

***MINUTES OF THE
BOROUGH OF TOPTON
BOROUGH COUNCIL MEETING
Monday, June 10, 2024***

The regular semi-monthly meeting of the Tipton Borough Council was called to order by Council President Polinsky at Borough Hall, 205 South Callowhill Street, Tipton, PA 19562 at 7:00 PM. Present were Mayor Miller, Council Members C. Cook, A. Falcone, D. Haney, K. Hassler, E. Polinsky, E. Stoudt, and M. Stoudt; Solicitor Joan London, Engineer Charley Myers, PE, and Borough Manager Stacy C. Milo.

The meeting was opened with the Pledge of Allegiance.

EXECUTIVE SESSIONS

Mr. Polinsky noted for the record that Executive Sessions were held on May 14th and June 4, 2024 regarding labor negotiations with Teamsters Local 773 and personnel matters regarding the hiring of part-time administrative assistant.

APPROVAL OF MINUTES

No minutes were presented for approval.

COMMUNICATIONS

Ms. Milo stated that Redeemer Bible Fellowship Church requests to use the park for their annual block party on Saturday, August 17th from 3 to 7pm with a basketball tournament from noon to six. Mr. Haney made a motion to approve this request. Ms. Falcone seconded the motion. The motion passed unanimously.

Borough Council received a letter from Vice Chair Julie Pummer, Tipton Borough Planning Commission, recommending approval of the EB Subdivision plans for 14 South Haas Street and 125 East Barkley Street. Mr. Jeremy Hoagland from The Crossroads Group, engineer for Mr. Youpa, the property owner for the application, presented the plans to Council. Ms. Falcone asked if the plans included additional parking spaces. Mr. Hoagland explained that this submission does not and that there are no improvements planned since this is simply a lot line adjustment to separate the single family home and garage/shed from the apartment building. Mr. Hoagland further explained that there will be no visible changes, only the legal description will change and noted that the plan is non-conforming as to number of parking spaces per apartment but is currently non-conforming. Mrs. Stoudt made a motion to approve the plan as presented. Mr. Stoudt seconded the motion. The motion passed unanimously.

MAYOR'S REPORT

Mayor Miller attended the Memorial Day parade from the American Legion to the cemetery, a nice ceremony; he offered thanks to all who are serving or who have served.

Mayor Miller noted the art mural project at the storm drain on Home Avenue is complete, and thanked Kendra High for her time and effort in painting it.

POLICE REPORT (occurred following the Finance Committee report from Ms. Hassler)

Officer Arndt was present for questions and presented a report for the month of May for Fleetwood Police within the Borough of Tipton. National Night Out is scheduled for August 6th. There was discussion on fireworks use; Borough ordinance does not allow for fireworks anywhere in the Borough. There was discussion on the pedestrian crossing signage on Home Avenue and Weis Street, some stating that the sign on Home Avenue obstructs traffic flow when the accessible parking spot is in use. Council agreed to try moving the sign to the other side of crosswalk on Home Avenue. There was discussion on how non-emergency calls are referred between Fleetwood and PA State Police.

HEARING OF VISITORS

Mr. Brian Fronheiser questioned why there are no minutes posted on the website since March. Ms. Milo stated that minutes have not yet been presented or approved by Council. It was noted that an administrative assistant has not yet been hired, but all meeting video recordings are posted on YouTube following the meetings. Ms. Colleen Kristula volunteered to summarize minutes from past recordings.

Ms. Colleen Kristula presented information on Brandywine Community Library: Amber has taken Sheldon to visit every classroom, K-6th grade to promote the summer reading program, ASL classes are being offered, STEM activities, Dungeons and Dragons, and a visit from the Bat Sanctuary are planned; the teen program, after reading a book about a young person with cancer, compiled and presented 94 care packages for pediatric patients to the Lehigh Children's Hospital. Ms. Kristula requested being added to the agenda under Old Business going forward.

SOLICITOR

Ms. London reported on 546 Celia Avenue, a condemned property with delinquent water/sewer rental charges and property maintenance penalties, including notices sent and communications with Eldercare Services of Williamsport.

