

**MINUTES OF THE  
TOPTON BOROUGH COUNCIL  
Monday February 10, 2020**

Members of the Tipton Borough Council met on Monday February 10, 2020 at 7:00 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, and Mr. Jost. Borough Manager Mr. Dolny, Solicitor London and visitors were also in attendance. Mr. Stauffer was absent.

**APPROVAL OF MINUTES**

On a motion by Mr. Beck, seconded by Mr. Jost the minutes of January 13, 2020 were approved unanimously.

**COMMUNICATIONS**

Ms. Lorah made a motion to approve the request received from Brandywine Heights High School Sports Boosters to hold their annual Kauffman's Chicken BBQ Sale in the front parking lot on Sunday April 26<sup>th</sup> from 6am-3pm. This motion was seconded by Mr. Jost passing unanimously.

**MAYOR'S REPORT**

No Report

**POLICE REPORT**

Sergeant Ulshafer was present for questions and provided a patrolling report for the month of January by Fleetwood Police within the Borough of Tipton.

**HEARING OF VISITORS**

Mr. Daniel Mark, Meghan Miller, Avery Potteiger, and Jacob Mowry representing Brandywine's Bot's To New Heights presented to Council their community outreach project ideas and which project they would like to pursue for the Borough of Tipton. After further discussion Mrs. Moll made a motion to approve the club to proceed with their chosen project of Hometown Heroes banners. Mr. Jost seconded this motion passing unanimously.

Ms. Kathy Duffy inquired when minutes are placed on the Borough's website.

## **SOLICITOR'S REPORT**

After discussion of the revised draft rental ordinance Ms. Lorah made a motion to authorize Solicitor London to prepare and advertise the proposed rental ordinance. Mrs. Moll seconded this motion passing unanimously.

## **SECRETARY'S REPORT**

RESOLUTION 13-2020 – Recognition of Berk's EIT Appointments

Motion made by Mr. Beck, seconded Ms. Lorah passing unanimously

Mr. Jost made a motion to adopt advertised Ordinance 1-2020, Non-Uniform Pension Plan. Mrs. Moll seconded this motion passing unanimously.

Mr. Dolny announced to Council that the Borough of Topton was awarded the 902 grant in the amount of \$49,516.00 for the purchase of a new Ford F550 for Public Works.

## **COMMITTEE REPORTS**

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

No Report

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

Mr. Dolny announced that applications for seasonal positions for Lifeguards, Pool Side Café and Grounds Maintenance positions are now being accepted until March 20<sup>th</sup>, 2020.

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

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

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

No Report

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

Mr. Bower gave an update to Council regarding the Parks and Recreation committee meeting that was held on Wednesday February 5<sup>th</sup>, 2020 in regards to ProjectPro.

Mr. Bower made a motion to accept the 2020 pool rates as presented. Mr. Jost seconded this motion passing unanimously.

**Streets Committee** – (Ms. Lorah)

Ms. Lorah made a motion to approve the request for a handicap parking space located at 53 East Washington Street. Mr. Bower seconded this motion passing unanimously.

**Utility Committee** – (Mr. Beck)

Mr. Beck discussed the meeting held exploring a possible grant with SWPTAP that will help with water source protection

**ENGINEER'S REPORT**

**1. Annual Reporting**

PADEP:

A draft of the 2019 Wasteload Management Report will be provided to the Borough Office and treatment plant operator this week. 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 Berks County MS4 Steering Committee met on 01/16/20. The total of MS4 municipal members dropped slightly as 3 communities received waivers for their MS4 permit. The total membership is now 36 communities. The committee mailed invoices for membership fees on 01/31/20. A copy of the invoice for Topton has been attached.

A) Watershed Magnets – each MS4 will be receiving 40 Watershed magnets for their use and distribution in their public education and community outreach activities. If Topton is interested in additional magnets for the 40, please contact either Christine Mildner (Isett) or Ashley Showers (Berks County PC) **by February 20, 2020**. The additional magnets will have a nominal fee as they will be a separate invoice order. No price point was provided for the additional magnets, but they should not be more than \$1.75 each. A color copy of the magnets has been attached

B) Stormwater PSA Video Contest – the committee is moving forward with organizing a video contest for students to create a public service announcement (PSA) type message about stormwater. MS4 communities will be able to use this as a public education (MCM1) as well as participation and outreach (MCM2) task in next year’s annual report (2020 – 2021). The contest is anticipated to kick off Fall 2020.

C) Globe Training for Schools – committee asked to pass along information that Berks Nature is looking for additional school districts and/or teachers interested in getting GLOBE training. It’s part of an international science education program run by NASA where students share collected data about different environmental categories. Elementary to High school ages. Contact Michael Griffith at Berks Nature.

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. Coordinating with utility provider on returning PennDOT forms. 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, will review the project with Marcus and Alex for any area that need correction.

**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**

Construction plans and bid specifications for the playground, pavilion and basketball court are being finalized. Plans will be bid in late January/February for award by Council at the March 9 meeting.

**7. Topton Pool/Recreation Center Feasibility Study**

DCNR approved the consultant. Project to be coordinated with the study committee.

**8. Transfer of Sewer Lines from Longswamp Township to Topton**

The Township is following-up on repairs.

**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.

**OLD BUSINESS**

None

**EXECUTIVE SESSION**

Entered: 8:29PM on motion by Ms. Lorah, seconded by Mr. Bower passing unanimously.

Exit: 8:50PM on motion by Ms. Lorah, seconded by Mrs. Moll passing unanimously.

**ADJOURNMENT**

Council adjourned at 8:51PM on a motion by Mrs. Moll, seconded by Ms. Lorah.

Next Borough Council meeting will be held on March 9th, 2020 at 7:00PM.

Respectfully Submitted  
Sherry Palinkas  
Administrative Assistant