

***MINUTES OF THE
BOROUGH OF TOPTON
BOROUGH COUNCIL MEETING
Monday, April 10, 2023***

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 Council Members C. Cook, A. Falcone, M. Kunkel, Mayor Miller, M. Lorah, E. Polinsky, E. Stoudt, M. Stoudt, Engineer Charley Myers, PE and Borough Manager Stacy C. Milo. Joan London, Solicitor, was absent.

The meeting was opened with the Pledge of Allegiance.

Ms. Lorah stated the order of the agenda was being revised to allow Chief Ulshafer to present the Police Report first.

APPROVAL OF MINUTES

No minutes were presented for approval.

POLICE REPORT

Chief Ulshafer was present at the meeting and provided the following report on Fleetwood Police activities for March:

Activity Recap	No./Hrs.
Patrol Miles	1,127
Patrol Hours	106
IRF (# Incidents / Hours to Handle)	27 / 8
Crash Investigations	1
Traffic Citations	18
Non-Traffic Citations	0
Traffic Checks	14 hrs.
Paperwork	5 hrs.
Vehicle Stops	35
Follow-Up / CI	1 hr.
Court	0 hrs.

Citation Breakdown	No.
Speeding	11
Parking	3
Stop Sign Violation	2
Driving Under Suspension	1
Traffic Control	1

Chief Ulshafer noted other significant activity in the Borough, including a catalytic converter being stolen from a vehicle. Chief Ulshafer suggested reporting suspicious people, walking around in the middle of the night looking at cars, to the police.

Chief Ulshafer stated a new 2023 Ford Explorer was ordered to replace the 2017 vehicle, but a delivery date was not finalized yet.

Chief Ulshafer noted a First Responder Meet & Greet was being held at Borough Hall from 9:00 – 11:00 AM. Chief Ulshafer stated light refreshments would be provided and encouraged residents to attend.

COMMUNICATIONS

Ms. Milo stated Mr. Beck, a former Council member who was an active member of the community, passed away. The Borough wanted to thank him for his years of service with Topton and wish his family the best in this difficult time.

Ms. Milo stated the American Legion Post 217 requested temporary street closures and use of barricades for their Memorial Day Parade being held on Saturday, May 27th. The parade begins at 6:00PM, and the BHASD High School Band and Legion will be participating. Ms. Milo stated Council had been provided a copy of the route indicating the road closures requested. Ms. Milo stated a service will be held at the Union Cemetery. Ms. Milo requested a motion to approve lending the American Legion Post 217 the barricades and allowing for temporary road closures. Mr. Polinsky made the motion. Mr. Kunkel seconded the motion. The motion passed unanimously.

Ms. Milo stated the Topton Ambulance Service, Inc. verbally requested moving ahead with a LSA Grant application suggested to them by PA State Senator Pennycuik. Ms. Milo stated the estimated cost of the ambulance was \$311,000. Ms. Milo stated the grant must go through a municipality, and the Topton Ambulance Service, Inc. is seeking the Council's approval to use the Borough as a conduit to access funding for the grant. Ms. Cook asked if there was a matching fund requirement for the LSA Grant. Ms. Milo and Mr. Myers stated matching funds were not required for an LSA Grant, noting it was similar to the Washington Street Pump Station funding. Discussion continued on the details related to potential support needs from engineering and legal that may be part of the grant process. Mr. Polinsky approved a motion to apply for a LSA grant on behalf of Topton Ambulance Service, Inc. Ms. Falcone seconded the motion. The motion passed unanimously.

Ms. Milo stated Trinity Evangelical Lutheran Church requested permission to temporarily close a portion of Home Avenue at East Smith Street for their "Bicycle Safety Rodeo" on Sunday, April 23rd from Noon to 2:00PM; the rain date would be April 30th. Ms. Kunkel made the motion to approve. Mr. Stoudt seconded the motion. The motion passed unanimously.

MAYOR'S REPORT

Mr. Miller shared the Topton Community Outreach Club held an Easter egg hunt on Saturday and judging by the smiles on the kids' faces, the event was a success.

HEARING OF VISITORS

Ms. Bortz, representing the Brandywine Community Library Board of Trustees, thanked the Borough for their continued support. Ms. Bortz provided an update including future schedule of events.