Ms. London reported on 534 Marshall Avenue, which is now condemned. Discussion ensued as to the timing of filing liens on this property. Ms. Milo noted that Borough staff are currently maintaining some of the outside of the property by mowing regularly. Ms. London indicated that even in the case of foreclosure or bankruptcy, the lien would be considered. Mr. Stoudt made a motion to authorize the Solicitor to file a lien against 534 Marshall Avenue. Ms. Cook seconded the motion. The motion passed unanimously.

Ms. London indicated the need for a temporary construction easement for the Washington St. pump station replacement project with Lehigh Industries to allow staging of equipment on the field during work. Ms. London stated she will have the easement completed shortly, the property owner has been contacted and is in agreement.

Ms. London noted that meetings with International Brotherhood of Teamsters Local 773 are proceeding and updates with Borough Council are occurring during Executive Sessions noted above.

BOROUGH MANAGER

Ms. Milo reported that since last meeting the Liquid Fuels audit for 01/01/2020 through 12/31/2022 was received and is available for viewing.

Ms. Milo thanked the Topton Fire Company for the appreciation luncheon they held for the area municipalities.

Ms. Milo will meet with Fleetwood Police in June for mid-way evaluation process as per contract. If anyone has concerns or questions please forward to Ms. Milo.

Ms. Milo stated that the work on the roof of the Public Works building was completed and inspected by Keycodes Inspections after BIA had provided onsite reports to the borough throughout the project and worked well with our public works staff.

Ms. Milo stated that staff attended training for GIS software that will be used going forward and will contain the utilities and anything else public works staff feel should be noted on the map.

Ms. Milo has been working with Home Road watershed property owner, who has been having difficulty contacting PennDOT and facilitated communication; the HOP process should be completed soon.

Ms. Milo explained that the Auditors are now completing the single audit for 2023 as well as the financial statements for 2023.

Ms. Milo stated that she has begun to prepare information for the 2025 budget by communicating with other organizations in Topton.

Ms. Milo informed Council that the commercial and industrial water and sewer invoices were sent later than the April 25th date; they went out May 25th; the delay was caused by processes in our software and having them match up with current ordinances.

Ms. Milo requested permission to attend PAMA conference in Erie in August since she would miss the Council meeting. Ms. Stoudt questioned a four-day absence from the office and the cost of the conference during a time when we are short-staffed and tightening expenditures. Consensus was to decline the request this year. It was noted that Ms. Milo is now on the Board of this organization.

Ms. Milo noted the receipt of the PA Municipal Health Insurance Cooperative (PMHIC) first 2023 surplus distribution, with check in the total amount \$18,255.06, which included some of 2022; the 2023 amount totaled \$17,417.00. Council began discussing that in past years, Council voted to return, from this distribution, to Borough employees covered by the insurance, the cost of their premiums for that year based on individual coverage only. Council further discussed whether this was optional or a precedent. Ms. London explained that this falls under "Status quo" and has been in place for a number of years. It was suggested that it be kept this year but

brought up in the collective bargaining sessions. This topic was tabled until next meeting in order to discuss further with the attorney involved.

COMMITTEE REPORTS

Environment and Conservation Committee – (Cook)

Ms. Cook reported on Oak Alley Project: she has provided listing of appropriate trees for soil and environment as well as perennial planting.

Ms. Cook reminded everyone that Source Water Protection Plan free brochures are available, could be scanned for Internet or included in mailings. Ms. Cook stated that flyers have been placed around town regarding trainings available on constructing rain barrels; if sufficient interest is noted by survey an attempt to bring a training session locally will be made.

Ms. Cook updated everyone on Municipal Separate Storm Sewer System (MS4): The person who provided training previously was moved to another area; Ms. Cook is working with Library to coordinate training with the new representative.

Ms. Cook reported that permission was granted from PennDOT to put up SWPP signs in Topton, minimum of 36”x36” at \$107 each for five signs. Mr. Stoudt made a motion to authorize the purchase of 5 signs for a total amount of \$600.00. Mr. Haney seconded the motion. The motion passed unanimously.

Ms. Cook provided an update on message boards at the beginning and end of trail and watershed to inform people of need to protect the watershed. Ms. Cook researched using recycled plastic message boards and came up with a potential cost of \$3500. Council suggested further exploration of funding or local organizations to build/fund this project.

