

**MINUTES OF THE
TOPTON BOROUGH COUNCIL
Monday December 14th, 2020**

Members of the Topton Borough Council met on Monday, December 14th, 2020 at 7:00 P.M. for the regularly scheduled monthly meeting virtually via Zoom. The meeting was called to order by Council President Mr. Bower with the Pledge of Allegiance.

Roll call was taken and the following members were present Mayor Biltcliff, Ms. Kunkel, Ms. Lorah, Mr. Bower, Mr. Beck, and Mrs. Moll. Solicitor London and visitors were also in attendance. Mr. Jost and Mr. Stauffer were absent.

APPROVAL OF MINUTES

On a motion by Ms. Lorah, seconded by Mr. Beck the minutes of November 9th and November 23rd, 2020 were approved unanimously.

POLICE REPORT

Chief Stinsky was present for questions and provided a patrolling report for the month of November by Fleetwood Police within the Borough of Topton.

HEARING OF VISITORS

None

COMMUNICATIONS

Mr. Bower announced the resignation of council member Mr. Frank Jost. Mr. Beck made a motion to accept this resignation, Mrs. Moll seconded this motion passing unanimously.

Ms. Lorah made a motion to approve borough manager Stacy Milo to advertise the open council position with letters of interest to be received by January 4th, 2021. Mrs. Moll seconded this motion passing unanimously.

Mr. Beck made a motion to accept the request from Trinity Lutheran Church to use the pavilion at the Topton Memorial Park for church services while following all CDC and state guidelines. Ms. Kunkel seconded this motion passing unanimously.

MAYOR'S REPORT

Ms. Lorah made a motion to approve the continuation of weekly Disaster Declarations until further notice as needed. Ms. Kunkel seconded this motion passing unanimously.

Mayor Biltcliff notified council and visitors that he will be declaring the snow emergency on Wednesday December 16th, 2020 at 2pm.

SOLICITOR'S REPORT

Solicitor informed council she is currently preparing the update to the Storm Water Management Ordinance.

BOROUGH MANAGER

Borough Manager Stacy Milo presented council with a current financial report.

Ms. Lorah made a motion to accept the "Recording of Employees" document as an addition to the employee handbook. Mrs. Moll seconded this motion passing unanimously.

Ms. Milo informed council that the public works employees collected 34 loads of leaves this year during leaf pick-up.

Ms. Milo also informed council that the employees will have a staff lunch and meeting on Wednesday December 16th, 2020.

Ms. Milo shared with council the employee holidays for the 2021 calendar year:

Paid holidays to be observed in 2021:

New Year's Day	Friday, January 1st
Good Friday	Friday, April 2nd
Memorial Day	Monday, May 31st
Independence Day	Monday, July 5th
Labor Day	Monday, September 6th
Thanksgiving Day	Thursday, November 25th
Day after Thanksgiving	Friday, November 26th
Christmas Day	Friday, December 24th

Mrs. Moll made a motion to authorize borough manager Stacy Milo to advertise the 2021 Borough Council Meetings. Ms. Kunkel seconded this motion passing unanimously.

Ms. Lorah made a motion to approve the change of office hours to 8am – 4pm Monday through Friday. Ms. Kunkel seconded this motion passing unanimously.

COMMITTEE REPORTS

Public Affairs Committee – (Ms. Kunkel)

Ms. Kunkel noted the community unity board is being well used with some amazing artwork.

Personnel Committee – (Mr. Stauffer)

Absent

Finance Committee – (Mrs. Moll)

Mrs. Moll made a motion to approve the list of bills and transfers dated December 14, 2020. Ms. Kunkel seconded this motion passing unanimously.

Ms. Lorah made a motion to approve paying off the loan from M&T Bank for the 2019 Ford Escape. Mrs. Moll seconded this motion passing unanimously.

Ms. Lorah made a motion to approve the usage of the parks & recreation loan to cover additional expenses for the TASA project including reimbursing the general fund for engineer fees for the TASA project. Ms. Kunkel seconded this motion passing unanimously.

