

**MINUTES OF THE
TOPTON BOROUGH COUNCIL
Monday April 12th, 2021**

Members of the Topton Borough Council met on Monday, April 12th, 2021 at 7:00 P.M. at Borough Hall for the regularly scheduled monthly meeting 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 Joan London, Engineer Charley Myers, Police Chief Stinsky and visitors were also in attendance.

2020 Financial Audit Presentation

Mr. Mark Zettlemoyer with RKL, LLP presented Borough of Topton council with the final 2020 Financial Statements. Mr. Zettlemoyer noted there were no findings or concerns on the boroughs audit. Mr. Zettlemoyer was available to answer any questions from borough council or visitors in attendance.

APPROVAL OF MINUTES

On a motion by Mr. Polinsky, seconded by Mrs. Moll the minutes of March 8th, 2021 were approved unanimously.

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

Mr. Robert Rauenzahn discussed a vehicle that has been parked on the street near his property and communication with the police regarding this vehicle. Mr. Rauenzahn also discussed littering in the park that he witnessed.

COMMUNICATIONS

Borough Manager Stacy C. Milo discussed a letter received from Ruscombmanor Township regarding excessive speeding and reckless driving with Council and Chief Stinsky. Council directed Ms. Milo to request Ruscombmanor Township keep the Borough informed on this matter.

MAYOR'S REPORT

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

Mayor Biltcliff also noted that it is great to see the community out and about and in yards enjoying the nicer weather.

SOLICITOR'S REPORT

Solicitor London presented council with Ordinance 3-2021, International Property Maintenance Code including revisions to quality of life section. After discussion Ms. Lorah made a motion to adopt Ordinance 3-2021, seconded by Mr. Polinsky and passing unanimously.

AN ORDINANCE OF THE BOROUGH OF TOPTON, BERKS COUNTY, PENNSYLVANIA, REPEALING ORDINANCE NOS. 2-2014 AND 4-2014; ADOPTING THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2018 EDITION, AS THE PROPERTY MAINTENANCE CODE OF THE BOROUGH OF TOPTON; MODIFYING CERTAIN SECTIONS OF SAID CODE TO PROVIDE FOR THE ENFORCEMENT OF ENUMERATED "QUALITY OF LIFE" VIOLATIONS BY THE ISSUANCE OF A VIOLATION TICKET BY THE BOROUGH CODE OFFICIAL; TO SET FORTH PENALTIES FOR VIOLATION; TO PROVIDE FOR COLLECTION OF UNPAID FINES AND COSTS, INCLUDING THE LIENING OF PROPERTIES; AND PROVIDING FOR SEVERABILITY AND REPEALER OF INCONSISTENT ORDINANCES.

BOROUGH MANAGER

Ms. Milo presented council with documents from EIT Bureau, Crime Alert Berks and Pennsylvania State Police monthly report.

Mr. Beck made a motion to approve Stacy C. Milo to sign revised medical group health documents. Mr. Polinsky seconded this motion passing unanimously.

Ms. Milo discussed with council possible future PMHIC surplus refunds and new tax laws and consequences.

Mr. Polinsky made a motion to approve the borough manager to purchase refurbished two-way radios in the amount of \$5,385.00. Ms. Kunkel seconded this motion passing unanimously.

Ms. Milo spoke with council regarding open board and authority positions.

Ms. Milo updated council with the most recent information regarding the American Rescue Plan Allocation and that there will be a webinar on April 22nd, 2021.

Ms. Milo and Mr. Polinsky discussed their meeting held with Road Forman Scott Steltz regarding future capital planning. Mr. Polinsky noted that PennDOT LTAP division will be meeting with the borough on April 27th, 2021 to provide assistance with this planning.

Ms. Milo noted that the borough received their final worker's compensation audit and the borough will be receiving a refund from their previously paid premium.

Ms. Milo noted that there was a quarterly employee meeting held with all employees in attendance as well as Toby Bower and Caitlin Moll. The employee handbook was discussed at the meeting and revisions that need to be updated.

COMMITTEE REPORTS

Public Affairs Committee – (Mr. Bower)

Mr. Bower discussed a request for a memorial for Corporal McKaide Richard Fenstermacher. More information and discussion will be provided at a later date.

Mr. Polinsky made a motion to approve the annual fish derby held by TCOC on Sunday May 2nd, 2021. Ms. Lorah seconded this motion passing unanimously.

