

***MINUTES OF THE  
BOROUGH OF TOPTON  
BOROUGH COUNCIL MEETING  
Monday, August 8, 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, E. Polinsky, M. Lorah, E. Stoudt, M. Stoudt, Solicitor Joan London, Charley Myers, PE, and Borough Secretary Courtney M. Corona.

The meeting was opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Mr. Polinsky made a motion to approve the minutes of March 14, 2022. Mrs. Stoudt seconded the motion. The motion passed. Ms. Kunkel informed Council she will be abstaining from minutes written prior to April since she was not appointed until then.

Mr. Polinsky made a motion to approve the minutes of March 28, 2022. Mr. Stoudt seconded the motion. The motion passed.

Ms. Kunkel made a motion to approve the minutes of July 27, 2022. Mr. Polinsky seconded the motion. The motion passed unanimously.

**COMMUNICATIONS**

None

**MAYOR'S REPORT**

None

**POLICE REPORT**

Chief Ulshafer was not in attendance at the meeting.

**SOURCE WATER PROTECTION PLAN**

Ms. Lorah requested during this time Council hear from Rhonda Hakundy-Jones from the Department of Environmental Protection Safe Drinking Water Program. Ms. Hakundy attended the Council meeting to answer questions from Council and the community about the plan that was conditionally accepted by Council during the last meeting.

Ms. Hakundy explained that the DEP and the Borough have been working together to get this document completed for approximately two years. The Borough of Tipton Planning Commission gave their comments on the plan during their last meeting, and Ms. Hakundy prepared to answer additional questions. Ms. Lorah informed Ms. Hakundy that at the July 25<sup>th</sup> Council meeting, Council conditionally accepted the Source Water Protection Plan as long as the

suggested revisions were made by the DEP. Ms. Hakundy verbally acknowledged all of the changes Council suggested and thanked them for accepting the agreement. Joseph Helbelka, from DEP, also explained the importance of the plan and the benefits of having a plan. Both Council and Ms. Hakundy agreed that once the full document with the proposed changes is produced, Council will accept the agreement and sign accordingly.

### **HEARING OF VISITORS**

Scott Arndt mentioned that during softball games, the gate behind West Barkley Street is closed to prevent spectators from parking in the alley (Oak Alley). Mr. Arndt stated that during borough events, the gate remains open and people park along the alley; some people park in spots that block the residents from being able to access their garages. Mr. Arndt requested that no parking signs be put along the alley to ensure that residents can access their garages while events are happening. Ms. Lorah ensured Mr. Arndt that the borough will close the gate, like during softball games, to deter cars from parking in the alley during Borough events.

Mary Arndt asked Council if the council room is available for reservations. Mrs. Arndt stated the Borough of Tipton Senior group is researching new sites to hold their meetings, and the group is considering Borough Hall. Council explained that the council room is available for reservations by any borough group and a representative from The Borough of Tipton Senior Group will have to stop into the borough office to reserve the room.

Ms. Falcone entered the meeting at 7:18PM.

Phillip Rollman asked Council what sparked the sidewalk project happening in town. Council explained that the Borough received an agreement and funding from PennDOT for the project as part of their Transportation Alternatives Set-Aside (TASA). Mr. Rollman also brought up the surveys sent by the Borough in the summer newsletter. He asked if the Borough needs to do something with the pool right now because of the economic climate and the high costs of goods. Ms. Lorah stated that the borough still incurs costs from the pool even if it is not open. The grass is continuously mowed, the snack stand needs to be repaired, and it is a breeding ground for mosquitos. She also expressed that right now we are looking for input from the community on what to put there and will then look for grants for what is selected. She stated that no plans have been set in motion.

Lisa Godshall asked Council if the community has a voluntary registration for security cameras on residents' houses. Ms. Godshall stated that a previous community she lived in had something similar, and it helped catch petty criminals and helped police with auto accident investigations. Ms. Falcone informed Council that a property she owns has security cameras on it, and footage from the camera helped catch a drug dealer in the area. Ms. Falcone agreed with Ms. Godshall that a program like that would be a great idea. Council informed Ms. Godshall that is something they would have to look into.

## **SOLICITOR**

Ms. London presented a Memorandum of Understanding By and Between Longswamp Township and the Borough of Tipton relating to the Alternate Drinking Water Well. Ms. London stated that there are many different things specified in the memorandum, specifically items to preserve the land. Ms. London welcomed questions, comments, and corrections from Council on the draft document. Mrs. Stoudt clarified an item on the document, stating that the springs talked about are located in the Township but the current well is within Borough borders. Mr. Polinsky pointed out places where Borough and Township were used incorrectly. Ms. London then asked Council what they consider as a fair apportionment of costs among the Borough, Township, and the Tipton Fire Company, since the well spoke about in the memorandum will be located on Tipton Fire Company property. Ms. Falcone stated that the Borough has over 900 properties served by the water system while Longswamp Township only has about 90. Mr. Polinsky said that the fire company should not be responsible for any costs, and the Township should not be responsible for much of the costs since they have minimal properties served by our water well.

