

**HOP BOTTOM BOROUGH MINUTES**  
**January 5, 2026**  
**Reorganization Meeting / Regular Meeting**

**REORGANIZATION MEETING CALLED TO ORDER: ATTENDANCE:**

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

Tax Collector: Laurie Schwarztrauber Absent

Secretary/Treasurer: Tara Burgess

Mayor Jeff Zick  
Called the meeting to order.

Jeff Z. administered the oath of office to Deb Norton, Janice Webster

Floor was opened to nominate President of Borough Council.  
Deb Norton made motion to elect Tim Hortman as President, Janice Webster 2<sup>nd</sup> the motion.

Roll call vote:  
Tim H. \_\_Y\_\_, Janice W. \_\_Y\_\_, Ben Stine \_\_Y\_\_, Deb Norton \_\_Y\_\_,  
Amanda Z. \_\_Y\_\_

Motion Duly Passed – Tim Hortman was appointed President

Floor was opened to nominate Vice President of Borough Council.  
Deb Norton made motion to elect Janice Webster as Vice President and Ben Stine 2<sup>nd</sup> the motion.

Roll call vote:  
Tim H. \_\_Y\_\_, Janice W. \_\_Y\_\_, Ben Stine \_\_Y\_\_, Deb Norton \_\_Y\_\_,  
Amanda Z. \_\_Y\_\_

Motion Duly Passed

Motion to adopt Annual Appointment Resolution 2026-03 was made by Janice Webster, and 2<sup>nd</sup> by Deb Norton.

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 adjourn Reorganization meeting was made by Deb Norton, and 2<sup>nd</sup> by Janice Webster.  
Motion duly passed.  
Jeff Z. agreed with motion

**REGULAR MEETING CALLED TO ORDER BY Tim Hortman.**

**ACCEPTANCE OF MINUTES:** Motion to accept the Minutes from December 2, 2025, meeting was made by Janice Webster. 2<sup>nd</sup> , by Ben Stine.

Motion Duly Passed / Jeff Zick. agreed

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

Motion Duly Passed / Jeff Zick agreed

**CITIZEN/VISITOR COMMENTS: N/A**

Floor was opened to visitors:

John Koshinski Presented a bill for the borough garage to repair the door in the amount \$208.30  
Council approved the bill

**CORRESPONDENCE:**

**Received notification for JHA PA Assoc. of Boroughs Update 2026 fee schedule**

**John Koshinski presented updated info on Phase 2 of the covid relief grant in reference to the drainage in and near Greenwood St.**

**Deb Norton Made a motion to keep John Koshinski as the point of contact for the park Ben Stine 2<sup>nd</sup> the motion passed.**

**COMMITTEE REPORTS & Committee Member Discussion**

**BUDGET / FINANCE:**

Motion to Adopt Tax Levy Ordinance 2026-02 until next meeting motion was made by Janice Webster, and 2<sup>nd</sup> 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

**PARK:**

John Koshinski stated the engineer would present all final documents to present at the February meeting to be approved Open bids in March

**CULVERT:** N/A

**MARTIN'S CREEK:** N/A

**STREET AND SIGN COMMITTEE:** N/A

**EMERGENCY MANAGEMENT:** N/A

**OLD BUSINESS:** N/A

**NEW BUSINESS:**

Motion to adopt Emergency Operating Plans and Procedures Resolution 2026-04 was made by Ben Stine, and 2<sup>nd</sup> 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 Comprehensive Fine and Fee Schedule Resolution 2026-02 was made by Deb Norton, and 2<sup>nd</sup> 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

Calendar of events in process, waiting for information and confirmation from local businesses table it until next meeting

Motion to designate signatures for all bank accounts as necessary was made by Deb Norton  
Motion to remove John Koshinski, Bill Black, Amy Black from signature bank cards, also retain Tim Hortman and add Deb Norton Janice Webster and Tara Burgess to all accounts.

Motions duly passed

Tim Norton will contact DGK about our insurance policy to ensure all paperwork is completed and sign before the premium is due.

**MOTION TO ADJURN: At 7:50 by Ben Stine 2<sup>nd</sup> by Amanda** Motion Duly Passed / Jeff Z agreed

Meeting adjourned.

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Tara Burgess

Secretary / Treasurer

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Jeff Zick

Mayor