

***MINUTES OF THE
BOROUGH OF TOPTON
BOROUGH COUNCIL MEETING
Monday, July 11th, 2022***

The regular semi-monthly meeting of the Tipton Borough Council was called to order by Council President Lorah at Borough Hall, 205 South Callowhill Street, Tipton, PA 19562 at 7:00 PM. Present were Mayor Biltcliff, Council Members C. Cook, A. Falcone, E. Polinsky, M. Lorah, E. Stoudt, M. Stoudt, Solicitor Kourtney Bernecker, Charley Myers, PE, Borough Manager Stacy C. Milo, and Borough Secretary Courtney M. Corona.

The meeting was opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

No minutes were presented for approval. Ms. Kunkel asked how many meeting minutes need to be finished. Ms. Milo responded that we are behind about three months. Ms. Kunkel proposed the idea of Ms. Milo blocking off time or closing the office to catch up on meeting minutes. Ms. Lorah suggested that Ms. Milo make the decision at a later time whether or not she would like to close the office one day to catch up on meeting minutes.

COMMUNICATIONS

Ms. Milo advised Council that the Borough received a communication from Trinity Evangelical Lutheran Church asking if they would be able to do a service project for the Borough in honor of the 150th anniversary of the founding of the Union Church in Tipton and the 110th anniversary of Trinity's Lutheran's creation out of the Union Church. Ms. Lorah suggested doing the landscaping project on the borough's property at Weis and S. Callowhill Streets, including a sign, and around the borough hall. Mr. Polinsky mentioned that there are old fashioned cement benches in Tipton's watershed land that are able to be salvaged by putting new boards on them. Mr. Polinsky presented this as an idea and Ms. Lorah agreed with the idea. No official decision, about what Council will ask the church to do, was made. Ms. Milo and Ms. Lorah will contact the church.

MAYOR'S REPORT

The Mayor provided no report.

POLICE REPORT

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

Chief Ulshafer also gave an update on their staffing and equipment, specifying that they purchased two new Tasers, weapon lights, and holsters. Fleetwood Police is hiring multiple part-time officers. He mentioned for the community to encourage people they know to apply if they know anyone with certifications and qualifications to be a police officer.

HEARING OF VISITORS

No visitors had business to present.

SOLICITOR

Solicitor Bernecker introduced the ordinance for adoption, stating that the ordinance has been advertised. Ms. Kunkel made a motion to adopt the Ordinance 04-2022, Topton Dog Park Rules and Regulations. Mrs. Stoudt seconded this motion. The motion passed unanimously.

BOROUGH MANAGER

Ms. Milo presented two resolutions, which result from hiring Courtney Corona. Resolution 19-2022 appoints Courtney M. Corona as Open Records Officer. A motion was made to adopt the resolution by Mr. Polinsky. Ms. Kunkel seconded the motion. The motion passed unanimously. Resolution 18-2022 appoints Courtney M. Corona as Borough Secretary. A motion was made to adopt the resolution by Mrs. Stoudt. Mr. Polinsky seconded the motion. The motion passed unanimously.

Ms. Milo also presented a letter from the PA Municipal Health Insurance Cooperative (PMHIC) and the first of two premium reimbursement checks, in the total amount of \$27,521.55 for 2021 premiums; this cooperative is used for medical coverage for full-time borough employees. Ms. Milo explained that since we had a small number of claims in 2021, PMHIC sent us a partial reimbursement of premiums. She suggested we use a portion of the reimbursement to return premiums to employees, who are covered by this cooperative, as we have done in the past. Mr. Polinsky made a motion to give this reimbursement back to our employees as follows:

Scott Steltz - \$1,376.10

Troy Fairchild - \$1,376.10

Jesse Kemp - \$1,376.10

Alex Lord - \$1,376.10

Sean Ward - \$1,376.10

Stacy Milo - \$1,376.10

Randy Sicher - \$688.05

Ms. Kunkel seconded this motion. The motion passed unanimously.

Ms. Milo also discussed the need for pesticide spraying around the park. She explained that no public works employees hold pesticide licenses. The borough received a quote for the remaining work needed to be done. Mr. Polinsky questioned how much the work will cost, and Ms. Milo responded with \$545 as the current estimate. Ms. Lorah commented on the reasonable price of the work needed to be done. Ms. Cook suggested Council consider using natural substances instead of chemical pesticides because all sprays used eventually return to the creek with runoff.

Mr. Stoudt made a motion to have pesticide sprayed by NaturaLawn of America. Mr. Polinsky seconded the motion. The motion passed unanimously.

