

***MINUTES OF THE
BOROUGH OF TOPTON
BOROUGH COUNCIL MEETING
Monday, January 10th, 2022***

The regular semi-monthly meeting of the Tipton Borough Council was called to order by Council President Bower at Borough Hall, 205 South Callowhill Street, Tipton, PA 19562 at 7:00 PM. Present were Mayor Biltcliff, Council Members T. Bower, A. Falcone, M. Lorah, E. Stoudt and M. Stoudt, Solicitor Joan London, and Borough Manager Stacy C. Milo. Council Member C. Cook was present via telephone.

The meeting was opened with the Pledge of Allegiance

APPROVAL OF MINUTES

Mrs. Stoudt made a motion to approve the minutes of December 13, 2021. Mr. Stoudt seconded this motion. The motion passed unanimously.

INTERVIEWS OF BOROUGH COUNCIL CANDIDATES FOR APPOINTMENT

Interviews were conducted of Ethan Polinsky, Kathy Hassler and Daniel Haney. Council members asked questions of the candidates. After questions concluded, Mr. Bower asked the candidates to leave the room to allow Council to discuss the matter in the presence of the public in the audience. After discussion, the three candidates returned to the room. On a motion by Ms. Lorah and seconded by Mrs. Stoudt, Ethan Polinsky was appointed to the open Borough Council seat. The motion passed unanimously.

Mayor Biltcliff administered the oath of office to Ethan Polinsky.

It was noted for the record that this appointment will be effective January 14, 2022.

Council encouraged the other candidates to apply for the committees of Council and the other boards, commissions, and committees of the Borough.

COMMUNICATIONS

Ms. Milo informed Council that the Borough received a letter from Dr. Edward Carter resigning from the Zoning Hearing Board effective December 31, 2021. On a motion by Mr. Stoudt and seconded by Ms. Falcone, the resignation of Dr. Carter was accepted. This motion passed unanimously.

Ms. Milo noted that the Girl Scouts of Eastern PA would like to use the parking lot along Weis Street to set up cookie booths on weekends in January, February and March. On a motion by Ms. Lorah and seconded by Mrs. Stoudt, Council approved the use of the parking lot along Weis Street for the Girl Scouts. The motion passed unanimously. Council directed Ms. Milo to contact the Girl Scouts of Council's approval and to confirm the availability of the lot if anyone else requests using it.

MAYOR'S REPORT

Mayor Biltcliff noted that the Borough still has not had any snow emergencies during this winter. Mayor Biltcliff stated that the Borough employees did a good job during the recent freezing rain event.

POLICE REPORT

Newly appointed Chief Dale Ulshafer introduced himself and gave an update on police department information. He reviewed his December 2021 report along with some specific significant activities. He also gave an update on police personnel and equipment.

Mrs. Stoudt asked Chief Ulshafer about vehicles driving through stop signs at St. John and Smith Streets. Chief Ulshafer requested complaints from the community to be emailed to him to help him plan shifts and work to be done.

HEARING OF VISITORS

Robert Rauenzahn asked who issues permits when someone wants to do work in the borough. The Engineer advised that someone should go to the Borough office to inquire about required permits and how to get information and to fill out the permit forms, which then get forwarded to Barry Isett & Associates for them to review and approve/deny. Mr. Rauenzahn asked if a council person can approve a permit, Ms. Milo advised council members and employees of the borough may not approve permits. He also asked about the shoveling of sidewalks, especially near the railroad.

Kathy Hassler thanked the maintenance crew for the great work with the snow and ice removal.

SOLICITOR'S REPORT

Ms. Lorah made a motion to adopt the advertised ordinance 01-2022 for tax collector compensation. Mrs. Stoudt seconded this motion. The motion passed unanimously.

Solicitor London also made note that she will be looking for authorization to advertise the Mayor and Borough Council Compensation Ordinance next month at the February meeting.

BOROUGH MANAGER'S REPORT

Ms. Milo noted that the bidding thresholds for 2022, effective January 1, 2022, are as follows:

- Below \$11,800.00 do not require formal bidding or written/telephonic quotations;
- Between \$11,800.00 and \$21,900.00 require three written/telephonic quotes;
- Over \$21,900.00 require formal bidding.

Ms. Milo requested Council amend the co-signors for all Borough checks. Mr. Stoudt made a motion to change the co-signors for all Borough checks to Council President, Council Finance Committee Chair, Borough Secretary and Borough Administrative Assistant. Ms. Falcone seconded the motion. The motion passed unanimously.

Ms. Milo also commended the staff for taking care of the last snow event.

COMMITTEE REPORTS

Public Relations and Community Events Committee – (Bower)

Ms. Bower gave an update on some bands that have been booked for the summer and that the fireworks have been booked as well for a Back-to-School event.

Environmental and Quality of Life Committee – (Cook)

No Report

Personnel and Policy Committee – (Falcone)

Ms. Falcone advised that we have two positions open that need to be discussed in executive session.