Scott Yenser asked that if the Borough presents this memorandum to the Township and it is agreed upon, will this cancel out the opportunity to locate the well on any other property. Ms. London responded to Mr. Yenser saying that a different memorandum would be presented to the new municipality if a new location was needed to be found. This memorandum would not prohibit the opportunity to find other locations for the well.

Ms. London stated that she will make the necessary changes suggested by Council and return the revised document to them in a few days.

Ms. London informed Council that the Zoning Hearing Board will be having a meeting on August 16<sup>th</sup> at 7pm. They will be having a reorganization meeting and be choosing a new solicitor.

Ms. London presented the resignation of Andrew Kelhart from the Planning Commission and the Municipal Authority. Mr. Polinsky made a motion to accept the resignation of Mr. Kelhart from the Planning Commission and the Municipal Authority. Mr. Stoudt seconded the motion. The motion passed unanimously.

Ms. London presented the Municipal Authority Letter of Interest from Bruce Meitzler. Mr. Meitzler is also a commissioner on the Planning Commission. Mr. Polinsky made a motion to appoint Mr. Meitzler to the Municipal Authority. Mr. Stoudt seconded the motion. The motion passed unanimously.

## **BOROUGH MANAGER**

The Borough Manager was not in attendance. Ms. Lorah informed Council that Ms. Milo is currently attending the PAMA conference in Erie.

## **COMMITTEE REPORTS**

### Public Relations and Special Events Committee (Kunkel)

No report.

### Environmental and Quality of Life Committee (Cook)

No report.

### Personnel and Policy Committee (Falcone)

Ms. Falcone presented a draft of Rules for Public Meetings to be used by the Borough of Topton. Ms. Falcone reiterated that Council is considering adding these rules as a policy to enable the public to understand how Council conducts meetings and how to conduct yourself in a meeting as well. Ms. London informed Council that rules like the draft presented by Ms. Falcone is allowed under Sunshine Laws as long as the policy does not include a provision that restricts public comment in any way.

Ms. Falcone also presented the final draft of the Use of Electronic Borough Sign policy. Ms. Falcone explained that all changes suggested by Council were made, and she believes it covers everything necessary. Mr. Polinsky made a motion to adopt the Use of Electronic Borough Sign policy. Ms. Kunkel seconded the motion. The motion passed unanimously.

Lastly, Ms. Falcone informed Council she would like to go through all the policies the Borough has in order to update things and ensure everything is fair and followed.

### Public Safety and Special Events Committee (Lorah)

Ms. Lorah informed Council that she would like to hold a “Pawty” in the Park. This event would be a party for dogs in the new dog park. Ms. Falcone responded by stating she did not know this was being planned, and she would like Council to discuss events before they are planned and advertised on social media and the website. Ms. Lorah explained that the only information that was posted about this event was an interest form for local businesses and organizations to be involved in the event. She reiterated that the event is not set in stone. Mr. Polinsky made a motion to close Dogwood Drive at Pine Drive and Pine Drive at Dogwood Drive for Pawty in the Park if the event does happen. Ms. Kunkel seconded the motion. The motion passed unanimously.

Ms. Lorah informed Council that the end of summer fireworks will be held on Saturday, August 20<sup>th</sup> in Topton Community Park. The event starts at 6pm with the band “Kinda Sorta Maybe”, and the fireworks will begin around 9pm. Mr. Polinsky made a motion to close Oak Alley at South Callowhill and Spruce Streets for the event. Mrs. Stoudt seconded the motion. The motion passed unanimously.

Ms. Lorah also informed Council that she is looking for Council involvement on upcoming community events. She explained that it is imperative that there is Council help and participation at events moving forward. She informed Council that they will

need to make a decision based on participation if the borough wants to participate in the Halloween events planned.

Streets and Property Committee (Polinsky)

Mr. Polinsky explained that, after Council’s last meeting, he continued to think about and strategize about how the Borough could pave the streets needed. Mr. Polinsky provided a map and a schedule of estimated costs that would be incurred for paving all the streets in Borough. He also explained that he has a better understanding now about what utilities, specifically water lines, need to be replaced sooner rather than later. Mr. Stoudt asked Mr. Meyers if there are significant grants for replacing water lines. Mr. Meyers responded saying that the Environmental Protection Agency (EPA) is providing significant amounts of money for projects like these, and there is a good chance Topton may be able to receive some sort of funding. Ms. Lorah acknowledged that the water lines are a pertinent issue for the Borough and suggested Council discuss utilities during their next Capital Planning meeting scheduled for July 22nd.

Parks and Recreation Committee (E. Stoudt)

Mr. Stoudt informed Council that the pavilion roof, which was damaged by a storm earlier in the year, is now fixed and looks really nice. He also asked Council how many recreation surveys were returned to the borough so far. Ms. Lorah informed Mr. Stoudt that a good amount of surveys were returned, and they are public for Council and the community to view.

