

**MINUTES OF THE  
TOPTON BOROUGH COUNCIL  
Monday January 14, 2019**

Members of the Tipton Borough Council met on Monday January 14<sup>th</sup>, 2019 at 7:00 P.M. at Borough Hall for the regularly scheduled monthly meeting. 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, Mayor Biltcliff, Mr. Beck, Ms. Lorah, Mr. Jost, Ms. Kunkel, Mrs. Moll and Mr. Miller. Borough Manager Mr. Dolny and Solicitor London and visitors were also in attendance.

**APPROVAL OF MINUTES**

On a motion by Mr. Jost seconded by Mr. Beck the minutes of December 10<sup>th</sup>, 2018 were approved unanimously.

**COMMUNICATIONS**

Mr. Dolny presented Council with a revised request for a special needs egg hunt from Britney Jeschonek to be held on Friday April 19<sup>th</sup>. After further discussion Ms. Lorah made a motion to allow the revised version of the egg hunt under the stipulation that a certificate of insurance will be provided to the Borough office naming the Borough of Tipton as a third party certificate holder. Mrs. Moll seconded this motion passing unanimously.

Mr. Dolny brought to Council's attention the sale of 232 South Home Avenue. The new proposed uses mirror existing uses and Council allows that they are permitted.

Mr. Dolny noted that the Sherriff's department has been increasing their presence within the Borough of Tipton.

**Mayor's Report**

No Report

**HEARING OF VISITORS**

Mr. Rauenzahn once again addressed Council regarding sidewalk on Barkley Street relating to the upcoming paving project. Council's position has not changed and they still stand by the recommendations of Borough Engineer.

**Solicitor's Report**

Ms. London requested an executive session to discuss land acquisition at 229 West Weis Street.

Ms. London noted we are still awaiting decision on the case with Berks Lehigh Regional Police.

### **Secretary's Report**

RESOLUTION 1-2019 – Declaring Bank Depositories

Motion made by Ms. Jost, seconded Mr. Miller passing unanimously

RESOLUTION 2-2019 – Appointment of Borough Auditor

Motion made by Ms. Lorah, seconded Mr. Jost passing unanimously

RESOLUTION 3-2019 – Appointment of Borough Engineer

Motion made by Mr. Jost, seconded Mr. Beck passing unanimously

RESOLUTION 4-2019 – Appointment of Borough Solicitor

Motion made by Mr. Jost, seconded Mr. Beck passing unanimously

RESOLUTION 5-2019 – Adoption of Property Maintenance Code Fee Schedule

Motion made by Mr. Jost, seconded Mr. Miller passing unanimously

RESOLUTION 6-2019 – Appointment of Borough Treasurer

Motion made by Mr. Jost, seconded Ms. Lorah passing unanimously

RESOLUTION 7-2019 – Appointment of Chief Administrative Officer, Pension Fund

Motion made by Mr. Miller, seconded Mr. Beck passing unanimously

RESOLUTION 8-2019 – Appointment of the Borough Manager

Motion made by Mrs. Moll, seconded Mr. Miller passing unanimously

RESOLUTION 9-2019 – Appointment of Zoning Officer

Motion made by Ms. Lorah, seconded Mr. Jost passing unanimously

Mr. Dolny updated Council regarding Berks Animal Rescue League. At this time no action will be taken to sign any agreement with Berks ARL and Mr. Dolny will continue to research other options for these services.

Mr. Dolny stated that Bill 18, land swap with Mr. Bob Blanchard, is back in the house. Mr. Dolny will advise Council when there is any movement on this bill.

Mrs. Moll made a motion to advertise pending Ordinance 1-2019, regarding the permitting and restriction of Soliciting. Ms. Lorah seconded that motion passing unanimously.

Mr. Miller made a motion to advertise pending Ordinance 2-2019, updating current Ordinance 6-2014 in regards to the disposal of recyclable materials. Mr. Jost seconded this motion passing unanimously.

Mr. Dolny informed Council that that the post office has found a well on their property from the original property built in Topton. Mr. Dolny has been in touch with Berks Historical Society regarding this find and the possibility of restoring the well. Mr. Dolny is going to collect more information regarding the possibility of the restoration and will report back to Council in the future.

Mr. Jost made a motion to approve Mr. Dolny, Mrs. Schoonover and Mr. Miller to attend the 2019 Pennsylvania Parks and Recreation Conference and Mr. Dolny to attend the Boroughs Association Conference. Ms. Lorah seconded this motion and passed unanimously.

