

**MINUTES OF THE  
TOPTON BOROUGH COUNCIL  
MONDAY September 12, 2016**

Members of the Topton Borough Council met on Monday September 12, 2016 at 7:00 P.M. at Borough Hall for the regularly scheduled meeting. The meeting was called to order by President Mr. Stauffer with the Pledge of Allegiance.

Roll call was taken and the following members were present Mr. Biltcliff, Mr. Beck, Mr. Arndt, Ms. Lorah, Mr. Gehman and Mr. Stauffer. Borough Secretary Marcus Dolny, Solicitor London, Ryan Kern (late) and visitors were also in attendance. Mr. Jost was absent

**APPROVAL OF MINUTES**

On a motion by Mr. Beck, seconded by Mr. Gehman the minutes of August 8, 2016 were approved unanimously.

**COMMUNICATIONS:**

Mr. Dolny shared with council an invitation we received from East Penn Manufacturing to attend their employee open house on October 15<sup>th</sup>, 2016. Council will let Mr. Dolny know if they would like to attend.

Mr. Donly shared with council a letter received from TCOC requesting a donation for their upcoming golf tournament. Mr. Wagaman made a motion to donate a 2017 family season pass for their raffle. Ms. Lorah seconded this motion and it passed unanimously.

Mr. Dolny shared multiple letters with council regarding pool and pool staff and the great job they did this season.

**Mayor's Report –**

Mayor Biltcliff noted that the Topton Memorial Pool had a great season and that he has heard nothing but positive comments regarding the pool and the staff.

**HEARING OF VISITORS:**

Mr. Rauenzahn questioned the completion and availability of the current audit. He also questioned the health insurance premium refund to employees and amount.

### **Solicitor's Report**

Ms. London reviewed with Council the proposed abandoned property ordinance.

On a motion made by Mr. Wagaman Ms. London was authorized to advertise this ordinance with approved changes. Mr. Beck seconded this motion and it passed unanimously.

Ms. London also reminded Council she will attend the Longswamp Township meeting on Tuesday September 13, 2016 at 7pm.

### **Secretary's Report**

Mr. Dolny reviewed with Council Resolution 13-2016, changing of Tax Collector Fees. Mr. Gehman made a motion to accept this resolution. Ms. Lorah seconded this motion and it passed unanimously.

Mr. Dolny also reviewed with Council Resolution 14-2016, changing of Financial Institutions. Ms. Lorah made a motion to accept this resolution. Mr. Arndt seconded this motion and it passed unanimously.

Mr. Dolny also reviewed Resolution 15-2016, reestablishing Berks County Cooperative Purchasing Council and naming Mr. Marcus Dolny as representative. Mr. Gehman made a motion to accept this resolution. Mr. Wagaman seconded this motion and it passed unanimously.

Mr. Dolny read Council an email that was received from Mr. Jack Cummiskey from JC Plants, LLC. Mr. Cummiskey requested to purchase and have installed a second water strictly to be used for the water of plants at his nursery. Mr. Wagaman made a motion to allow this request. Ms. Lorah seconded this motion and it passed unanimously.

Mr. Dolny also requested Council's opinions on the Borough participating in the Junior Councilor Program. Council felt it would be a great opportunity. Mr. Dolny will reach out to Brandywine High School regarding this matter.

Mr. Dolny also reviewed with Council a request we had received to create an ordinance to approve Berks EIT to use outside collection company to charge fees for delinquent taxes. Mr. Wagaman made a motion to approve Ms. London to prepare and advertise this ordinance. Mr. Beck seconded this motion and it passed unanimously.

### **COMMITTEE REPORTS**

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

Ms. Lorah brought up TCOC has met in regards to the Topton Halloween Parade. Mr. Arndt made a motion to authorize Mr. Dolny to contact TCOC and make arrangements for security and road closures. Mr. Wagaman seconded this motion and it passed unanimously.

**Personnel Committee – (Ms. Lorah)**

Ms. Lorah informed Council that interviews were conducted for the Sewer Plant/Public works position. Ms. Lorah requested an executive session to discuss this matter more in depth.

**Finance Committee – (Mr. Wagaman)**

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

**Property Committee – (Mr. Jost)**

Mr. Jost was absent.

Mr. Dolny had a product offering for Mr. Jost to review.