Mr. Bower discussed a request from the Topton Torpedos Swim Team to hold a carwash and bake sale on June 19th at the Topton Memorial Pool. After further discussion, no action was taken to approve this request since this type of event is no longer allowed on that property due to run off from the car wash into Toad Creek.

Personnel Committee – (Mrs. Moll)

Mrs. Moll discussed seasonal employment applications for the 2021 season including the grounds crew position.

Finance Committee – (Ms. Kunkel)

Ms. Kunkel made a motion to approve the list of bills and transfers as presented on April 12th, 2021. Mr. Polinsky seconded this motion passing unanimously.

Property Committee – (Mr. Stauffer)

No Report / Discussion regarding well will be in Engineer's Report

Parks & Recreation Committee – (Ms. Lorah)

Mrs. Schoonover noted that the Topton Centennial Committee donated money towards the purchase of a new “Welcome to Topton” sign and Christmas tree for the property located at 229 West Weis Street.

Mrs. Schoonover and Borough Council discussed the opening of the Topton Memorial Pool. Applications have been extended, possible limited hours were discussed and options for seasonal passes were also discussed. This will be discussed further in the very near future.

Mrs. Schoonover noted the Tri-Valley YMCA will be holding their annual playground program at the Topton Memorial Park this summer from June 21st through August 13th.

Ms. Lorah made a motion to approve Resolutions 18-2021 and 19-2021, PA DCNR and PA DCED grant applications. Mrs. Moll seconded this motion passing unanimously.

After further discussion Ms. Lorah made a motion to authorize Solicitor London to advertise an amended park rules ordinance to change park hours from dawn to dusk, basketball court hours from 7am to 10pm and add 229 West Weis Street property as part of park property. Mrs. Moll seconded this motion passing unanimously.

Mrs. Schoonover gave an update on fundraising for the dog park area. She will be requesting an updated quote from fencing companies.

Mrs. Schoonover informed council the drums at the playground have been damaged and replacement pieces are being sent to the borough at no charge.

Streets Committee – (Mr. Polinsky)

No Report

Utility Committee – (Mr. Beck)

Mr. Beck and Council discussed updates on the well research.

Ms. Palinkas discussed the current status and balance of accounts receivable for water and sewer bills.

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.

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. Provided GIS mapping files and information to the Borough Manager, as well as MS4 links to additional annual report items the Borough could use as credit towards the MS4 permit.

Student Coordination Toad Creek – being coordinated by Borough Manager

Berks County MS4 Steering Committee – Next meeting Thursday, 4/15/21. Isett to provide summary updates afterwards. Reminder of the Student Video PSA Contest. Borough encouraged to circulate the contest information to local schools and residents via direct email or posting on social media of the flyer handout. Sharing the flyer information gives the Borough MCM#2 credit in their annual report to DEP.

3. Tipton Transportation Alternatives Trail Connection Project

- We received comments from the PADEP on 3/25/2021 and are in the process of addressing those comments. Most of the comments deal with the wetlands impacts and mitigation measures.
- There is a meeting with PennDOT on April 13 at the Borough.

4. Toad Creek

Schedule for the project is as follows:

Advertisement	April 12, 2021
Documents Available to Bidders	April 14, 2021
Pre-Bid Meetings	April 20, 2021
Bids Due	May 6, 2021
Potential Award	May 10, 2021
Notice Of Award	May 11, 2021
Preconstruction Meeting	July 5, 2021
Construction Start	July 5, 2021
Substantial Completion	September 15, 2021

Grant Remaining - \$194,518.48

Engineering Inspection Estimate - \$5,000

Construction Cost Estimate w/20% Contingency - \$187,044.00

5. New Public Water Well

The Borough met with the Fire Company and received some information about the property and its transfer from the Township that needs to be investigated.

6. 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 May meeting (pushed back due to needing more information from the vendors).

OLD BUSINESS

Mr. Stauffer discussed a flag being displayed at a resident's property in the borough with profanity. It was noted the borough or law enforcement is unable to enforce the removal of this flag.

EXECUTIVE SESSION-Personnel Matters

Entered: 9:01PM on motion by Mrs. Moll, seconded by Ms. Lorah passing unanimously.

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

Mr. Bower noted for the record that the Borough Manager, Stacy Milo, had completed her 6-month probationary period.

ADJOURNMENT

Council adjourned at 9:19PM on a motion by Ms. Lorah, seconded by Mrs. Moll.

Next Borough Council meeting will be held on May 10th, 2021, at 7:00PM.

Respectfully Submitted
Sherry Palinkas
Borough Secretary