Mr. Beck made a motion to approve the advertised proposed 2021 budget. Mrs. Moll seconded this motion passing unanimously.

Ms. Lorah made a motion to adopt the resolution authorizing the amendment to the Fleetwood Police Services Agreement. Mrs. Moll seconded this motion passing unanimously.

Property Committee – (Vacant)

No Report

Parks & Recreation Committee – (Mr. Bower)

Ms. Stacy Milo updated council on the TASA project budget.

Mr. Bower made a motion to accept the final feasibility study as presented by MKSD.

Ms. Lorah seconded this motion passing unanimously.

Streets Committee – (Ms. Lorah)

No Report

Utility Committee – (Mr. Beck)

Mr. Beck and Ms. Sherry Palinkas discussed the current status of delinquent water and sewer invoices. They also discussed possible changes to the current past due and

termination policies in place. This matter will be discussed further at the January 11th, 2021 meeting.

ENGINEER'S REPORT

1. Annual Reporting

PADEP:

A review of the sewage treatment plant loading through November shows that thus far in 2020 the average daily flow is 0.192 MGD and the average organic loading is 611 lbs./day. The maximum monthly organic loading occurred in September at 727 lbs./day. The rated capacities are 0.300 MGD and 750 lbs./day. The 2020 Chapter 94 Report will not project any overloads. The Chapter 94 Report (Waste Load Management) is due to be submitted to DEP by March 31, 2021.

DRBC:

We have been notified that the Borough's application for renewal of the DRBC Docket for the sewage treatment plant has been placed on the agenda for December. The application was submitted in August.

The Annual Effluent Monitoring Report is due to be submitted to the DRBC by January 31, 2021. This will be submitted once we receive the data from December.

2. DEP MS-4

Isett MS4 Coordinator to schedule a meeting with Borough Manager for December. Date to be confirmed.

- Berks County MS4 Steering Committee Meeting – Isett working with the committee for educational and outreach materials for Topton Borough's use in 2021.

3. Topton Transportation Alternatives Trail Connection Project

- The project was resubmitted to DEP and BCCD as per administrative comments that were received from DEP (Wetland permitting). It is currently under review. We received a completeness letter last week which allows for the review process to progress.
- We received an approval letter for the Foundations report from the third-party bridge review. The Foundation Plans also received recommended approval.
- We received comments on the design plan set that was submitted for review. We are wrapping the revised plans and intend to resubmit in the next few weeks.

4. New Public Water Well

We have prepared and initial assessment of the well location within the field near Hoch Ave. The site is underlain by Carbonate geology as suggested in the prior well location report. Given the high yield of the nearby geothermal well it is more likely that this location will also provide a higher yield; however, it is recommended that a fracture trace analysis be performed to maximize the potential yield. The Wellhead Protection radius will likely be between 100 and 200 feet. The use of herbicides and pesticides will likely be prohibited within the Wellhead Protection Zone, and it is not clear that any farming would be permitted. The State required “control” of the property within the Wellhead Protection Zone, which implies that an easement maybe acceptable, but this should be confirmed with the DEP during a pre-application meeting. In addition to the well, there will need to be a structure to house equipment associated with the well and cross-connection to the water supply. An access road will also be required to provide routine maintenance and ingress to the structure. Borough to discuss with farmer for access.

5. Transfer of Sewer Lines from Longswamp Township to Topton

Descriptions are underway and expected for January Meetings.

6. Washington Street Pumping Station

Fieldwork is complete. Preliminary design has been completed for a station to be built in place of the existing station. Costs are being gotten from several contractors and suppliers; we are expecting cost packages back near the end of the year.

OLD BUSINESS

None

ADJOURNMENT

Council adjourned at 8:23PM on a motion by Ms. Lorah, seconded by Mr. Beck

Next Borough Council meeting will be held on January 11th, 2021, at 7:00PM.

Respectfully Submitted
Sherry Palinkas
Administrative Assistant