

HOP BOTTOM BOROUGH MINUTES
February 3, 2026
Regular Meeting

REGULAR MEETING CALLED TO ORDER BY Tim Hortman

Attendance:

Elected Officials: Jeff Zick, Tim Hortman, Janice Webster, Deb Norton, Ben Stine, Amanda Zick

Tax Collector: Laurie Schwarztrauber

Secretary: Tara Burgess

Treasurer: Zina Kozlowski

Mayor Jeff Zick Performed the oath of office for the Hop Bottom Borough's Tax Collector, Laurie Schwarztrauber.

ACCEPTANCE OF MINUTES: Motion to accept the Minutes from January meeting was made by Deb Norton and seconded by Janice Webster, Minutes were approved with noted corrections.

Motion Duly Passed / Jeff Z. agreed.

TREASURERS' REPORT: Motion to make the necessary transfers and pay the routine bills, during upcoming month made by Janice Webster and seconded by Ben Stine

Motion Duly Passed / Jeff Z. agreed.

CITIZEN/VISITOR COMMENTS:

Floor opened to visitors:

Samantha Bode proposed a community garden idea in the empty lot next to the Garage. She will work with Kelly Finan to put together a feasibility study with information on grants and community residents' participation. The council advised her that this topic has been previously discussed, noting that numerous guidelines must be adhered to, including ADA compliance and the requirement for liability insurance. Council would be open to hearing a more detailed proposal.

CORRESPONDENCE:

Donation request from Envirothon received.

We received a county conservation grant opportunity.

Auditor engagement letter, it was signed.

MAYOR'S REPORT

Mayor Jeff Zick supplies a monthly report which included the following: Snow removal on Main St., Borough sign movement in spring, and park fence repair. The mayor met with residents, who raised concerns about sidewalk maintenance on Adams Ave and pothole repairs on N. Center St., parking time limit on Main St., Hall rental, and a non-resident complaint on 3 dumps on Main St.

Mayor also participated in snow removal at the Borough Hall, the crosswalks and fire hydrants He also with assistance of Amanda Zick removed and stored Christmas decorations and Manger in garage.

Looking ahead Mayor Jeff Zick would like to review and discuss further the following ideas: Website reviews and updates, Mapping out utility poles, hydrants, and storm drains.

COMMITTEE REPORTS:

Tax Collector report: Laurie confirmed borough building dates for tax collection.

Tax collector meeting Feb. 23 will be updated at next meeting of any changes, also Tax bills should be mailed by March 1st

Laurie also presented the past year's intake and how much each tax category received

Emergency Management Committee Report:

Deb Norton will be attending Emergency Management Training session on Feb 12

BUDGET / FINANCE COMMITTEE:

Motion to Adopt Tax Levy Ordinance 2026-02 was made by Deb Norton and seconded by Janice Webster

Roll call vote: Tim H. __Y__, Janice W. __Y__, Ben S. __Y__, Deb N. __Y__, Amanda Z. __Y__

Motion to adopt Annual Budget Resolution 2026-01 was made by Amanda Zick, seconded by Ben Stine.

Roll call vote:

Tim H. __Y__, Janice W. __Y__, Ben Stine __Y__, Deb Norton __Y__,

Amanda Z. __Y__

Motions Duly Passed / Jeff Z agreed.

COMMUNITY SERVICE-EVENTS-PARKS AND RECREATION COMMITTEE: NA

WATERCOURSE COMMITTEE:

STREET AND PUBLIC WORKS COMMITTEE:

Public Works: See Mayor's report.

Snow Removal: See Mayor's report.

OLD BUSINESS:

Sidewalk Grant for South Center Street was approved by the state we are waiting for the county to approve

Stormwater management grant-phase 2 John Koshinski Met borough engineer and received bid package, Pre-Bid meeting will be Feb. 20th at 11:00 am. All bids must be received by Feb 27th at 2:00pm. The winning bid will be chosen at our March meeting, and the winner will be notified.

NEW BUSINESS:

Secretary/Treasurer

Motion to adopt Ordinance 2026-04 Separation of Secretary-Treasurer into two separate positions was made Deb Norton, and 2nd by Janice Webster

Roll call vote:

Tim H. __Y__, Janice W. __Y__, Ben Stine __Y__, Deb Norton __Y__,
Amanda Z. __Y__

Motion Duly Passed / Jeff Z agreed.

Motion to adopt Resolution 2026-05 Appointment of a Secretary and a Treasurer was made Deb Norton, and 2nd by Ben Stine.

Roll call vote:

Tim H. __Y__, Janice W. __Y__, Ben Stine __Y__, Deb Norton __Y__,
Amanda Z. __Y__

Motion Duly Passed / Jeff Z agreed.

Report on Committee

Tim H. discussed New Agenda format and the combining of committees to have all members involved.

Need to purchase supplies-purchasing required-report

Tim H. also completed an inventory of items needed for both the Garage and the borough building and combined them into a single purchase list. Jeff and Amanda Zick donated a laptop to the Treasurer so that did not need to be purchased, along with a flashing light for the top of the UTV. Council agreed to make all necessary purchases.

Full Ordinance Review

Tim H also reminded council we will be doing a full work up of all Ordinances later in the year

Snowplow damage

There was also some minor damage to residential property, Tim H. will call the snow removal company.

NEIC

Tim H. contacted NEIC for code violations and enforcement. A few more things need to be accomplished, and they will start over and with a new ordinance and include the fines. NEIC needs a copy of the ordinance adopting the property Maintenance code.

Cleaning person

Council decided we will all chip in and clean up when we are there.

MOTION TO ADJURN: At 9:00 Pm by Janice Webster 2nd by Amanda Zick
Motion Duly Passed / Jeff Z agreed.

Meeting adjourned.

Tara Burgess

Secretary

Jeff Zick

Mayor