to Fireworks Ordinance 3-2019. Mr. Polinsky seconded this motion passing unanimously.

Solicitor London noted she is finalizing Ordinance 9-2021, Act 50 Small Wireless Telecommunications Facilities. Mr. Polinsky made a motion to authorize Solicitor London to advertise Ordinance 9-2021. Mr. Beck seconded this motion passing unanimously.

Solicitor London and Borough Council continued discussion in regards to the Peace and Good Order Ordinance.

Ms. Lorah made a motion to adopt Ordinance 8-2021, Amendment to Quality of Life Ordinance 3-2021, to include Uninspected Motor Vehicle. Mrs. Moll seconded this motion passing unanimously.

Solicitor London reviewed the presented Stop Sign draft ordinance. Mr. Polinsky made a motion to authorize Solicitor London to advertise this ordinance for adoption. Ms. Kunkel seconded this motion passing unanimously.

BOROUGH MANAGER

Ms. Milo noted the letters were sent to multiple towing companies requesting interest and quotes due by November 5, 2021.

Ms. Milo presented and reviewed the full accessibility report received for the Borough Hall, Pool and Playground.

Ms. Milo held a discussion with Council in regards to Tax Collector 2022 forward including commission, office hours and reporting.

Ms. Milo discussed the need to re-designate an authorized codes official to handle the Borough's quality of life ordinance violations. After discussion, Ms. Lorah made a motion to name Sherry Palinkas, Borough Secretary, as the quality of life code official, and Stacy Milo, Borough Manager, as the alternate. Mr. Polinsky seconded this motion passing unanimously.

COMMITTEE REPORTS

Public Affairs Committee – (Mr. Bower)

No Report

Personnel Committee – (Mrs. Moll)

Mrs. Moll announced the resignation of Mrs. Trynda Schoonover.

Finance Committee – (Ms. Kunkel)

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

Treasurer's Report for October 11, 2021:

On-Line Bank Account Balances as of 10/11/2021:

General Account:	\$ 456,399.92
Water Account:	\$ 31,870.34
Sewer Account:	\$ 60,428.29
Reeds Beds – Sewer	\$ 4,988.74
Pool Account:	\$ 2,258.19
Payroll:	\$ 5,940.24
Recreation/Park Project:	\$ 627,714.63
Liquid Fuels:	\$ 235,517.22
Fire Fund:	\$ 92,384.34
Ambulance Fund:	\$ 28,966.83

Ms. Kunkel made a motion to approve the list of bills and transfers as presented on October 11th, 2021. Mr. Polinsky seconded this motion passing unanimously.

Property Committee – (Mr. Stauffer)

Absent

Parks & Recreation Committee – (Ms. Lorah)

Miss Ella Hermany presented council with additional information in regards to her previously presented community project. Borough Council requested Miss Hermany to look for a replacement for one of the presented plants.

Engineer, Mr. Myers, updated council on the status of the Toad Creek Phase II project. Currently the borough is waiting for an extension approval for this project. Mr. Myers also noted the temporary construction easement for the property located at 1 South Home Avenue has been signed.

Ms. Lorah presented a request received from Mrs. Stacey Royer for a refund on a seasonal pool pass. Council did not take any action on approving this request.

Borough Council discussed the current state of the Topton Memorial Pool including the substantial amounts of repairs and accessibility upgrades required to reopen the pool. After lengthy conversation, Ms. Lorah made a motion to not open the pool for the 2022 season. Mr. Polinsky seconded the motion passing with a 5 to 1 vote, with Mr. Bower in the negative.

Streets Committee – (Mr. Polinsky)

Mr. Polinsky updated council on the PennDOT LTAP program and information received during the meeting held on Monday, October 11th, 2021. More information will be discussed in the future regarding this program.

Mr. Polinsky noted the next Joint Co-op meeting in regards to the paver will be held on Thursday, October 14th, 2021.

Utility Committee – (Mr. Beck)

Mr. Bower presented council with the current water and sewer accounts receivable report.

Mr. Beck noted the MS4 Inspection was held on September 8th, 2021. The borough received their final report which stated no violations.

ENGINEER'S REPORT

1. DEP MS-4

MS4 Annual Report to DEP – Annual report and supplemental appendix documents were uploaded to DEP online portal on Monday, September 27th. A confirmation email was forwarded to the Borough for their records. DEP review and comments typically take 90 days.

MS4 Program Items – Borough provided with general info and recommendations to update the MS4 Stormwater page on municipal website.

Perennial Stream Brush Clearing – Isett prepared a sample notification letter for property owners along the Toad Creek perennial stream. The letter explains Borough’s intent to conduct a visual inspection along the drainage channel as the vegetation declines in autumn. Assessment will provide next steps for how to clear the vegetation, identify areas of concern and discuss field survey work for a base plan.

Berks County MS4 Steering Committee – next meeting Thursday, October 21st

2. Topton Transportation Alternatives Trail Connection Project

- PennDOT has confirmed an official let date of 1/13/2022.

3. Toad Creek

Construction Status: Easement has been signed, trying to get the work completed this season.

Current Contract Value \$96,025

4. Washington Street Pumping Station

Projected project schedule is as follows:

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

OLD BUSINESS

Mr. Bower noted that Election Day is Tuesday, November 2nd, 2021. He also stated that, at the next regularly scheduled council meeting, the borough will know who will fill the Borough of Topton vacancies.

ADJOURNMENT

Council adjourned at 8:20PM on a motion by Ms. Lorah, seconded by Mr. Polinsky.

Next Borough Council meeting will be held on October 25th, 2021, at 7:00PM.

Respectfully Submitted,
Sherry Palinkas
Borough Secretary