

**Borough of Tipton Council &  
Planning Commission Joint Meeting and Public Hearing Minutes  
Monday November 13, 2017**

Members of the Tipton Borough Council met on Monday November 13, 2017 at 7:00 P.M. at Borough Hall for the regularly scheduled monthly meeting and public hearing. The meeting was called to order by Council President Mr. Stauffer with the Pledge of Allegiance.

Roll call was taken and the following members were present Mr. Stauffer, Mr. Biltcliff, Mr. Beck, Mr. Arndt, Ms. Lorah, Mr. Jost and Mr. Gehman. Borough Manager Marcus Dolny and visitors were also in attendance. Mr. Wagaman was absent.

Also in Attendance were Planning Commission members Julie Pummer, Leo Scott, Jeff Shriver and Bruce Meitzler.

**APPROVAL OF MINUTES**

On a motion by Mr. Gehman, seconded by Mr. Jost the minutes of October 23<sup>rd</sup>, 2017 were approved unanimously.

**PLANNING COMMISSION ADMINISTRATION**

Chairman Nick Shaub submitted a letter of resignation from the commission citing personal reasons. The resignation was accepted by Mr. Jost, seconded by Mr. Beck and passing unanimously.

A motion was made by Ms. Pummer of the planning commission to appoint Mr. Scott as chairman and Mr. Shriver as vice chairman. The motion was seconded by Mr. Meitzler and passed unanimously.

**PUBLIC HEARING AND COMMENT**

**Vacation of Willow Alley**

Testimony and comment were heard regarding Ordinance 4- 2017 the Vacation of a portion of Willow Alley. Ordinance was approved on motion by Mr. Beck, seconded by Ms. Lorah. The motion passed unanimously. A full transcript of the proceedings will be included in the official record.

**Proposed Zoning Change (Sheds/ Setbacks)**

Testimony and comment were heard regarding the proposed ordinance. A motion to table by Mr. Scott and seconded by Mr. Meitzler of the Planning Commission and by Mr. Gehman, seconded by Mr. Arndt of Borough Council. Both actions passed unanimously. A full transcript of the proceedings will be included in the official record. The planning commission will meet in the future to make revisions and recommendations.

A motion to adjourn the planning commission was made by Mr. Scott and seconded by Mr. Meitzler.

A motion to close the public hearing was made by Mr. Beck and seconded by Mr. Jost.

## **COMMUNICATIONS**

Mr. Stauffer congratulated the Borough of Tipton's 3 newly elected council members Caitlin Moll, Monica Kunkel and Jason Miller.

Mr. Dolny shared a letter received from Tipton resident Jordan Meyer regarding a possible discount on his high water bill he received due to toilet leaking while he was away serving in military. Mr. Arndt made a motion to set bill back to average of last few quarters prior to this reading. Mr. Jost seconded this motion and passed unanimously.

Mr. Dolny shared a request received from Heather Wicke and Girl Scouts to hold their annual cookie drive at the Tipton Memorial Pool parking lot on January 20<sup>th</sup> and 27<sup>th</sup>, February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>, March 3<sup>rd</sup> and 10<sup>th</sup>. Mr. Arndt made a motion to approve this request. Mr. Jost seconded this motion and it passed unanimously.

Mr. Dolny shared a letter all council members received regarding the possibility of casino's being built in the Berks County area. No action was taken on this letter.

## **Mayor's Report**

Mayor Biltcliff complemented the Tipton Community Outreach Club on another successful Halloween parade in the Borough of Tipton.

## **HEARING OF VISITORS**

None

## **Solicitor's Report**

Solicitor London requested an executive session regarding legal matters.

Solicitor London also updated Council on the Cable Franchise Hearing joint public meeting. The tentative time will be on December 11<sup>th</sup> at 6 pm at the Community Center in the Borough of Fleetwood.

## **Secretary's Report**

Mr. Dolny shared a correspondence received from DEP regarding Toad Creek.

Mr. Dolny updated Council regarding matters on Washington Street and zoning and vehicle issues.

Mr. Dolny also talked to Council regarding the homeless woman living within the Borough of Topton and at the Topton Memorial Park.

Mr. Dolny updated Council and visitors that it is currently looking for residents to fill open vacancies on multiple boards for the Borough of Topton. Current openings are as follows:

1 – Planning Commission

3 – Zoning Hearing Board

### **COMMITTEE REPORTS**

#### **Public Affairs Committee – (Mr. Stauffer)**

Mr. Stauffer wished to show all Veteran's his appreciation for their service.

#### **Personnel Committee – (Ms. Lorah)**

None

#### **Finance Committee – (Mr. Wagaman)**

Mr. Arndt made a motion to pay bills as presented. The motion was seconded by Mr. Beck and passed unanimously.

#### **Property Committee – (Mr. Jost)**

None

#### **Parks & Recreation Committee – (Mr. Beck)**

None

#### **Streets Committee – (Mr. Arndt)**

None

#### **Utility Committee – (Mr. Gehman)**

Mr. Gehman asked when the Sewer Plant recycled water project is beginning. He was informed that there is a meeting Thursday November 16, 2017 with the contractor to set the schedule for the project.

Mr. Gehman also requested an update on Well #5. Mr. Dolny informed him that they are having a meeting with DEP on Tuesday November 14, 2017 and an update will be given at the next Borough Council meeting.

## **Engineer's Report**

### **1. Sewage Treatment Plant**

The DRBC has notified Russ that they do not have an Emergency Response Plan on file for the Topton Sewage Treatment Plant and they provided Russ with the Plan Requirements. Russ has checked the Borough's Emergency Response Plan and has found that it does not address all DRBC's requirements. BIA is assisting Russ with the update.

