

**MINUTES OF THE  
TOPTON BOROUGH COUNCIL  
Monday February 11, 2019**

Members of the Tipton Borough Council met on Monday February 11, 2019 at 7:01 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, Ms. Kunkel, Mrs. Moll and Mr. Miller. Borough Manager Mr. Dolny and Solicitor London and visitors were also in attendance. Mr. Jost was absent.

**APPROVAL OF MINUTES**

On a motion by Mr. Beck seconded by Ms. Lorah the minutes of January 14, 2019 were approved unanimously.

**COMMUNICATIONS**

Mr. Dolny presented a request from Brandywine Heights Middle School Student Council for a financial donation to support the 2019 Color-A-Thon. No action was taken.

Mr. Dolny brought to council's attention the 2019 Municipal's Officials Dinner.

**Mayor's Report**

Mayor Biltcliff extended accolades from himself and the community for our road crew and the job they do.

**HEARING OF VISITORS**

None

**Solicitor's Report**

Cohen Law Firm presented the Borough with the new cable franchise agreement with Service Electric Cable Vision.

A motion was made by Ms. Lorah, seconded by Ms. Kunkel to pass RESOLUTION 11-2019 allowing the Borough to enter into agreement with Service Electric Cable Vision renewing the franchise agreement. The motion passes unanimously.

## **Secretary's Report**

Mr. Dolny presented an agreement for services between the Borough of Tipton and Safety Net Sanctuary to service as the Borough's animal control provider for domestic animals. A motion was made by Ms. Lorah, seconded by Ms. Kunkel to accept. The motion passes unanimously.

Mr. Beck made a motion to adopt advertised Ordinance 1-2019, regarding the permitting and restriction of Soliciting. Ms. Moll seconded that motion passing unanimously.

Ms. Lorah made a motion to adopt advertised Ordinance 2-2019, updating current Ordinance 6-2014 in regards to the disposal of recyclable materials. Mr. Miller seconded this motion passing unanimously.

Mr. Dolny informed Council that a general meeting to discuss the state and future of Tipton Ambulance will take place at Longswamp Township at 1:00PM on February 14, 2019

Mr. Miller made a motion to approve RESOLUTION 10-2019 allowing the disposition of nonpermanent records. Ms. Kunkel seconded this motion and passed unanimously.

Ms. Lorah made a motion to recognize the By-Laws of the Tipton Borough Preservation Board and appoint Mr. Beck as the Borough representative. Mr. Miller seconded the motion and it passed unanimously.

## **COMMITTEE REPORTS**

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

Mr. Stauffer touched base regarding the toad creek land swap. Mr. Dolny informed that two identical pieces of legislation have been passed and are awaiting approval from the opposite governing bodies. Final approval is expected in the next couple weeks.

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

No Report

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

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

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

No Report

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

Mr. Miller made a motion to approve the 2019 community calendar. Ms. Moll seconded the motion and it passed unanimously.

Mr. Dolny proposed a new referral program for placement of summer staff lifeguards. Senior staff members would be given the opportunity to recruit new staff members and should a recruited lifeguard work the entire season, completing in good standing the staff member would earn a \$50.00 payout at the end of the summer. Mr. Beck made a motion to approve the program, seconded by Ms. Moll and passing unanimously.

**Streets Committee – (Ms. Lorah)**

No Report

**Utility Committee – (Mr. Beck)**

No Report

**Engineer's Report**

**1. Annual Reporting**

DRBC:

Wastewater AEMR was due 1/31/19 – Report was submitted on 1/14/19, no violations or exceedances to note. On 2/4/2019, the DRBC requested a change in the report on how nitrogen was reported and a revised report was submitted on 2/7/2019.

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 – a draft report has been prepared and a meeting has been scheduled with Alex Lord for Friday, 2/15/2019 at 10:00 am for the purpose of reviewing the report and to discuss how the organic loading issue is to be addressed so that we can get around a projected organic overload without any consequence.

**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 plan is to follow a timeline similar to Barkley and the Sewer Repairs and bid the project for award at the April Meeting.

4. **DEP MS-4**

On 2/8/19 Isett confirmed with the Southcentral DEP district office that Topton's NPDES permit was still in the process of being reviewed and approved. DEP anticipated having the permit reviewed in the next 2 weeks. However; Isett recommends follow up with the District if the Borough does not hear anything by the end of this month.

Isett recommends an MS4 status meeting with the Borough before the end of March to review progress on its first-year reporting tasks. First year tasks are to be completed by June 30<sup>th</sup>.

From the January Berks MS4 Steering Committee meeting:

- **Event Calendar** - the Education Program will be finalizing a 'Calendar of Events' page that will be open to use by the MS4 members. Intended to be a single source for what is going on in the County and show opportunities where the Borough can partner with local organizations having events in or near your area. Currently they have 170+ events listed (i.e. fish rodeo, creek clean up events, etc.) Forward all events you may have to Mike @ Berks Nature.
- **Water Week** – August 4 – August 10 – if the Borough has a water event they want promoted and/or advertised let them know. This is a week focused on having multiple events throughout the County during the week to emphasize water and water quality concerns. Could be opportunity to have educational info available at Topton Park about the Topton Creek project.
- **Billboard Ads** – committee discussed the option for billboard ads being used to address public education requirements, rather than individual mailings by each municipality. The billboards would hit a larger volume of the general public and can use DEP info. Committee confirming with DEP if this option would get each MS4 credit towards their annual tasks since the billboards would be limited and staggered throughout the County.

5. **Park Improvements**

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

6. **Sewer Rehabilitation**

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. Anticipated project Schedule:

Project open to contractors	3/6/19
Pre-Bid	3/13/19
Question End	3/27/19
Bid Opening	4/3/19
Anticipated Award Date	4/8/19
Anticipated Construction Start	5/8/19
Anticipated Substantial Completion	10/5/19
Anticipated Final Completion	11/4/19

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

Anticipated project Schedule:

Project open to contractors	3/6/19
Pre-Bid	3/13/19
Question End	3/27/19
Bid Opening	4/3/19
Anticipated Award Date	4/8/19

Anticipated Construction Start 5/8/19  
Anticipated Construction Complete 8/6/19

### **Old Business**

Codification of the Borough Ordinances have entered final stages.

### **Executive Session**

Entered: 8:07PM on motion by Ms. Lorah, seconded by Mrs. Moll passing unanimously.

Exit: 8:15PM on motion by Mr. Miller, seconded by Ms. Lorah passing unanimously.

A motion was made by Mr. Miller to appoint Toby Bower as a licensed real estate representation for the potential acquisition of 229 W. Weis Street.

### **ADJOURNMENT**

Council adjourned at 8:19PM on a motion by Ms. Lorah, seconded by Mr. Beck.

Next Borough Council meeting will be held on March 11, 2019 at 7:00PM.

Respectfully Submitted  
Marcus Dolny  
Borough Manager