

**MINUTES OF THE  
TOPTON BOROUGH COUNCIL  
*Monday April 13, 2020***

Members of the Topton Borough Council met virtually on Monday April 13, 2020 at 7:14 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.

Ms. Kunkel noted that there was an executive session held on both March 17<sup>th</sup>, 2020 and April 1<sup>st</sup>, 2020 to discuss personnel matters.

**APPROVAL OF MINUTES**

On a motion by Mr. Beck, seconded by Mrs. Moll the minutes of March 9, 2020 were approved unanimously.

**COMMUNICATIONS**

Mr. Beck raised concerned regarding an unhealthy tree on East Smith Street that had some limbs drop during recent storm. Borough Council requested office staff to contact the property owner regarding removal of this tree to prevent unsafe conditions.

**MAYOR'S REPORT**

Mayor Biltcliff reauthorized his Disaster Declaration he issued on Wednesday April 8<sup>th</sup>. Ms. Lorah made a motion to approve Mayor Biltcliff Disaster Declaration and weekly continuation until further notice. Mr. Jost seconded this motion passing unanimously.

Mayor Biltcliff also extended his gratitude to the Topton Volunteer Company, Topton Ambulance and Fleetwood Police for their Easter Bunny parade. It was very appreciated by the community.

**POLICE REPORT**

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

## **HEARING OF VISITORS**

Mrs. Jost questioned on how the virtual council meeting works and how the public is able to attend the meetings. The information regarding the call in information and how it was advertised was given to Mrs. Jost.

## **SOLICITOR'S REPORT**

A motion was made to execute the agreement of sale and other documents for 229 West Weis Street. This motion was seconded and passed unanimously by a roll call count of 7 to 0.

Mr. Jost made a motion on recommendation to approve the execution of the agreement for request of sewer connection services at 12 Pensinger Lane Mertztown, PA. Mr. Beck seconded this motion passing unanimously.

After further discussion regarding East Penn Manufacturing parking lot expansion project, Mr. Jost made a motion to request Hanover Engineering to review impacts on property located within the Borough of Topton particularly storm water. Ms. Lorah seconded this motion passing unanimously.

## **SECRETARY'S REPORT**

No Report

## **COMMITTEE REPORTS**

### **Public Affairs Committee – (Ms. Kunkel)**

Ms. Kunkel commended the efforts of everyone that was a part of our Easter Bunny parade.

Ms. Kunkel also announced the Jarret Yoder Foundation would be holding a public food giveaway on Saturday April 18<sup>th</sup> and April 25<sup>th</sup> from 12-4pm.

### **Personnel Committee – (Mr. Stauffer)**

Seasonal applications for lifeguards, poolside café and ground crews were discussed.

Borough Council requested office staff to contact applicants to advise them interviews are currently being postponed until further notice.

**Finance Committee** – (Mrs. Moll)

Mrs. Moll made a motion to pay the bills as presented. Mr. Bower seconded this motion passing unanimously.

**Property Committee** – (Mr. Jost)

Mr. Jost made a motion to reject the offer of \$2.76 that was received for the 2001 Ford Expedition that had previously been advertised for sealed bid. Mrs. Moll seconded this motion passing unanimously. Council requested the borough staff to have the Expedition removed by a vehicle scrapping business.

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

Mr. Bower spoke regarding previous and possible future fundraisers for ProjectPro.

**Streets Committee** – (Ms. Lorah)

Ms. Lorah announced Borough of Topton's public works department will begin branch pick-up on Tuesday April 28<sup>th</sup>.

**Utility Committee** – (Mr. Beck)

After discussion Mrs. Moll made a motion to approve the removal of finance charges for the April quarterly water and sewer bills. Ms. Lorah seconded this motion and passed unanimously. A notice will be sent to all residents regarding this and payment options due to the closure of the office to the public.

**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 was submitted to DEP on March 17, 2020, a copy is available at the wastewater treatment plant.

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**

Isett provided a review of annual MS4 tasks completed to date and identified items that still require attention before June 30, 2020. There may be tasks completed by the Borough which are not listed in the summary or on file with the Engineer. We recommend the Borough use the summary as a checklist to ensure all work by staff has been credited.

The April 16<sup>th</sup> meeting of the Berks County MS4 Steering Committee was cancelled. No reschedule date is planned. The next meeting will be held in July.

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 is on-going.

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**

A field meeting was scheduled March 20 to review potential well sites, due to the issuance of the Governor's orders, the meeting has been postponed.

## **6. Topton Park Improvements**

Anticipated Contract Schedule is as follows:

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

Five bids were received, and a summary of those results is being presented to at the Meeting on the 13<sup>th</sup>.

After discussion and recommendation from Barry Isett & Associates Mr. Jost made a motion to accept the lowest bid received from Semmel Excavating, Inc. in the amount of \$626,319.00. Mr. Beck seconded this motion passing unanimously.

## **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**

Charley spoke with Jill Smith on April 7, 2020 and she indicated that they are in the process of putting the final parts of the rehabilitation work out to bid, she will let me know when they have it out and the schedule.

## **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. Engineering proposal is being submitted for review at the April 13 meeting.

**OLD BUSINESS**

None

**EXECUTIVE SESSION-Personnel**

Entered: 8:43PM on motion by Ms. Lorah, seconded by Mrs. Moll passing unanimously.

Exit: 8:54PM on motion by Mr. Jost, seconded by Mrs. Moll passing unanimously.

**ADJOURNMENT**

Council adjourned at 8:57PM on a motion by Ms. Lorah, seconded by Mrs. Moll.

Next Borough Council meeting will be held on May 11th, 2020 at 7:00PM.

Respectfully Submitted  
Sherry Palinkas  
Administrative Assistant