Personnel and Policy Committee – (Falcone)

Ms. Falcone reported that two offers had been made to hire a part-time administrative assistant, both persons declined due to salary rate. Ms. Falcone stated the position will need to be re-advertised and the salary offered remains in the range as per previous advertisement.

Ms. Falcone asked Council to approve sending a letter to Benecon prior to June 30th, 2024 to inform them of terminating coverage with the PA Municipal Health Insurance Cooperative with the understanding that it is revocable; the coverage includes medical/dental/vision/life/disability/accidental death insurances. Mr. Haney made a motion to inform Benecon the Borough of Topton will be terminating coverage and directed the Borough Manager to notification to Benecon by certified letter. Mr. Stoudt seconded the motion. The motion passed unanimously.

Streets Committee – (Haney)

No report

Finance Committee – (Hassler)

Ms. Hassler requested the list of bills and transfers be approved. Ms. Milo answered Ms. Falcone’s question about the gWorks invoice and explained they are the new software company

and billing is for setup and partial year fee in amount of \$14,000; this software includes billing, accounts payable and receivable, payroll and customer portal. Ms. Milo stated that this fee is covered in several line items of the budget. Ms. Falcone questioned the Process Masters invoice. Ms. Milo stated they supply chemical components for waste water treatment. Mrs. Stoudt made a motion to approve the list of bills and transfer as presented. Ms. Falcone seconded the motion. The motion passed unanimously.

Community Relations Committee – (Polinsky)

Mr. Polinsky reported that he attended Swampfest in Longswamp Township, where everyone seemed to be enjoying themselves.

Mr. Polinsky offered congratulations to BHASD girls' softball team on winning season and the Fire Company celebrated them with parade through the Borough.

Mr. Polinsky announced that Community Day is scheduled for June 29th, starting at 10am. Mr. Polinsky encouraged everyone to attend.

Property Committee – (E. Stoudt)

Mr. Stoudt reported ongoing progress on the logging of the watershed property – trees are still being marked.

Mr. Stoudt provided an update on the Oak Alley Project; plans have been revised based on additional information, approval from PA DCNR is awaited.

Mr. Stoudt indicated that the Borough is waiting for a permit from Berks County Conservation District regarding the filling in of the pool and the permit is expected shortly.

Mr. Stoudt announced that the Recreation Committee will be meeting on Wednesday, June 12 at 6:30pm at the Pavilion.

Ms. Hassler described severe lack of cleanliness and plumbing issues since the extended opening times of park rest rooms and recommended Council revert to 2pm closing of rest rooms. Council Consensus was to return to 2pm closing.

Utility Committee – (M. Stoudt)

Mrs. Stoudt presented the status of delinquent water and sewer accounts: There are 80 unpaid accounts with 4 payment plans, Fine notices will be posted on July 2 and shut-offs on July 8 due to holiday. Mrs. Stoudt stated the Deka meter was placed on Saturday and verified as working by staff.

Mrs. Stoudt stated that the Washington Street Pump Station rehabilitation is going out to bid and bids are to be posted by next week on PENNBID (online).

Mrs. Stoudt reported that a draft permit was posted for public review and comment on the Waste Water Treatment Plan NPDES for 30 days as required.

Mrs. Stoudt presented the PHFA’s PAHAF Program to help with delinquent water/sewer/utility bills for discussion. Mrs. Stoudt explained that this is a one-time assistance program. Ms. London reported that the program answered her questions satisfactorily; the program encourages the Borough not to shut-off services but does not prevent this; the homeowner has to be 30 days delinquent for assistance, and are responsible for ongoing payments; there are income guidelines for assistance. Mrs. Stoudt explained that information on this program will be made available to the public. Ms. Hassler made a motion to approve the Borough participate in the program. Mr. Stoudt seconded the motion. The motion passed unanimously.

Regarding the Hometown Heroes project, Ms. Stoudt reported that the last ten banners were ordered, bringing the total to 110 banners in Borough over the last two years. Mrs. Stoudt stated that it was deemed a successful program. Mrs. Stoudt explained that after November, some banners will come down having reached the two-year limit.

ENGINEER

1. **Authorizations Needed/Pending**

- (1) Water Supply Well – we will seek authorization for each stage.
- (2) Chlorine Contact Basin Rehab – once grant documents are executed.

