

**MINUTES OF THE
TOPTON BOROUGH COUNCIL
Monday March 9, 2020**

Members of the Topton Borough Council met on Monday March 9, 2020 at 7:57 P.M. at Borough Hall for the regularly scheduled monthly meeting. The meeting was called to order by Council President Ms. Kunkel with the Pledge of Allegiance.

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

An executive session was held prior to the meeting to discuss personnel matters.

APPROVAL OF MINUTES

On a motion by Mrs. Moll, seconded by Mr. Bower the minutes of February 10, 2020 were approved unanimously.

COMMUNICATIONS

Ms. Kunkel shared a request received from Topton Ambulance for a donation for their raffle for Topton Community Day. Mrs. Moll made a motion to donate a season family pass to the Topton Ambulance. Mr. Bower seconded this motion passing unanimously.

Ms. Kunkel also shared a request received from Brandywine Heights Sports Boosters for a donation for their Decades Dance. Mr. Stauffer made a motion to donate a season family pass to the Brandywine Heights Sports Boosters. Mr. Jost seconded this motion passing unanimously.

MAYOR'S REPORT

No Report

POLICE REPORT

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

HEARING OF VISITORS

Ms. Kathy Duffy questioned if a plan has been put into place in our Emergency Operation Plan in regards to the Coronavirus. Council advised they will discuss this matter with the Emergency Operator Coordinator.

SOLICITOR'S REPORT

Solicitor London discussed the prepared amendment in regards to the current Parking and Traffic Ordinance. Mr. Jost made a motion to allow Solicitor London to prepare and advertise the proposed amended ordinance for the possible approval at the April 13th, 2020 Council Meeting. Ms. Lorah seconded this motion passing unanimously.

Ms. Lorah made a motion to allow no parking signs to be posted on West Barkley Street and Klein Avenue to Brandywine Heights Elementary School property. Mrs. Moll seconded this motion passing unanimously.

SECRETARY'S REPORT

Ms. Kunkel shared further information regarding the Hometown Heroes banners which included the final choice for the design of the banner, Borough of Topton collecting payment for these banners and the cost of the banners.

Solicitor discussed the proposed possible revisions to the rental inspection program. More information on this matter will be discussed in the future.

Mr. Jost made a motion to accept the quote for a loan that had the more favorable terms to help purchase the new truck that is through the 902 Grant. Ms. Lorah seconded this motion passing unanimously.

Mr. Jost made a motion to approve the purchase of three new computers from Lynx Computers for the sewer plant, water plant and maintenance building. Mrs. Moll seconded this motion passing unanimously.

COMMITTEE REPORTS

Public Affairs Committee – (Ms. Kunkel)

No Report

Personnel Committee – (Mr. Stauffer)

Mrs. Schoonover discussed with Council members seasonal pay rates for lifeguards and pool side café employees. This will be discussed and approved at a future Council meeting.

Finance Committee – (Mrs. Moll)

Mr. Jost made a motion to pay the bills as presented. Mr. Beck seconded this motion passing unanimously.

Property Committee – (Mr. Jost)

No Report

Parks & Recreation Committee – (Mr. Bower)

Ms. Kunkel shared a letter received from Mr. Larry Werst regarding the possibility of naming the new basketball court after Mr. Barry Boyd.

Mrs. Schoonover proposed to Borough Council that we move budgeted money from the clothing allowance for seasonal employees to a fund to pay for lifeguard certifications. This matter will be decided on at a future meeting.

Council had a discussion in regards to the current playground equipment that will be removed when new playground is installed. A decision on this matter will be finalized at a future time.

Mrs. Schoonover informed Council that the first public input meeting for the feasibility study will be held on March 30th.

Mrs. Schoonover presented Council with the proposed summer recreation activity calendar for the Borough of Tipton.

Mrs. Schoonover announced the tentative plan for the upcoming summer's YMCA playground program.

Streets Committee – (Ms. Lorah)

Mr. Stauffer made a motion to approve the removal of 2 hour parking on East Franklin Street in between Home Avenue and the bridge. Ms. Lorah seconded this motion passing unanimously. Solicitor London will add this to the parking ordinance that was approved to be prepared and advertised at this meeting.

Utility Committee – (Mr. Beck)

Mr. Stauffer made a motion to approve the request presented by Mr. Ricky Branco for the sewer connection request at 12 Pensinger Lane Mertztown, PA subject to guidelines. Mr. Beck seconded this motion passing unanimously.