### **2. NPDES Permit Renewal**

The permit has not yet been issued. It has now been over a year and a half since the application was submitted:

Permit Expiration: 8/31/16

Permit Application Due: 3/4/16

Renewal Submittal 2/25/16, additional information submitted 3/15/16.

### **3. Toad Creek Improvements**

Alex Ulmer of Isett met in the field with the Army Corps of Engineers and after walking the site the COE determined that there are likely a few (2 or 3) wetland communities. While the COE will not require a formal delineation, the PA DEP is requiring that the boundaries of the wetland communities be identified and surveyed. DEP will not take any action on the wetland permit until this issue is resolved. BIA has identified the wetlands boundaries and added the information to the base plans. A PADEP review letter was received on 11/10/1, BIA is currently reviewing the letter.

### **4. Borough Park Master Site Plan**

The Master Site Plan is completed and Isett continues to search for grant opportunities to implement the plan.

### **5. Borough Town Square Improvements**

Charlie Paris of PennDOT met with Marcus and Rich Fain of Isett on Tuesday, October 17<sup>th</sup> with the result being final approval of the project by PennDOT and allocation of the liquid fuels reimbursement funds to the Borough.

### **6. DEP MS-4**

The NOI application and the filing fee check was submitted to DEP on Wednesday, September 13<sup>th</sup>, and we are awaiting comments from DEP on the application.

On 10/19/17, BIA attended the quarterly meeting for the Berks County MS4 Steering Committee. Copies of handouts and meeting minutes on the anticipated committee changes starting January 2018 were sent to the Borough the following week (10/24/17)

In preparation for the MS4 NPDES permit next year, BIA will be attending a Stream Restoration for PRP Requirements Workshop on 12/11/17 in Mechanicsburg PA. The workshop is being hosted by the Center

for Watershed Protection specifically for reviewing the use of stream restoration projects in order to satisfy DEP requirements. BIA anticipates this workshop will be applicable for Topton's Toad Creek project and MS4 permit.

#### **7. WWTP Recycled Water Project**

WWTP Recycled Water Project. The project was awarded on October 11, 2017. Contracting paperwork has been completed. A pre-construction meeting is scheduled for 11/16/17 at 9AM. The first round of submittals have been received and are being reviewed, expect those back to the contractor at the pre-construction meeting.

Contract #1 Bellview Pump	\$13,700.00
Contract #2 Bellview Pump	\$45,950.00

#### **8. Barkley Street Sewer Rebuild Project**

Bids were received on 11/10/17. There were nine bids received, with bids ranging from \$179,220 to \$317,625. The engineer's estimate was \$161,000, with the primary area of difference being in the main line cost. This project is included in the Grant with \$121,566.00 available to go towards the project.

The three lowest bids received were:

DOLI Construction	\$179,220.00
BARRASSO Excavation	\$187,530.00
Bellview Pump	\$189,650.00

BIA is recommending that a conditional (upon satisfactory receipt of complete contracting paperwork including bonds) award be made to the apparent low bidder DOLI Construction.

Mr. Gehman made a motion to accept the bid from DOLI Construction as the winning bid for the Barkley Street Sewer Rebuild Project. Mr. Jost seconded this motion and it passed unanimously.

#### **9. 2017 Sanitary Sewer Cleaning and Televising Project**

Bids were received on 11/10/17. There were seven bids received, with bids ranging from \$91,321.55 to \$317,625.00. The engineer's estimate was \$118,000. Notice to proceed is expected to be issued in March of 2018.

The three lowest bids received were:

Mr. Rehab, Inc.	\$ 91,321.55
Diversified Infrastructure	\$125,300.00
Sewer Specialty Services	\$135,250.00

BIA is recommending that a conditional (upon satisfactory receipt of complete contracting paperwork including bonds) award be made to the apparent low bidder Mr. Rehab, Inc.

Mr. Gehman made a motion to accept the bid from Mr. Rehab, Inc. as the winning bid for the Sanitary Sewer Cleaning and Televising Project. Mr. Beck seconded this motion and it passed unanimously.

#### **Old Business**

None

## Executive Session – Legal/Personnel

Entered: 8:55PM on motion by Mr. Beck, seconded by Ms. Lorah passing unanimously.

Exit: 10:00PM on motion by Mr. Beck, seconded by Mr. Jost passing unanimously.

## Budget

Mr. Arndt made a motion to adopt the preliminary tentative budget and advertise, including a .5 millage tax increase for general purposes and the hiring of a full time employee for the Borough office. Mr. Arndt also requested a roll call vote. This motion was seconded by Mr. Jost.

Stauffer – Yes

Wagaman – Absent

Beck – No

Jost – Yes

Lorah – No

Gehman – No

Arndt – Yes

With Councilman Wagaman not present and a 3 to 3 tie Mayor Biltcliff was called upon to cast the deciding vote. With Mayor Biltcliff voting in favor of the motion, the motion passes 4 to 3.

Mr. Jost made a motion to approve Solicitor London to advertise that the preliminary 2018 Budget is available at the Borough office for public review. Mr. Arndt seconded this motion passing unanimously.

Mr. Jost made a motion to approve Solicitor London to prepare and advertise an ordinance regarding a .5 millage tax increase. Mr. Arndt seconded this motion and passed 4 to 2.

## ADJOURNMENT

Council adjourned at 10:07PM on a motion by Mr. Beck, seconded by Mr. Gehman.

The next Borough Council meeting will be held on December 11<sup>th</sup>, 2017 at 7:00 PM.

Respectfully Submitted  
Sherry Palinkas  
Administrative Assistant