

**MINUTES OF THE
TOPTON BOROUGH COUNCIL
Monday May 11, 2020**

Members of the Topton Borough Council met virtually via Zoom on Monday May 11, 2020 at 7:00 P.M. 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.

APPROVAL OF MINUTES

On a motion by Mr. Beck, seconded by Mrs. Moll the minutes of April 13, 2020 were approved unanimously.

BRANDYWINE HEIGHTS EXPANSION PROJECT

Mr. Stauffer made a motion to grant the waiver requested from submitting separate preliminary and final plans and allow the plan to be processed as a Preliminary/Final Plan. Mr. Bower seconded this motion passing unanimously.

Mr. Stauffer made a motion to grant the waiver requested from showing the existing isolated trees that are over 12 inches in diameter on the plans. Ms. Lorah seconded this motion passing unanimously.

Ms. Lorah made a motion to grant the waiver requested from differentially shading the areas of steep slope. Mr. Jost seconded this motion passing unanimously.

Mr. Stauffer made a motion to grant the waiver requested from providing the pipe size and material information of the existing water mains. Mr. Beck seconded this motion passing unanimously.

Ms. Lorah made a motion to grant the waiver requested from providing a traffic impact study, a utilities impact study, a recreation study, a fiscal impact analysis, an environmental impact study and a hydrogeologic impact study. Mr. Jost seconded this motion passing unanimously.

Mr. Stauffer made a motion to give final approval on conditions of addressing all comments in the May 7th, 2020 review letter from Barry Isett & Associates. Ms. Lorah seconded this motion passing unanimously.

POLICE REPORT

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

HEARING OF VISITORS

None

COMMUNICATIONS

Solicitor London discussed there was communication from Longswamp Township regarding possible sewer services for residents of the township. Engineer Charley Myers and other spoke in regards to the history of this matter as well as the availability of capacity at the sewer plant. A meeting will be scheduled for a future time to meet with Longswamp Township to discuss this matter further.

Mrs. Schoonover discussed the continuance of the Brandywine Heights Hometown Hero Banners project and their request for the Borough of Tipton to accept payments on behalf of this project due to the school's closure. Borough council agreed to accept payments for the project.

MAYOR'S REPORT

Mayor Biltcliff reauthorized his Disaster Declaration he issued on Wednesday April 15th, April 22nd, April 29th and May 6th. Mr. Stauffer made a motion to approve Mayor Biltcliff Disaster Declaration. Mr. Bower seconded this motion passing unanimously.

Mrs. Moll also made a motion to approve the continuation of weekly Disaster Declarations until further notice as needed. Mr. Jost seconded this motion passing unanimously.

Mayor Biltcliff also informed Council that the Tipton Community Outreach Club has decided to postpone their annual fish rodeo and will look at rescheduling this event in the future.

SOLICITOR'S REPORT

Mrs. Moll made a motion to reauthorize the execution of the agreement of sale for the property located at 229 West Weis Street Tipton, PA 19562 in the offer amount of \$130,000 and to authorize Mr. Toby Bower to sign this document on the Borough's behalf. Ms. Lorah seconded this motion passing unanimously.

SECRETARY'S REPORT

No Report

COMMITTEE REPORTS

Public Affairs Committee – (Ms. Kunkel)

Ms. Kunkel discussed with council regarding the frequency of payments for the Tipton Ambulance. After further discussion council suggested the Tipton Ambulance should submit

invoices or receipts for equipment, supplies and apparatus to the borough office to be approved by council for payment or reimbursement.

Personnel Committee – (Mr. Stauffer)

Council discussed the position of seasonal grounds crew and the need for this position for the current season. Mr. Stauffer requested the applications received for this position for review and will discuss at a later council meeting.

Finance Committee – (Mrs. Moll)

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

Mrs. Moll suggested adding Mrs. Schoonover as an additional authorized to the borough bank accounts. After further discussion Mr. Stauffer made a motion to add Mr. Toby Bower as an authorized signer on our M&T bank accounts. Mr. Jost seconded this motion passing unanimously.