ENGINEER'S REPORT

1. Annual Reporting

PADEP:

A draft of the 2019 Wasteload Management Report has been provided to the Borough Office and treatment plant operator for review. For 2019, the monthly average flow that was exceeded for 3 consecutive months was 0.231 MGD compared to the plant rating of 3.0 MGD. The maximum organic loading in 2019 was 730 lbs./day which is below the rated capacity of 750 lbs./day. Again, the report for 2019 will not project any hydraulic or organic overloading at the plant within the next 5 years. The report is due to be submitted to DEP by March 31, 2020.

DRBC:

The Annual Effluent Monitoring Report was submitted to the DRBC on January 15, 2020. A copy of this report is available at the treatment plant.

2. DEP MS-4

The current reporting year ends June 30, 2020. Isett is reviewing tasks completed and items that remain outstanding for this year. Isett is preparing a summary list of the tasks for the Borough Manager to review.

3. Topton Transportation Alternatives Trail Connection Project

Plans have been submitted to PennDOT for plan review. Information has been received from all utilities. Coordination with PennDOT on environmental clearances.

4. Sewer Rehabilitation

Project was awarded to National Water Main Cleaning for \$524,290.85.

Project Schedule:

Pre-Construction Meeting - 6/28/19

Notice to Proceed – 7/1/19

Substantial Completion Date - 12/28/19

Final Completion Date – 1/27/20

Original Contract Value:	\$524,290.85
Change Order #1 (Additional Road Patching)	+\$7,500.00
Change Order #2 (Quantity Revisions)	-\$64,867.00
Change Order #3 (Manhole Repairs)	+\$5,000.00
Revised Contract Value	\$471,923.85

Contractor has completed work; Final pay request is in process.

5. New Public Water Well

Isett has prepared a feasibility report for a new water source for the Borough. The report develops a water budget and identifies a well yield of ~210 GPM as desirable. Unfortunately, the geology looks like 50 GPM from a well might be max. so several wells will likely be needed. However, if we move down in topography and into carbonate bedrock, the 210 GPM yield from a single well is much more probable. The report concludes that this move combined with fracture trace analysis would give the best odds for a single well producing the desired volume.

6. Topton Park Improvements

Anticipated Contract Schedule is as follows:

- Pre-Bid Conference – March 9, 2020
- Question End Date – March 23, 2020
- Bid Opening – 10AM, April 9, 2020
- Bid Award – April 13, 2020
- Notice to Proceed – May 4, 2020
- Substantial Completion – (90 days) August 4, 2020
- Final Completion – (+30 days) September 4, 2020

7. Topton Pool/Recreation Center Feasibility Study

Project is being coordinated by the study committee.

8. Transfer of Sewer Lines from Longswamp Township to Topton

The Township is following-up on repairs. BIA has requested a progress update.

9. WWTP Flood Protection

The plan is for Borough forces will complete the work in the spring of 2020. The plan includes enhancing the existing berms to help prevent floodwater and overland sheet flow from flowing through/into the plant, especially at the influent screen structure and to the office area.

10. Pavement Condition Evaluation Report for Croll Street, Penn Street, Hoch Avenue and Main Street

The report was completed, submitted and was discussed at the last council meeting. A subsequent tar & chip letter outlining the pros & cons of tar & chip was sent to the Township Manager on November 7, 2019 to assist in the Borough's decision to use tar & chip. Tar & chip is normally to be used on 'low volume' roadways. From site observations during the midday in September, Croll Street and Hoch Avenue can be considered 'low volume'. Traffic counts could be utilized to confirm the visual observation.

11. Washington Street Pumping Station

BIA met with Alex and Marcus to discuss the Washington Street Pumping Station. BIA is preparing a proposal with preliminary cost opinion and project timeline for the replacement of the Pump Station with a new station that will not require confined space entry by the Borough Staff. This project will require PADEP permitting. Information package will be available prior to the April meeting.

OLD BUSINESS

None

EXECUTIVE SESSION-Property Acquisition

Entered: 9:17PM on motion by Mrs. Moll, seconded by Ms. Lorah passing unanimously.

Exit: 9:29PM on motion by Mr. Stauffer, seconded by Ms. Lorah passing unanimously.

After further discussion Mr. Bower made a motion to submit an offer of \$130,000 to purchase the property located at 229 West Weis Street Topton, PA. Mr. Stauffer seconded this motion passing unanimously.

ADJOURNMENT

Council adjourned at 9:31PM on a motion by Mr. Bower, seconded by Ms. Lorah.

Next Borough Council meeting will be held on April 13th, 2020 at 7:00PM.

Respectfully Submitted
Sherry Palinkas
Administrative Assistant