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

Mr. Beck wanted to thank Mr. Dolny and all the staff for the job well done with the pool and parks program this year.

Mr. Wagaman also requested Mr. Dolny to look into a way that the Borough of Topton can recognize the Lifeguards involved in lifesaving events in August at the Pool.

**Streets Committee – (Mr. Arndt) –**

Mr. Beck requested if something could be done to help block parking from in front of handicap ramp in front of Trinity Lutheran Church. Mr. Dolny will look into painting a crosswalk there to help alleviate this matter.

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

None

## Engineer's Report

### **1. Sewage Treatment Plant – Copper Limit**

The copper level for August was 0.017 mg/l which is below the permitted limit of 0.025 mg/l. The plant has now operated nearly two years, including two summers, without any problems meeting the copper limit. It appears that the switch to using caustic soda at the beginning of the plant enables Russ to better control the pH and effectively remove the copper with the MasterCat products. Now that we near the end of summer and approaching the Fall season, we do not anticipate any difficulties in meeting the permitted limits. We will no longer report on this matter on a monthly basis and will only report should problems arise with copper or any of the other parameters.

### **2. Sewage Treatment Plant – Annual Reporting**

We still have not received any feedback from DEP related to the revisions made to the 2015 Annual Wasteload Management Report which was submitted on June 6, 2016.

### **3. Sanitary Sewer System I & I**

Last month Kline's Services televised several sections of sanitary sewers within the Borough. They found roots in the line in Maple Drive between Manholes # 29 and 27 which need to be fixed. Although, the sewer main across from the school in Henningsville Road appears to be in good condition, they found that the chimneys and frame & covers are in need of repair. The sanitary sewer main in Haas Street between Franklin and Center Streets appears in relatively good condition with the exception of a couple minor sags; however, they noticed that the chimneys in Manholes #13, #15 and #16 are in need of repairs as well.

Mr. Rehab of Mechanicsburg, PA submitted a proposal to perform closed circuit television of 35 laterals which were identified as having broken pipes during the recent smoke testing. Their proposal was in the amount of \$215 each for a total amount of \$7,525 for all 35 laterals.

Mary Himmelberger of our office is preparing a grant application for sanitary sewer rehabilitation throughout the system. Areas identified in need of replacement or a cured in place pipe lining (CIPPL) are Barkley Street, Poplar Street, Dogwood Street, Freehall Road and Maple Street. Also there are six manholes that have been identified as needing repairs. The preliminary cost estimate for these repairs, including contingencies and engineering, is \$437,720.00. The grant requires a 15% match; therefore the grant application would be for a \$372,062 grant with a \$65,658 match.

As per DEP's directive, the Borough is to conduct 75 house inspections each year by the end of August; otherwise, there will be a violation of DEP's directive. Only 48 inspections were done by the end of August leaving the Borough 27 inspections short of the required amount. We recommend that the additional 27 inspections be completed at the earliest opportunity so that when the Wasteload Management Report for 2016 is prepared it can be reported that the 75 inspections were performed.

**4. NPDES Permit Renewal**

The NPDES Permit for sewage treatment plant expired at midnight on August 31<sup>st</sup> and as directed by DEP, the Borough shall continue to operate the plant in accordance with the expired permit until such time as a new permit is issued. DEP has not provided any date which a draft permit will be available to the Borough for review.

**5. Toad Creek Improvements**

A field meeting has been scheduled for September 14<sup>th</sup> (the earliest that DEP was available). A design submission will be finalized thereafter.

**6. Borough Park Master Site Plan**

BIA is finalizing the draft report/plan and we anticipate submitting it to the Borough next week.

**7. Borough Town Square Improvements**

Per discussions with the Borough, the construction date for Home Avenue has been pushed back to the beginning of 2017 and will be bid with the entire Town Square project. This will help save construction costs and allow property owners more time to perform sidewalk and curb replacements. The sidewalk letter has been finalized and will be issued this week.

**Old Business**

None

**ADJOURNMENT:**

Council adjourned at 8:33 PM on a motion by Mr. Lorah, seconded by Mr. Arndt.

The next Borough Council meeting will be held on October 10, 2016 at 7:00 PM.

Respectfully Submitted  
Sherry D. Palinkas  
Administrative Assistant/  
Open Records Officer