Finance and Utilities Committee (M. Stoudt)

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

On-Line Bank Account Balances as of 08/05/2022:

General Account:	\$ 113,869.50
Water Account:	\$ 68,226.88
Sewer Account:	\$ 140,344.79
Reeds Beds – Sewer	\$ 5,000.70
Pool Account:	\$ 232.03
Payroll:	\$ 6,016.38
Recreation/Park Project:	\$ 345,569.59
Liquid Fuels:	\$ 274,085.07
Fire Fund:	\$ 124,189.93
Ambulance Fund:	\$ 58,137.39

Mr. Polinsky made a motion to approve the list of bills and transfers as presented on August 8<sup>th</sup>, 2022. Ms. Kunkel seconded the motion. The motion passed unanimously.

Mrs. Stoudt shared that Council should consider making changes to the payment plan system used for people, who cannot pay their water bills, and other water/sewer bill

matters. She informed Council she is planning on having a draft of a new plan for the next meeting.

Ms. Kunkel asked if the Borough is looking into replacing any non-functioning meters at GMI. Ms. Lorah stated that the Borough Manager is currently communicating with GMI.

Mrs. Stoudt also shared with Council the request from Trynda Schoonover to have a policy concerning prorating water/sewer bills for account holders needing a bill outside of the regular billing schedule, e.g. a change in ownership/occupancy. Council discussed the need for a policy.

## **ENGINEERS REPORT**

### **ENGINEER'S REPORT**

#### **1. DEP MS-4**

**MS4 Annual Report to DEP** – Draft MS4 annual report prepared for Borough review and comments. Final edits and appendix documents to be coordinated and Isett to submit final signed report to DEP by September 30<sup>th</sup>.

**Perennial Stream Work** – survey quote for field topo and boundary locating along perennial stream channel being added to Isett scope. Borough crew may be requested to spot clear re-growth areas prior to channel work.

#### **2. Topton Transportation Alternatives Trail Connection Project**

- Batting cage relocation is complete
  - S. Callowhill SW curb and sidewalk concrete pours completed this morning
  - Pool enclosure fence is being removed and replaced along the southeast side of the pool area.
  - The contractor submitted helical piles which exceeds the 33' maximum depth for bridge #3, as outline in Isett's geotechnical report.
  - The structural engineer for the bridge foundations, submitted a change order of \$3500 to revise the design of this foundation. Isett is coordinating with the structural engineer to determine if this re-design is required. Isett is working with the structural designer and our Geotech engineer.
- The crosswalk which crosses Weiss Street at Callowhill Street will be removed and replaced in a new location to align with the new ramps being constructed at the corners.

Contractor schedule:

This week – New fence installation in swimming pole area – removal of old once new is installed.  
Sidewalk work on South Callowhill Street – East Side  
Batting cage Relocation – complete.  
Curbing on West Weis Street – West Barkley to South Callowhill Street  
Concrete Pours on Monday - Wednesday - Friday (all at 6:00 am)– weather permitting.

Next week – Curbing on West Weis Street – West Barkley to South Callowhill Street  
Sidewalk work on West Barkley to South Callowhill Street  
Concrete Pours on Monday - Wednesday - Friday (all at 7:00 am)– weather permitting.

#### **3. Washington Street Pumping Station**

Project is currently waiting for Grant Funding feedback, action expected in next couple of months.

#### **4. DCNR – Oak Alley Project**

DCNR is currently reviewing the revised scope to ascertain if the revised project meets their requirements.

Ms. Lorah asked Mr. Myers about the surface of the new batting cages and when they will be completed. Mr. Stoudt added that when it rains excess water is going into the outfield instead of into the creek. Mr. Myers states he would check this situation this week and see what can be done about water control in that area.

### **OLD BUSINESS**

Mrs. Stoudt informed Council that the Topton American Legion is working on a consensus on a complete list and the approval from the families of the veterans to be honored with the Banner Project. Mrs. Stoudt added that even though there has been an extreme delay with this project, the original quote received did not change.

Ms. Lorah asked Council what should be talked about during the next Capital Planning Council Meeting scheduled to take place August 22<sup>nd</sup>, 2022. She proposed that Council consider talking about Utilities and Property at the next council meeting, and she also proposed that Alex Lord, head of the wastewater department, and Scott Steltz, the road master and water treatment plant operator, attend the next council meeting to help in the conversation. Council agreed.

Ms. Falcone informed Council that she had been looking back at previous meeting minutes, and she found a few items that had not been resolved. First, she asked if a solution was ever found for the railroad crossing issue and who is in charge of cleaning up and maintaining the area. Ms. Falcone also asked if the Senior Lunch Council was talking about ever took place. Ms. London informed Council that the railroad refused to clean up their property. The railroad has privilege in the law in Pennsylvania and throughout the United States, and they have little liability for their rights of way. Ms. Lorah informed Ms. Falcone that it was decided that the Borough will be cleaning up the railroad crossing, and that the Senior Lunch took place on July 12<sup>th</sup>, 2022.

Mr. Polinsky informed Council that there is a meeting about the shared paver on August 19<sup>th</sup>, 2022 at 7:00PM at Longswamp Township.

### **ADJOURNMENT**

Council adjourned at 8:29PM on a motion by Mr. Stoudt, seconded by Ms. Cook.

The next regular Borough Council Meeting will be held on August 22<sup>nd</sup>, 2022 at 7:00PM.