Ms. Milo next asked if Council would like to hold their optional second meeting of the month. Council agreed to hold a meeting on July 25, 2022.

Ms. Milo asked Council and the community to refer to a posting on the bulletin board, on the sign in table, and on social media regarding updating your contact information in regards to our water and sewer billing. She stated that it is imperative that the Borough have a phone number and email address on file for everyone who uses services from the Borough and to help the borough communicate during emergency situations.

Lastly, Ms. Milo stated that the Planning Commission will be having their quarterly meeting on Wednesday, July 13th at 7:00pm in the council room. The commission will be discussing and reviewing the Eastern Bucks Joint Comprehensive Plan. The commission has asked council to review and discuss the plan as well.

COMMITTEE REPORTS

Public Relations and Special Events Committee (Kunkel)

The Party in the Park event was a great success and many community members loved it. Ms. Kunkel suggested that Council consider making this an annual event. Ms. Lorah added that the bouncy houses, basketball, and the band were the biggest hits at the event. Mr. Polinsky added that he would love to see this event grow and be an annual event.

Flamin' Dick and the Hot Rods and Car Cruise is Sunday, July 24th. The event starts at 3:00PM and the concert will be 4:00-7:00PM. South Callowhill Street will close at 12:00 noon for people to start parking their show cars and to prepare for the event.

Environmental and Quality of Life Committee (Cook)

Ms. Cook spoke about the Topton Borough Source Water Protection Plan. She suggested that Council read this document because Council will soon be starting their budget for the 2023 fiscal year. Some of the things mentioned in the document could be good for the borough's environment, but expenses will be incurred from the plan. In addition to Council reading the document, Ms. Cook suggested we have a presentation for Council to understand the plan before voting on the budget. Mr. Polinsky agreed that this is a good plan for the Council to look at and consider. He added that it does not necessarily incur costs, but it does increase conversation about water source protection. Mr. Polinsky also added that we should share this document with Longswamp Township because many of our water sources are within their municipal boundaries. Ms. Kunkel asked Council if they wanted to accept the plan, or if Council wanted to postpone the discussion until the Planning Commission comments on the plan as well. Council agreed to table this matter pending advisement from the Planning Commission.

Personnel and Policy Committee (Falcone)

Ms. Falcone presented a copy of a Resolution of the Borough of Hanover, Adopting Rules Regarding Public Meetings, and asked Council's opinion on adopting something like it for Tipton. Ms. Falcone explained that it is a great idea to give the community a document explaining how Council is expected to conduct themselves and how community members, who attend the meetings, are expected to act as well. Ms. Lorah added that the Borough already has a resolution of time limitations for council members and visitors, and, if Council decides to add limitations, they will have to edit the existing resolution. Mr. Polinsky added that the Hanover document is very specific to their needs as a community, and Council should consider drafting a document specific to our needs as a community. Ms. Lorah also added that when a document like this is drafted with Tipton's needs, provisions about recording meetings should be added since that is something Council is thinking about doing. Ms. Lorah ended by asking Ms. Falcone to draft a document of rules for public meetings for Council to review.

Ms. Falcone also discussed the use of the Tipton electronic sign and which businesses and organizations should be permitted to display messages on the sign. Ms. Milo informed Council that sign posting is free for non-profit organizations and Borough events. She stated the sign has also been used in the past for reminders about board meetings and reminders that water/sewer bills are due. She stated that rules for the sign may include no: commercial ads, religious opinion signs, or political messages. Solicitor Bernecker stated that Council must choose rules that do not discriminate. Ms. Falcone stated that she will write a policy for Council to review.

Ms. Falcone asked about the status of Borough staff wanting to obtain a pesticide license. Ms. Lorah explained that currently the employers are not interested in obtaining a license until they know what rate of pay will be paid for having a license. Ms. Milo explained this is why the Borough will now be receiving services from a pesticide applicator in the park and on borough property. Council agreed to discuss this at a later time during 2023 budget preparation.

Public Safety and Special Events Committee (Lorah)

Ms. Lorah had no report on public safety.

Ms. Lorah mentioned again about the Flamin' Dick and the Hot Rods and Car Cruise is Sunday, July 24th. She reiterated that the event starts at 3pm, and South Callowhill Street will close at 12:00 noon.

