

**MINUTES OF THE  
TOPTON BOROUGH COUNCIL  
Monday March 8<sup>th</sup>, 2021**

Members of the Topton Borough Council met on Monday, March 8<sup>th</sup>, 2021 at 7:00 P.M. for the regularly scheduled monthly meeting both in person and 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, Mr. Stauffer, Mrs. Moll and Mr. Polinsky. Solicitor London, Engineer Charley Myers, Police Chief Stinsky and visitors were also in attendance.

**Financial Presentation**

PFM Financial Advisors, LLC presented Borough Council with the results of the requests for proposals for the debt loan consolidation and answered questions. The aggregate principal amount of the 2021 Note would be \$2,615,000 with a fixed interest rate of 1.190% through 12/1/2029 for the principal amount of \$2,336,000 if the proposal from Jim Thorpe Neighborhood Bank (JTNB) is accepted.

Bond Council Peter Edelman prepared Ordinance for consideration issuing the General Obligation Note, Series of 2021.

After further discussion Ms. Kunkel made a motion to adopt Ordinance 01-2021, accepting the JTNB proposal and to authorize Bond Council to proceed. Mr. Polinsky seconded this motion passing unanimously.

**APPROVAL OF MINUTES**

On a motion by Mr. Beck, seconded by Ms. Kunkel the minutes of February 8<sup>th</sup>, 2021 were approved unanimously.

**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. Carol Cook asked if fire pits are allowed within the Borough of Topton and, if so, what the restrictions are. Ms. Palinkas noted there is an ordinance and she is welcome to stop by the borough office to view or acquire a copy.

## **COMMUNICATIONS**

Mr. Bower noted that the public works employees did an outstanding job again with snow removal.

Mrs. Moll asked if the retention pond at the end of Hoch Avenue will continue to be watched to make sure there are no further issues with flooding.

## **MAYOR'S REPORT**

Mrs. Moll made a motion to approve the continuation of weekly disasters until further notice as needed. Mr. Polinsky seconded this motion passing unanimously.

Mayor Biltcliff also noted that public works employees did a great job with snow plowing and clean up.

## **SOLICITOR'S REPORT**

Solicitor London presented council with Ordinance 2-2021, Stormwater Management. After discussion Mr. Beck made a motion to adopt Ordinance 2-2021, seconded by Mrs. Moll and passing unanimously.

Solicitor London also presented council with a draft ordinance of the IPMC ordinance including revisions to the quality of life section. Mr. Polinsky made a motion to authorize Solicitor London to advertise this ordinance for adoption at the April council meeting. Ms. Lorah seconded this motion passing unanimously.

## **BOROUGH MANAGER**

Ms. Milo presented council with the 2020 Annual Report from Fleetwood Police.

Ms. Milo also presented council with the Berks County report on 2015-2020 EIT and LST distributions to the borough report.

Ms. Milo noted that the 2020 Worker's Compensation Audit has been completed.

Ms. Milo also noted that the installation of Microsoft 365 has been completed for all borough employees.

Ms. Milo discussed the revised medical group health plan presented by Benecon. After further discussion, Mr. Bower requested Ms. Milo email the proposed changes to borough council to review and approve to sign at the April meeting.

Ms. Milo presented council with a list of the following items for approval to purchase:

4 – First Aid Boxes

Direct Deposit bank services for all non - pool employees

Snow Plow for the Bobcat

Utility Pipe Locator

Two – Way Radios for Public Works

After further discussion, Mr. Polinsky made a motion to approve borough manager to purchase the first aid kits, direct deposit, snow plow and utility pipe locator. Ms. Kunkel seconded this motion passing unanimously.

Mr. Bower asked Ms. Milo to acquire a quote for used two-way radios for public works and present at April council meeting for possible adoption.

Ms. Milo and Mr. Bower discussed recent complaints and issues with waste haulers within the Borough of Topton. Further discussion and research to consider one hauler within the borough will be discussed at a later date.

## **COMMITTEE REPORTS**

### **Public Affairs Committee – (Mr. Bower)**

Mr. Bower announced the Coffee & Cocoa event that will be held in the Topton Memorial Pool parking lot on Saturday March 27<sup>th</sup>, 2021.

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

Mrs. Moll discussed seasonal employment applications for the 2021 season.

**Finance Committee** – (Ms. Kunkel)

Mrs. Moll made a motion to approve the list of bills and transfers as presented on March 8th, 2021. Mr. Polinsky seconded this motion passing unanimously.

**Property Committee** – (Mr. Stauffer)

Mr. Stauffer and borough council discussed a request received from Longswamp Township property owner, Ivan Cheitowskyj. Borough Council requested Solicitor London to respond to Mr. Cheitowskyj in regards to the easement restrictions.

Mr. Stauffer also discussed possible development plans for the property located at 229 West Weis Street.

**Parks & Recreation Committee** – (Ms. Lorah)

Ms. Lorah updated council on security camera installation. The office camera has been installed and park cameras will be installed March 17<sup>th</sup>-19<sup>th</sup>, 2021.

Ms. Lorah announced that Topton will hold a fireworks show on Friday August 20<sup>th</sup>, 2021.

Ms. Lorah noted that the new pavilion picnic tables are installed. She also presented to council and visitors that the borough is holding a Sponsor a Seat fundraiser. More information may be found on our website, Facebook, and at the borough office.

Ms. Lorah noted the borough will have an opportunity to apply for a DCNR grant and a DCED grant to partially fund TASA budget overrun.