Mr. Brian Fronheiser, a resident, expressed concern over a lack of written meeting minutes, and subsequently a lack of meeting minute approvals for the past 3 months. Ms. Lorah stated interviews continued for the Secretary position, that position is responsible for the meeting minutes; while the office is short-staffed there is no time to complete meeting minutes. Ms. Cook stated she shared Mr. Fronheiser's disappointment, but emphasized the Borough office is short-staffed. Ms. Kunkel noted the YouTube videos are available online. Ms. Milo confirmed the YouTube videos will remain available as a permanent record as part of the Sunshine Act. Ms. Lorah stated that the minutes need to be done correctly since they become a permanent public record. Mr. Fronheiser shared his opinions on the sidewalk requirements on Barkley Street and his thoughts on the Borough's perceived responsibilities.

Ms. Christine Lottes asked if community members could assist with preparing meeting minutes. Ms. Milo stated help would be greatly appreciated. Ms. Milo noted the assistance would have to be during normal business hours due to the confidentiality of the items inside the office. Ms. Falcone questioned if it would be possible to secure a part-time temporary employee to complete meeting minutes until such time that the Secretary position is filled. Ms. Kunkel stated the minutes are not like dictation.

Ms. Deborah Kirby stated the March YouTube video was audio only and asked if that was going to be the case for all meetings. Ms. Milo stated there were technical issues with the previous month's recording and future meetings would have video and audio.

SOLICITOR'S REPORT

Ms. Lorah stated Ms. London was not available to attend this evening's meeting, but that she had provided a report.

Ms. Milo introduced the revised MOU, Memorandum of Understanding, among the Borough of Topton, Longswamp Township, and the Topton Volunteer Fire Company No. 1 related to feasibility studies for a proposed secondary well site, at the Topton Volunteer Fire Company No. 1 property, supporting the Topton Public Water System. Ms. Cook found the MOU unsatisfactory noting it did not reflect changes discussed at the previous meeting. Mr. Polinsky expressed reservations about having to wait to stop providing water to Freehall/Woodside. Discussion ensued on suggestions from Joan, potential revisions to the agreement, the bulk of suitable locations for this secondary well falling within Longswamp Township, the costs and length of time associated with executing what intended to be a simple agreement, disregarding previous agreements, the importance of meeting together with both of the attorneys involved to reduce the back and forth on revisions, and whether the Topton Volunteer Fire Company No. 1 needed to be involved in the MOU discussions. Ms. Lorah ended the discussion of the MOU agreement at this time. Ms. Milo reminded Council that the Longswamp Board of Supervisors meet tomorrow and asked what Ms. London should be requesting. Ms. Lorah asked that a meeting with both attorneys, representatives from the Topton Borough Council, the Longswamp Township Board of Supervisors, and Topton Volunteer Fire Company No. 1 should be requested.

Ms. Milo introduced Ordinance 2-2023, which amends the previous snow emergency ordinance. Ms. Milo stated the primary change involves officially adding Centre Avenue as a snow emergency route. Ms. Milo confirmed Centre Avenue had previously been signed as a snow emergency route and communicated to the community but had not been added to the ordinance. Ms. Milo confirmed the ordinance had been properly advertised and was ready for adoption this evening. Mr. Polinsky made a motion to adopt Ordinance 2023-2. Ms. Cook seconded the motion. The motion passed unanimously.

BOROUGH MANAGER'S REPORT

Ms. Milo stated the Water and Sewer Service Policy is still undergoing revision and review. Ms. Milo hopes she and Ms. Schoonover can meet with the Council or a Council sub-committee to review the document soon. Ms. Falcone asked for specifics on what revisions are still pending. Ms. Milo stated specificity of fees to shut off and/or turn the service back on needs to be clarified, specifically in instances where the curb box would have to be dug up due to improper installation under a sidewalk or driveway. Ms. Falcone raised the topic of communication with landlords on water/sewer delinquencies. Ms. Milo confirmed, as required by law, landlords are notified along with tenants with late notices and 48-hour shut-off notices. Discussion ensued on how to best limit Borough Office staff time as it pertains to landlord follow-up/management and options to educate landlords in the community.

Ms. Milo provided an update on staff activities within the Borough.

Ms. Milo stated the County Commissioners have chosen to hold their June 29th meeting at Topton Borough Hall at 7:00PM and encouraged residents to attend.

Ms. Milo stated the property at 546 Celia Avenue was condemned on Friday, April 7, 2023.

COMMITTEE REPORTS

Public Safety and Personnel Committees – (Lorah)

Ms. Lorah stated the communal school bus stop signs were being placed this week.

Ms. Lorah stated interviews are ongoing for the Borough Administrative Assistant position. Ms. Milo confirmed the deadline for applications was yesterday (April 9th), but that the position could be opened back up if the Council chose to do so. Ms. Lorah stated some candidates had been chosen for interviews, but noted finding a candidate interested in a part-time position that required more than 20 hours was difficult. Ms. Lorah indicated there were concerns about pursuing candidates with grammatical errors in their resumes for a position responsible for meeting minutes.