Property Committee – (Mr. Jost)

Mr. Jost discussed the recent John Deere Utility equipment vehicle that was purchased and the public works employees will be modifying it to make it road accessible.

Parks & Recreation Committee – (Mr. Bower)

Mr. Jost made a motion to cancel the opening of the Topton Memorial Pool for the 2020 summer season. Mr. Bower seconded this motion passing unanimously.

After further discussion the Borough of Topton Council made a decision to not apply for the DCED grant for the field lights at the softball and baseball fields.

Council has chosen to cancel the 2020 summer YMCA playground program due to lack of facilities because of pool closure, school closure and park project.

Council made a decision to cancel the music in the park scheduled for June 7th, 2020.

Council discussed the fireworks celebration scheduled for July 10th, 2020.

Council requested that Mrs. Schoonover research the possibility of a refund for the deposit that was issued or a possible postponement date.

It was agreed upon by council that due to the closure of the Topton Memorial Pool that lifeguard certifications will not be maintained for the 2020 season.

Streets Committee – (Ms. Lorah)

Mr. Jost discussed the possibility of resurfacing Oak Alley after the construction of the current park project is complete. Barry Isett & Associates will look into this matter.

Utility Committee – (Mr. Beck)

No Report

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

No changes this month with annual task services. BIA continues to monitor for webinar, training opportunities for staff and updated educational materials, handouts for use by the Borough.

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. Contractor is scheduling to come out and repair lawn damaged by the project

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, will reschedule in May now that restrictions have loosened.

Isett reviewed the site near the Borough Hall as requested due to the Borough’s pending property acquisition. Unfortunately, in our conversations with Derrick Havice of the DEP, he indicated that the separation radius would likely be between 110-140 feet (depends on actual porosity of the well site). Unfortunately with the parking in front of the Borough Office, the roadways, and the Pool parking; these isolation radii (even the 110’) would eliminate the ability to place a well in the area near the intersection of Weis and Callowhill Streets. The stormwater and sewer piping help to exclude much of the rest of the park/pool site.

6. Topton Park Improvements

Anticipated Contract Schedule is as follows:

- Notice to Proceed issued to Semmel Excavating – April 30, 2020
- Preconstruction meeting held – May 5, 2020
- Construction – Underway

Substantial Completion – July 3, 2020 per Division 01 Section “Summary.” Contractor requested extension to July 13 as NTP was later than anticipated. Considering COVID-19 restrictions, Isett has no objection to the extension.

Final Completion – July 10, 202 per Division 01 Section “Summary.” Contractor requested extension to July 20 for the same reasons stated above. Considering COVID-19 restrictions, Isett has no objection to the extension.

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

Pursuant to a site meeting with Alex Lord and Frank Jost, BIA contacted Faddis Concrete Products’ Kutztown facility to inquire about purchasing single face concrete barriers for constructing a flood barrier wall along the swale west of the treatment plant. Unfortunately, they only had double face barriers at the Kutztown yard; therefore, BIA called Faddis’ Honeybrook facility and requested a proposal for 168’ of single face concrete barriers with connecting plates. Faddis submitted a proposal for the barriers in the amount of \$7,999.20 delivered to the treatment plant. The barriers are 42” high and it is recommended that they be installed with a 9” bury depth. The Borough crew can install the barriers. The barrier wall will 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. Fieldwork is anticipated to be completed in May, with the restrictions loosened This project will require PADEP permitting.

OLD BUSINESS

None

Ms. Lorah made a motion to accept the settlement agreement with Borough Manager Marcus Dolny. Mrs. Moll seconded this motion passing with a 6 to 1 vote with Mr. Jost in the negative.

ADJOURNMENT

Council adjourned at 9:33PM on a motion by Ms. Lorah, seconded by Mr. Bower.

Next Borough Council meeting will be held on June 8th, 2020 at 7:00PM.

Respectfully Submitted
Sherry Palinkas
Administrative Assistant