Mr. Bower noted that Topton Community Outreach Club has interest in holding their annual fish derby on May 2, 2021. More information will be shared in the future.

**Streets Committee** – (Mr. Polinsky)

Mr. Polinsky made a motion to approve the request from Trinity Evangelical Lutheran Church to relocate their handicapped parking space from East Smith Street to North Home Avenue. Mrs. Moll seconded this motion passing unanimously.

Mr. Polinsky discussed the alley between East Weis Street and East Keller Street. Further review of property ownership and restrictions will be discussed in the future.

#### **Utility Committee – (Mr. Beck)**

Mr. Beck discussed the status of the hydro geology report and drilling for the possible new well. Mr. Myers discussed this in his engineer's report below.

### **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 Chapter 94 Report (Waste Load Management) was submitted to DEP March 5, 2021.

Please note that even though the plant did not experience any organic overloads in 2019 or 2020, the DEP Spreadsheet still shows a projected organic overload for the next 5 years. This is due to organic overloads that were reported as a result of faulty influent meter readings in 2017 and 2018. There is any way that we can make this go away. What we did do is to include a Corrective Action Plan as required. This CAP explains why there was an overload and that the remedy was to fix the influent meter which was done in October 2018; therefore, there is no need for any corrective action.

Harry noted the following about the Hamsher pump station:

1. On August 4<sup>th</sup>, with the heavy rains, this pump station pumped continuously for about 7 hours and it pumped over 89,000 gallons that day. The average for the year was 20,400 gpd.
2. In 2019, the pump station averaged about 13,000 gpd. During March 2020, the meter readings jumped to over 21,000 gpd and with the exception of September, it has been over 20,000 gpd since

**It is recommended that a look be taken at this pump station's meter and the contributing areas in the near future to determine the cause of this change (it is difficult to proscribe a 50% increase to only people being home more due to COVID as this is not also being noted at the Washington PS, this could account for some of the increase).**

DRBC:

The Annual Effluent Monitoring Report was submitted to the DRBC on January 28, 2021.

## 2. **DEP MS-4**

**MS4 Annual Report to DEP** – Isett continues to provide assistance to the Borough for annual tasks, as needed. Isett circulated an email with applicable staff training and public education materials, for review by the Borough.

**Student Coordination Toad Creek** – Borough Manager, Stacy Milo, connected with the Science Research Institute (SRI) of Albright College to have students between 9<sup>th</sup> – 11<sup>th</sup> grade to conduct sampling along Toad Creek. Dates and times to be determined. This work is applicable to the ‘Public Involvement, Engagement and Outreach’ of the MS4 permit.

**Berks County MS4 Steering Committee - Student Video Contest** – Berks County MS4 Steering Committee will be circulating information to all members about a video contest for students. They are encouraged to create a Public Service Announcement (PSA) video about their watershed. All entries will be available to Berks MS4 members for posting and use towards ‘Public Involvement and Engagement’ section of permit. Contest opens 3/15/21 and ends 5/20/210 – perfect to catch stream clean ups, Earth Day celebration and possibly overlap with the students conducting stream sampling in Toad Creek.

## 3. **Topton Transportation Alternatives Trail Connection Project**

- Currently, we are expecting to hear back from the PADEP in April.
- There is a meeting with PennDOT on March 11 at the Borough.
- We expect to have final plans to be submitted by 3/12/2021.
- ADA Ramp plans were resubmitted on 2/20/21 and we received comments back on 3/1/2021, resubmission planned for 3/12/2021.

## 4. **Toad Creek**

Isett has received the new Bog Turtle Report from the USACOE and forward the report to the USFWS requesting a new clearance letter. USFWS has confirmed receipt and is processing the request. While the strive for a 30-day turnaround, they have been known to take up to 60-days. As it is a re-issue we are hoping for sooner, but March 15<sup>th</sup> will mark 30-days. Isett has also requested that the DEP issue the permit amendment without the clearance, as was the case with the original permit amendment; however, DEP is requiring the clearance prior to issuance. The amendment is otherwise approved and ready to issue.

## 5. **New Public Water Well**

We met with the Borough on January 29, 2021 regarding the potential for a well site on the Fire Company property. An initial check did not indicate red flags, the site has cleared preliminary analysis for a well being there, so the next steps are:

- (1) Borough – to acquire rights to the property for the well and especially for the

- exploratory drilling and survey tasks.
- (2) Isett – Site survey – survey the site for boundaries, topography, and adjacent wells
  - (3) Isett – Coordinate with the PADEP on a Pre-Drill Plan, which will get us the PADEP requirements that they are going to impose on the site.

## **6. School Construction**

Brandywine Elementary School exterior construction, including the installation of the storm sewer system, started this week. They had anticipated completion of storm sewer work by Wednesday of next week however, a conflict occurred late this week with a gas line which may delay that timeline. The basin excavation and reshaping work will not be started until the ground thaws, possibly it will be finished in a month.

## **7. Washington Street Pumping Station**

Fieldwork is complete. Preliminary design has been completed for a station to be built in place of the existing station. We are back in contact with vendors and expect to provide several options for review for both the Borough Staff (particularly Alex) and Council by the April meeting.

## **OLD BUSINESS**

## **ADJOURNMENT**

Council adjourned at 8:48PM on a motion by Ms. Lorah, seconded by Mrs. Moll.

Next Borough Council meeting will be held on April 12<sup>th</sup>, 2021, at 7:00PM.

Respectfully Submitted  
Sherry Palinkas  
Borough Secretary