Mr. Miller made a motion to allow the Borough of Topton to use the services of Codemasters to review plans for a project for the elementary school due to a conflict of interest with Barry Isett. Mr. Beck seconded this motion passing unanimously.

## **COMMITTEE REPORTS**

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

Mr. Stauffer announced that this year's street fair will be held on May 25<sup>th</sup>, 2019. More information to come regarding to the changes for this year's event.

### **Personnel Committee – (Mrs. Moll)**

Personnel matters will be discussed in executive session.

### **Finance Committee – (Ms. Kunkel)**

Ms. Kunkel made a motion to pay bills as presented. The motion was seconded by Mr. Jost and passed unanimously.

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

No Report

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

Mr. Miller and Mr. Dolny spoke in regards to the summer schedule including retaining the firework company Celebration Fireworks.

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

Issues from UGI line placement at Hoch and Hamsher Avenues were discussed and Barry Isett will be in touch with the construction company.

## **Utility Committee – (Mr. Beck)**

Mr. Jost made a motion to allow Barry Isett to prepare and advertise a bid for the first phase in the sewer utility capital project. Mr. Beck seconded this motion passing unanimously.

## **Engineer's Report**

### **1. Annual Reporting**

#### **DRBC:**

Wastewater AEMR is due 1/31/19 – Report was submitted today 1/14/19, no violations or exceedances to note.

Water – DRBC Water Audit is due March 31, 2019 – Scott prepares this annual report

#### **PADEP:**

Chapter 94 Report (Waste Load Management) is due March 31, 2019 – This report will be presented at the February Meeting.

### **2. Sewer Metering**

On November 8<sup>th</sup>, Dharmendra Kumar of DEP sent a letter stating that the 2017 Waste Load Management Report was acceptable and asked for justification for the organic loading exceedance during September. The results of the flow meter calibrations will be useful in addressing this issue. This discussion is part of the 2018 Chapter 94 Report.

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

US Fish & Wildlife Services has accepted the Army Corps finding of no Bog Turtle habitat and will allow work during the period of April 1 thru September 30. The DEP has modified the wetland permit to permit working during the period of April 1 thru September 30, with written approval from the US F&WS. The restoration project is now ready to move to the next step which would be to prepare construction documents and bid the project (or at least Phase I).

Mr. Beck made a motion to allow Barry Isett to prepare and advertise a bid for the Toad Creek improvements. Mr. Miller seconded this motion passing unanimously.

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

Isett prepared an MS4 binder for the Borough. The binder compiles copies of the Borough's permit, DEP template forms used during the annual report cycles, stormwater map, and other important information useful for the Borough. The binder is intended to be a resource to the Borough when needing forms and templates.

The next Berks MS4 Steering Committee meeting at Berks Nature is anticipated to be the 3<sup>rd</sup> Thursday in January.

### **5. Park Improvements**

Bryan and Marcus are planning the next steps in the Park improvements.

### **6. Sewer Rehabilitation**

We are recommending that a bid package for the first phase for the remediation of the I&I issues be developed for bidding in the first Quarter of 2019, with construction in the second half of the year. This phase is estimated at approximately \$600,000 in remediation/repairs, with approximately \$800,000 remaining in the funding. Total cost of all anticipated repairs is projected to be in the neighborhood of \$1M.

## **7. Barkley Street Repaving and Access Ramps**

We are recommending that a bid package for the repaving of Barkley Street and the installation of eight access ramps be developed for bidding in the first Quarter of 2019, with construction in the spring/summer months. This is the completion of the work on Barkley Street.

### **Old Business**

None

### **Executive Session**

Entered: 8:17PM on motion by Ms. Lorah, seconded by Mrs. Moll passing unanimously.

Exit: 9:09PM on motion by Ms. Lorah, seconded by Ms. Moll passing unanimously.

A motion was made by Mr. Jost to increase Sherry Palinkas and Trynda Schoonover raise from 3.0% to 3.7%. The motion was seconded by Mr. Beck. A roll call vote was requested and stands as follows:

Miller – Yes

Jost – Yes

Kunkel – No

Beck – Yes

Moll – Yes

Lorah – No

Stauffer – Yes

Motion passed 5 to 2.

A motion was made by Ms. Moll seconded by Mr. Beck to adopt the presented pay schedule for 2019 employees included for the record. The motion passed 5 to 2 with Lorah and Kunkel voting in the negative.

### **ADJOURNMENT**

Council adjourned at 9:14PM on a motion by Ms. Lorah, seconded by Ms. Moll.

Next Borough Council meeting will be held on February 11<sup>th</sup>, 2019 at 7:00PM.

Respectfully Submitted  
Sherry Palinkas  
Administrative Assistant