Ms. Lorah stated interviews were held for the seasonal parks and maintenance position. Ms. Lorah proposed hiring Scott Leshner at \$17.00/hour for 30 hours per week, to start as soon as possible and continue through some time in October (to be determined). Mr. Polinsky made a motion to hire Mr. Leshner. Mr. Stoudt seconded the motion. The motion passed unanimously.

Public Relations and Quality of Life Committee - (Kunkel)

Ms. Kunkel stated Ms. Milo's update on the Topton Community Ambulance covered everything needed and that she had no Quality of Life issues to report.

Environmental and Quality of Life Committee – (Cook)

Ms. Cook stated the next Preservation Board meeting was scheduled for May 14th. Ms. Cook shared that the Topton Mini Museum would hold its 11th Anniversary celebration on Saturday, September 9th from 9AM-2PM and encouraged everyone to attend.

Ms. Lorah asked Ms. Cook to create a post using the information provided in the Drinking Water pamphlet that can be shared as an MS4 educational post on Facebook. Discussion ensued briefly on the best way to present or post.

Ms. Kunkel stated an update on a new Topton Preservation Board committee member was included in the Council packet. Ms. Cook acknowledged but stated that the decision was not finalized yet.

Policy and Special Events Committee – (Falcone)

Ms. Falcone stated last year she indicated she wanted to see if private donations could be used in place of taxpayer dollars for special events held within the Borough. Ms. Falcone acknowledged that with the incredible support and generosity of the business owners in the community, \$7,600 had been donated to fund special events in our park. Ms. Falcone acknowledged donations from Graphite Machining, Lehigh Industries, Advanced Carbon Technology, Hartman Masonry, F & H Heating & Plumbing, Modernfold, Topton Family Practice, Ludwick's Funeral Home, and Geist Sporting Goods. Ms. Falcone encouraged everyone to endorse these businesses.

Ms. Falcone stated a list of tentative events was included in Council packets, and indicated volunteers were needed. Ms. Falcone stated Ms. Hassler volunteered, and Ms. Falcone thanked her for stepping up "big time" to support special events. Ms. Falcone indicated she has heard from others, who can assist on a limited basis, and stated she is advertising on Marketplace to recruit additional volunteer support.

Ms. Falcone stated the first event, as mentioned by Chief Ulshafer, will be a Meet & Greet with our First Responders. Ms. Falcone stated officers will be on hand in the Borough Office to answer residents' questions; complimentary refreshments donated by a local coffee company, and the Market Café will be available.

Ms. Falcone stated the "Tidy-Up Topton" event would be held on April 22nd, which is Earth Day. Ms. Falcone indicated volunteers will show up to participate and provided a brief recap on volunteer status. Ms. Falcone indicated complimentary food will be available for volunteers.

Ms. Falcone stated events were tentatively planned out through July noting the Community Yard Sale will be held May 20th. Ms. Falcone indicated a volunteer had offered to organize a list of items for sale to help shoppers zero in on locations that may

have items they are most interested in. Ms. Falcone stated the volunteer had created a form to indicate what they will have for sale, which will be available at Borough Hall, and stated a link was also available that could be embedded in a Facebook post. Ms. Falcone indicated the Lutheran Home at Topton would hold their yard sale event the same day.

Ms. Falcone stated a Senior Luncheon was also being planned for the senior group in town. Mr. Polinsky noted that when the lunch was originally started, it was open to any senior in Topton, not just members of that specific senior group. Ms. Falcone stated the group would welcome new members, they meet monthly at the Ray A. Master Post 217 (Topton Legion).

Ms. Falcone stated additional events planned include a car show in the park on July 23rd, and a June Park Party, which she hoped some community organizations could participate in.

Ms. Falcone stated she would be interested in gift card donations for the Tidy-Up Topton and Senior Luncheon events. Ms. Falcone asked anyone willing to volunteer for the 3rd, 4th, 5th, and 6th events to reach out to her since each event needs 2 to 3 volunteers.

Ms. Falcone stated she is compiling a list of all community organizations and will circulate an e-mail to Council for review and to fill in any additions as appropriate.

Ms. Falcone stated she has a file for Ms. Milo with the contact information for the events for Ms. Milo in the event she needs to know who's involved and what's going on.

