Hop Bottom Borough
Minutes Template
Regular Meeting
July 7, 2026

Regular Meeting Called to Order by Tim Hortman

Council Members: Tim H., Janice W., Ben S., Amanda Z.
Mayor: Jeff Zick
Acting Secretary: Zina K. **Treasurer:** Zina K.
Tax Collector: Laurie S. **Borough Worker**: Dan H.

Visitors: JoAnn Brown, Paula Smith, Gail Decker, Bob Decker, Christina Schutz, Frank Schutz, Danielle Hewitt

Acting Secretary
Motion to appoint Zina Kozlowski as Acting Secretary was made by Tim H. and 2nd by Amanda Z. Motion Duly Passed

Approval of Previous Meeting Minutes
Motion to approve June 2, 2026 minutes was made by Janice W. and 2nd by Ben S. Motion Duly Passed

Approval of Treasurer Report
Motion to pay the bills and move funds as needed was made by Amanda Z. and 2nd by Ben S. Motion Duly Passed

Motion to have Zina K. take treasurer training was made by Tim H. and 2nd by Janice W. Motion Duly Passed

Citizen/Visitor Comments
No comments

Correspondence
None available

Mayors Report
Mayor Jeff Zick gave his mayor's report, which can be found on our borough website.

PennDOT - bridge phase 2 started & stalled for changes.
Secretary should contact the chief clerk of the Susquehanna County Law Library to update borough ordinances.
Borough garage needs minor repairs to the garage door and possibly gutters.
An account was established with JC Smith located in Vestal for borough purchases.

Tax Collector Report
Received real estate tax of $1858.56 and Fire Protection of $253.90.
It has been reported that bills were distributed with incorrect information ….
Contact Laurie directly with any questions re: this matter.

Committee Reports

Budget/Finance
No update

Parks and Recreation
Janice W. was made lead administrator of Memorial Park Grant.
Stormwater management grant phase 2 at the park has not yet been completed …. Tim H. will follow up.
Dan H. retired the old flag and installed a new flag and hardware on the pole.

Watercourse Committee

Culvert
Inspection needed
Martins Creek
No update

Street and Public Works Committee
Tim H. sent a letter to Aqua for an additional fire hydrant for Greenwood Street.
Tim H. asked Aqua to look at the culvert; they sent a contractor, and it was cleaned out.
Tim H. talked to Mike Molenko re: borough sign …. Mike is supposed to come look at the sign.
Tim H. reported PennDOT was contacted re: the headwall at the culvert and minor repairs were made.
Motion for Pete Mecca to clean and repair the catch basin on Forest Street was made by Amanda Z. and seconded by Ben S. Motion duly passed.
Dan H. has performed minor repairs to the garage and suggests gutters and ice cleats

be installed if possible.

Emergency Management Committee
Ben S. will act as temporary emergency management coordinator.

Grants Committee
Nothing additional to add.

Fire Company Report
Ben S gave report on fire dept.
Monthly calls: Structure fire – 2; brush fire – 1; MVA – 2; landing zone -2; lift assists – 2; wires down – 1; standby-2; cancelled enroute -2; medical -26 ….. total of 40 calls. Year to date medical - 126; fire -55.

Old Business
1. NEIC
    Original contract for IBC may require updating.
2. South Center Street sidewalk grant
    Specifics are still being discussed. Survey of project to be completed in the coming weeks. Additional details forthcoming.
3. Storm Water Project
    Should be completed by the end of July

New Business
1.Donation
    A donation was received from the T-shirt sale fundraiser by Samantha Gregory. She requests that funds be used for the park.
2. Gas Lease Resolution
    Motion to adopt resolution 2026-09, for the purpose of authorizing Council President Tim Hortman and Council Vice President Janice Webster to Sign the Gas Lease with Coterra Energy Inc. on behalf of the Borough of Hop Bottom was made by Tim H. and 2nd by Ben S. Motion duly passed.

3. Sign Gas Lease
    Motion to sign gas lease with Coterra Energy Inc. was made by Tim H. and 2nd by
    Ben S. Motion duly passed.
4. Account with Tractor Supply
    Motion to establish an account with Tractor Supply for approved purchases was made by Janice W. and seconded by Amanda Z. Motion duly passed.

5. Push lawn mower

Motion to purchase push mower was made by Tim H. and seconded by Janice W. Motion duly passed.

6. Weed trimmer

Electric preferred. Amanda Z to obtain pricing from JC Smith.

7. Veteran Banners

Council is considering a program for families to honor their veterans/hometown heroes … possibly to start in 2027.

8. Resignations

Deb Norton resignation from council member and emergency management coordinator … motion made by Tim H. 2nd by Janice W. Motion duly passed.

Tara Burgess resignation from borough secretary position … motion made by Tim H. 2nd by Janice W. Motion duly passed.

10. Secretary position

Motion to appoint Gail Decker made by Tim H. seconded by Ben S. Motion duly passed.

Motion to adjourn was made by Ben S. and seconded by Amanda Z. at 8:19 p.m. Motion
duly passed.

Meeting adjourned.

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Gail Decker

Secretary