Public Safety and Special Events Committee – (Lorah)

Ms. Lorah advised that the newsletter is coming out with the water bills this month that includes articles from the police, fire and ambulance.

Ms. Lorah explained that Coffee with a Cop will be happening again this year on April 2, 2022 as a public relations event with details to be provided in the future.

Parks & Recreation Committee – (Mr. Stoudt)

No report

Finance and Utility Committee – (Mrs. Stoudt)

Ms. Milo advised that there is no accounting report at this time.

Ms. Falcone made a motion to approve the list of bills and transfers pending approval of all bills and transfers by Mrs. Stoudt. Mr. Stoudt seconded the motion. The motion passed unanimously.

Ms. Milo advised that they did not shut off any water customers from the last billing; all were paid or in payment plans.

Streets & Property Committee – (Vacant)

Mr. Bower brought up the removal of an accessible parking space at 53 East Washington Street. After discussion, it was decided that no motion was needed as accessible parking needs to be renewed each year and this spot was not renewed.

ENGINEER'S REPORT

1. Annual Reporting

PADEP:

The 2021 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, 2022.

DRBC:

The Annual Effluent Monitoring Report is due to be submitted to the DRBC by January 31, 2022. This will be submitted once we receive the data from December.

2. DEP MS-4

MS4 Annual Report to DEP – MS4 progress reports on DEP permit requirements being issued to Borough this January.

MS4 Program Items – Isett preparing options for the Borough for public engagement and education items in 2022.

Perennial Stream Brush Clearing – Borough to confirm vegetation cleared by staff in preparation for channel survey.

Berks County MS4 Steering Committee – Next meeting to be held January 20, 2022.

3. Topton Transportation Alternatives Trail Connection Project

1. Project was advertised on Wednesday (12/22/21). Isett has been responding to questions from potential bidders.
2. The question period ends on Monday 1/10/22 and an addendum will follow.
3. The let date for the project currently still stands as 1/13/22.
4. The project was awarded an additional \$247,000 from DCNR that can be put towards construction and engineering services.

4. Toad Creek

Construction Status: Easement has been signed, work to be completed this spring.

Current Contract Value \$96,025

5. Washington Street Pumping Station

Projected project schedule is as follows:

Finalizing Permit documents with PADEP currently!	
Bid Project	February 2021
Construction – Manufacture	March through June 2022
Construction – Field	July 2022
Shakedown/Finish	August 2022

6. Sewage Treatment Plant Reed Beds

In September, the treatment plant operators suspended wasting sludge to the reed beds so that the beds can be cleaned in the spring. No sludge is allowed to be applied to the beds for a period of 6 months prior to removal of the sludge and disposal at a landfill.

A permit is required for disposal at a landfill. The permit application requires laboratory analysis of the sludge. Arrangements are being made with Suburban Testing Laboratories to perform this sampling. Once sampling is completed, the sampling results can be entered on DEP's Form 43 which will then be forwarded to J. P. Mascaro who will complete the form and submit it to DEP in order to obtain the permit.

It has been 8 years since the reed beds were last cleaned.

7. DCEC Multimodal Grant – Callowhill Street Calming

Project includes 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. The sketch plan was approved by the Borough. The next step is construction plans, specifications, bids, and construction.

Projected project schedule is as follows:

Construction Plans and Specifications	March 2022
Finalize Bid documents	April 2022
Bid Project	May 2022
Construction	June 2022
Final Inspection & Project Close-out	July 2022

Mrs. Stoudt asked the Engineer about the status of studying the pool area. Mr. Charley Myers explained that the forensics team will begin work with a site visit this week and will prepare a report including recommendations with associated costs.

OLD BUSINESS

Ms. Falcone suggested getting an update on any/all pending issues. The Solicitor stated that new Council was included in a recent executive session involving personnel matters and that the potential litigation matter with Longswamp Township is discussed during public meetings. The Engineer stated that he would be available to give new council background information on finding a new well. Mr. Bower and Ms. Lorah stated that other than items being tabled, matters have been discussed during meetings.

EXECUTIVE SESSION

A motion was made at 8:09PM by Ms. Lorah to enter into an executive session to discuss personnel matters. This motion was seconded by Mrs. Stoudt. The motion passed unanimously.

A motion was made at 9:01PM by Ms. Lorah to exit the executive session and return to the regular council meeting. This motion was seconded by Mr. Stoudt. The motion passed unanimously.

Ms. Lorah made a motion to hire Trynda Schoonover as a part-time employee with a pay rate of \$23.00 per hour and increasing to \$24.00 per hour after 6 months; this position is for 30 hours per week and includes 60 hours of PTO time; this is effective as soon as possible. Mrs. Stoudt seconded this motion. The motion passed unanimously.

ADJOURNMENT

Council adjourned at 9:02PM on a motion by Ms. Lorah, seconded by Mrs. Stoudt.

The next regular Borough Council meeting will be held on February 14th, 2022, at 7:00PM.

Respectfully Submitted,
Stacy C. Milo
Borough Secretary