2. **NPDES PERMIT**

- a. Received draft permit.
 - i. Draft Permit posted in PA Bulletin 5/18/2024, public comment period extends 30 days to 6/17/24; whereupon the final permit will likely be issued shortly thereafter.
 - ii. We are filing a letter with them on the cost impacts of the changed limits, do not expect a change to be made in the limits, but may help to mitigate if there are issues.

3. **Water Supply Well**

Task I: Feasibility Study	
A. Site Feasibility	\$5,000.00
B. Site Evaluation	\$7,500.00
Task II: Site Survey	\$7,500.00
Task III: Well Construction Specifications	\$5,000.00
Task IV: Well Drilling	\$60,000.00
Task V: Pump Tests	\$15,000.00
Task VI: Final Design of Water Improvements	\$50,000.00
Task VII: Final Permitting of Water Improvements	\$10,000.00
Task VIII: Construction of Final Water Improvements	\$200,000.00
 Total Estimated Cost	 \$360,000.00

Tentative Schedule:

Task I: Feasibility Study	
A. Site Feasibility	
B. Site Evaluation	Working with PADEP - septic separation and well monitoring sampling needed
Task II: Site Survey	Completed
Task III: Well Construction Specifications	Working with PADEP, getting monitoring well data.

Task IV: Well Drilling	Summer 2024
Task V: Pump Tests	Summer 2024
Task VI: Final Design of Water Improvements	TBD after Grant Applications and Award
Task VII: Final Permitting of Water Improvements	TBD after Grant Applications and Award
Task VIII: Construction of Final Water Improvements	TBD after Grant Applications and Award

4. **DEP MS-4**

a. MS4 Annual Report to DEP – current annual report period ends June 30th. MS4 items completed after this date will be applied to the 2024-2025 reporting period. Isett to gather MS4 file information and prepare a draft DEP report for Topton Borough review before August 15th. Final report due to DEP by September 30th.

b. Perennial Stream Work – Pending funding acquisition. Anticipated grant application for DEP Growing Greener funding due June 21st.

c. Brandywine Heights HS Stream Signage – No changes from the Conservation District or HS staff on signage.

5. **Grants:**

- A. East Barkley - \$385,000, Small Water & Sewer
 - a. \$185,000 was awarded for the project on 12/19/2023
- B. Potential for Flood Study Grant

6. **Master Site Plan**

- A. Meeting with Rec Committee held on May 8th at 6:30PM

7. **Public Works Building Roof**

- a. Project Complete

8. **Washington Street Pumping Station**

Budget Status:

- Design - \$30,500
(\$30,250invoiced)
- Bidding - \$6,000
- Construction\$10,500

Anticipated Schedule:

Rebid timeline:

- Pre-Bid Meeting7/1/2024
- Bid Opening – 7/15/2024
- Bid Award – 7/22/2024
- Construction Start – August 2024
- Complete Construction – early 2025 (delivery of pumps and controls will set the schedule)

9. **Pool Demolition**

- a. Budget is as follows:
 - i. Prepare E&S Plan \$2,500
 - ii. Compaction Testing \$2-5,000 (services as ordered by the Borough)
 - iii. On-Site Observation up to \$10,000 (services as ordered by the Borough)
 - iv. Soil Probes up to \$3,000 (services as ordered by the Borough)
 - v. All field services as ordered by the Borough.
- b. Plans at BCCD, waiting for signed plans back from them.

10. **DCNR – Oak Alley Project**

Council Reviewing plans for changes.

OLD BUSINESS

Ms. Monica Kunkel, representing the Ambulance Board, asked that Borough disperse funding by voucher. In response to last month's question from Council, Ms. Kunkel explained that the Ambulance audit is being taken care by a firm rather than an individual. Ms. Milo explained that the Borough will consult with their auditor as to best practice or flexibility in this funding. Ms. Kunkel stated the Ambulance association had successful fundraising at Swampfest.

Ms. Cook reported on Tipton Borough Preservation Board. No meeting this month.

ADJOURNMENT

Mrs. Stoudt moved to adjourn the regular meeting at 8:23 PM. Mr. Stoudt seconded the motion. The motion passed unanimously.

The next regular Council meeting will be held on July 8, 2024 at 7:00 PM.

Respectfully Submitted,

Stacy C. Milo
Borough Manager/Secretary