Streets & Property Committee – (Polinsky)

Mr. Polinsky stated the Borough is looking to piggyback on the Washington Street Pump Station project and pave the remainder of the street. Mr. Polinsky stated assistance from Barry Isett & Associates would be required for the project and that BIA required direction on the curbing, the sidewalk and the interest in the project as a whole. Mr. Polinsky stated historically the Borough has required curbing repairs to ensure the integrity of the street but stated he would not be looking for anything additional. Mr. Myers elaborated on the BIA inspection completed in March, sharing details on the ADA ramps, sidewalks, and curbs out of compliance with current standards along the stretch from Heffner Street to Main Street. Discussion ensued on the funding source for the repaving and the desire to undertake it in conjunction with the Washington Street Pump Station project since that project will require digging up the road and alley. Mr. Myers confirmed the quote did not include ADA ramps but did include base repair. Mr. Myers outlined a tentative timeline for the project based on a grant award in May and shared his opinion on including curb repairs in the project scope. Mr. Myers stated BIA would send letters to property owners at the direction of the Council if Council chooses to proceed with the reconstruction of Washington Street. Council discussed Mr. Myers report and the proposed project of resurfacing and the pump station project. Mr. Polinsky made a motion to authorize the engineer to proceed with a project to include resurfacing of Washington Street and Orchard Alley, installation of curbing, and installation of ADA ramps. Mr. Stoudt seconded the motion. The motion passed unanimously.

Parks & Recreation Committee – (Mr. Stoudt)

Mr. Polinsky stated a sketch had been provided for a non-regulation hockey rink, and the hope was that DCNR grant funds could be used towards the project. Mr. Myers shared feedback on project elements needed to meet DCNR grant requirements. Discussion ensued on the construction requirements for the project. Mr. Myers confirmed the contact at Barry Isett & Associates for this project would be Bryan Smith. Mrs. Stoudt made the motion for the engineer to draft an amendment to the current PA DCNR grant to change some elements included in the project, which would need to then be submitted to PA DCNR for approval. Mr. Polinsky seconded the motion. The motion passed unanimously.

Finance and Utility Committee – (Mrs. Stoudt)

Mrs. Stoudt made a motion to approve the list of bills and transfers. Mr. Polinsky seconded the motion. The motion passed unanimously.

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

On-Line Bank Account Balances as of 4/10/2023:

General Account:	\$ 283,119.39
Water Account:	\$ 40,170.387
Sewer Account:	\$ 11,704.79
Reeds Beds – Sewer	\$ 5,003.58
Pool Account:	\$ 0.00
Payroll:	\$ 3,464.82
Recreation/Park Project:	\$ 305,159.06
Liquid Fuels:	\$ 335,986.74
Fire Fund:	\$ 60,694.47
Ambulance Fund:	\$ 8,897.21
ARPA Funding:	\$ 217,506.59

Mrs. Stoudt indicated that 125 late notices were sent for water/sewer accounts. Mrs. Stoudt confirmed there were 31 shut-offs and 3 additional that were eligible for shut-off but had curb stop accessibility issues.

ENGINEER'S REPORT

1. PADEP Sewer and Water

- a. NPDES Permit for WWTP
- b. Media Replacement for Water Plant – In review
- c. Chapter 94, submitted to PADEP

2. DEP MS-4

MS4 Annual Report to DEP – Isett forwarded MS4 permit updates from DEP and scheduling remaining outfall inspections for May.

April 20th is next Berks County MS4 Steering Committee meeting. Borough to fill out and return MS4 contact person for Topton and return to the committee.

Perennial Stream Work – On Hold. No change

3. Topton Transportation Alternatives Trail Connection Project

Construction is proceeding, weather dependent for Asphalt.

4. Grants:

- A. LSA Grant: Application is in for Keller Street: \$620,000 – Not awarded
- B. East Barkley - \$385,000, Small Water & Sewer – expect award in summer

5. Washington Street Pumping Station

Received Grant award, currently working through grant requirements for bidding. Question for Council on how to handle/include resurfacing of Washington Street and Orchard Alley.

6. DCNR – Oak Alley Project

DCNR has approved the alternate project, funds are being held for possible use on either Oak Alley or TASA

A discussion occurred regarding the status and current tasks being done in the TASA project.

OLD BUSINESS

Mrs. Stoudt stated that 50 Hometown Heroes banners were up, 10 more were ordered, and 8 more in the next batch. Ms. Milo confirmed as of today the office had the full 10 required for the next batch.

ADJOURNMENT

Council adjourned at 8:14PM on a motion by Mr. Polinsky, seconded by Ms. Kunkel. The motion was unanimously approved.

The next regular Borough Council meeting will be held on May 9th, 2023 at 7:00PM.

Respectfully Submitted,

Stacy C. Milo
Borough Secretary