Ms. Lorah continued by letting everyone know that National Night Out is August 2nd in Tipton Community Park. The event will start at 6pm for a night of food, fun, and games. A showing of "*The Goonies TM*" will begin around 8 pm as the sun sets. The fire company and ambulance service will also be in attendance at the event to provide activities for the event. Ms. Lorah mentioned that the borough will not be providing food and community organizations involved in the event will be providing food. Ms. Lorah

suggested Council consider closing Oak Alley for the event to ensure the fire company and ambulance will have a place to park and easily exit if they have a call. Mr. Polinsky made a motion to close Oak Alley on August 2nd for National Night Out. The motion was seconded by Mr. Stoudt. The motion passed unanimously. Further discussion occurred concerning snacks and food.

Lastly Ms. Lorah mentioned that the Senior Picnic is Tuesday, July 12th at noon. The food will be catered by Ludwig Funeral Home. The picnic is a yearly tradition the borough provides to the seniors in the pavilion in Topton Community Park, and she invites all seniors in the community to attend.

Streets and Property Committee (Polinsky)

Mr. Polinsky provided a “5 Year Roadway Plan” to Council. Mr. Polinsky stated that this is his suggestion on roadway plans for coming years based on cost. He reiterated his previous suggestions to pave Oak Alley this year due to the fact that it is destroyed and in serious need of repair. Mr. Polinsky asked Council for an official determination to pave Oak Alley by borough staff using the new co-op paver. Council discussed the timeframe and budget for this project. Mr. Polinsky made a motion to pave Oak Alley this year. The motion was seconded by Ms. Kunkel. The motion passed unanimously.

Parks and Recreation Committee (E. Stoudt)

Mr. Stoudt informed Council and the public that there will be a survey sent out in the July newsletter asking the public their opinion for what they would like to have in the pool area. He encourages everyone, who is eligible to fill out the survey, to please do so. Mr. Stoudt also informed the community that in the fall he would like to get a committee together to start the process of repurposing the land the pool currently occupies.

Finance and Utilities Committee (M. Stoudt)

Mrs. Stoudt reviewed the Borough account balances presented by the Borough Manager.

Treasurer’s Report for July 11th, 2022:

On-Line Bank Account Balances as of 07/11/2022:

General Account:	\$ 179,489.64
Water Account:	\$ 56,932.41
Sewer Account:	\$ 155,669.92
Reeds Beds – Sewer	\$ 5,000.64
Pool Account:	\$ 232.03
Payroll:	\$ 4,827.51
Recreation/Park Project:	\$ 340,566.88
Liquid Fuels:	\$ 286,152.64
Fire Fund:	\$ 122,974.37
Ambulance Fund:	\$ 57,202.87

Ms. Kunkel asked if we should move the remaining money in the pool account since Council officially voted to close the pool. Ms. Milo advised Council that the Borough still incurs expenses for the pool area since the pool still exist.

Ms. Stoudt made a motion to approve the list of bills and transfers as presented on July 11th, 2022. Ms. Falcone seconded the motion. The motion passed unanimously.

Ms. Stoudt presented an accounts receivable update for the water and sewer accounts. She stated that all 48 houses that were posted with 48 hour shutoff notices either paid or set up payment plans.

Ms. Stoudt informed Council that BHASD gave permission for Hometown Heroes signs to be displayed on any of their poles. However, the Topton Legion has not gotten back to Ms. Stoudt on the 10 Veterans to be displayed.

ENGINEER

Mr. Myers informed Council that the TASA project is moving along well. This week the contractors will be working on the curb and sidewalks of Freehall Street and South Callowhill Street. The contractors will also be working on the batting cage relocation this week. Next week the contractors will also be working on the sidewalks of Freehall and South Callowhill Streets.

OLD BUSINESS

Ms. Cook commented on current events for the Preservation Board. Ms. Cook praised Mr. Larry Werst for his work at the Topton Mini Museum. After meeting with him recently, Ms. Cook mentioned that Mr. Werst is receiving an influx of donations causing him to have a surplus of funds. Ms. Cook reminded Council and the community that the museum has free entry, and she encourages everyone to visit. Mr. Stoudt commented on the time Mr. Werst visited Brandywine Middle School with a small program about the museum, and he said it was a huge hit with the kids.

Ms. Kunkel mentioned she has no update with the Ambulance board, but she will remind them about the National Night Out event.

Ms. Falcone requested an update on the status of the Memorandum of Agreement with Longswamp Township following the joint meeting held on June 17th. Solicitor Bernecker stated that Ms. London and Longswamp Township's Solicitor have been drafting a Memorandum of Agreement, which will be provided to Council by Ms. London when available.

ADJOURNMENT

Council adjourned at 8:19pm on a motion by Mr. Polinsky, seconded by Ms. Kunkel.

The next regular Borough Council Meeting will be held on July 25th, 2022, at 7:00pm.

Respectfully Submitted,

Courtney M. Corona

Borough Secretary