

**MINUTES OF THE  
TOPTON BOROUGH COUNCIL  
Monday February 12, 2018**

Members of the Topton Borough Council met on Monday February 12<sup>th</sup>, 2018 at 7:00 P.M. at Borough Hall for the regularly scheduled monthly meeting and public hearing. The meeting was called to order by Council President Mr. Stauffer with the Pledge of Allegiance.

Roll call was taken and the following members were present Mr. Stauffer, Mr. Biltcliff, Mr. Beck, Mr. Miller, Ms. Lorah, Mr. Jost, Mrs. Kunkel and Mrs. Moll. Borough Manager Marcus Dolny, Solicitor London and visitors were also in attendance.

Council President Mr. Stauffer noted that the January Borough Council meeting scheduled for the 15<sup>th</sup> was cancelled due to inclement weather.

**APPROVAL OF MINUTES**

On a motion by Mr. Jost, seconded by Mrs. Moll the minutes of January 2<sup>nd</sup>, 2018 were approved unanimously.

**COMMUNICATIONS**

Ms. Lorah made a motion to allow the Brandywine Sports Booster Club the use of the pool parking lot to hold their annual chicken dinner on Sunday April 29<sup>th</sup>, 2018 from 6am-3pm. Mr. Jost seconded this motion passing unanimously.

Ms. Lorah made a motion to accept a request made by The Jarett Yoder Foundation to use the Toad creek for their annual duck rance on Sunday June 3<sup>rd</sup>, 2018. Ms. Moll seconded this motion passing unanimously.

Ms. Lorah also accepted a request from The Jarett Yoder Foundation for the use of the Topton Memorial Park to hold their annual Easter Egg hunt on Saturday March 24<sup>th</sup>, 2018. Ms. Kunkel seconded this motion passing unanimously.

Mr. Dolny shared a request from the Berks Autism Benefit for a donation. No action was taken on this request.

Mr. Dolny shared a request from Brandywine Heights Area School District for sponsorship for their color run. This item has been tabled to next meeting to allow Mr. Dolny to acquire more information regarding this request.

Mr. Dolny shared information received from Berks County Planning Commission regarding the Joint Comprehensive Plan. This matter will not affect the Borough of Topton.

Mr. Dolny shared information received regarding the 12<sup>th</sup> Annual Municipal Officials Dinner. If any council members are interested in attending please contact Mr. Dolny for more information.

## **Mayor's Report**

Mayor Biltcliff commended the continued hard work and excellent job the road crew does with snow plowing within the Borough of Tipton.

## **HEARING OF VISITORS**

None

## **Solicitor's Report**

Solicitor London reported that Longswamp Township has signed the global settlement agreements.

Solicitor London updated council on the Berks Regional Police case matter.

Solicitor London will be advertising the Zoning Ordinance in regards to the change in setbacks for sheds.

## **Secretary's Report**

Mr. Jost made a motion to adopt Ordinance 1-2018, correction of tax rate for 2018. Mr. Beck seconded this motion passing unanimously.

Resolution 10-2018 – Disposition of Non-Permanent Records

Motion was made by Mr. Jost, seconded by Mrs. Moll passing unanimously.

Ms. Lorah made a motion to adopt Resolution #11-2018, applying for the Pennsylvania Small Water and Sewer program grant to be used for new well. Mr. Beck seconded this motion passing unanimously.

Mr. Miller made a motion to adopt Resolution #12-2018, applying for the DCNR grant for Project "PRO" phase II. Ms. Moll seconded this motion passing unanimously.

Mr. Dolny provided information to Borough Council regarding obtaining an ORI number. Council requested Mr. Dolny to obtain more information regarding this service.

Mr. Jost made a motion approving Solicitor London to prepare a draft ordinance to enforce stranded vehicles on public streets. Mr. Miller seconded this motion passing unanimously.

## **COMMITTEE REPORTS**

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

Mr. Stauffer announced the Annual Street Fair will be held on May 19<sup>th</sup>, 2018. All who are interested in helping plan this year's street fair are invited to attend the meeting on Monday February 19<sup>th</sup>, 2018 at 7pm at the Borough Hall.

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

Mrs. Moll announced that interviews for the new Administrative Clerk/Recreation Coordinator were completed and she would like to make a motion to offer the position to Trynda Schoonover starting at a rate of \$17.00 per hour and after her probationary period of six months a rate of \$17.50 per hour. Her start date would be February 13, 2018. The motion was seconded by Mr. Stauffer and passed unanimously.

### **Finance Committee – (Ms. Kunkel)**

Ms. Kunkel made a motion to pay bills as presented. The motion was seconded by Mr. Miller and passed unanimously.

Mr. Dolny brought to council's attention with the change of our healthcare plan in 2018 that there needs to be ratification establishing when retirement plan coverage would be available at 65 years of age or 30 years of service. Mrs. Moll made a motion to accept the existing parameters. Mr. Miller seconded this motion passing unanimously.

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

Mr. Jost made a motion to accept the quote from Pioneer Pole Building for the construction of the new structure at the Water Plant. Mr. Beck seconded this motion passing unanimously.

Mr. Jost made a motion to make provisions to move the waste/recycling containers to the borough maintenance building at 44 E. Keller Street. Ms. Lorah seconded this motion passing unanimously.

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

Mr. Miller made a motion to schedule Topton's annual fireworks for Friday July 13<sup>th</sup> with a rain date of Saturday July 14<sup>th</sup>. Mr. Jost seconded this motion passing unanimously.

Discussion was had regarding creation of a Recreation Board for the Borough of Topton. Mr. Dolny, Mr. Miller and Mrs. Schoonover will meet soon to discuss this matter.

Mr. Miller made a motion to approve Mr. Dolny and Mrs. Schoonover to attend the Pennsylvania Recreation and Park Society Annual Conference at the end of March. Mr. Jost seconded this motion passing unanimously.

### **Streets Committee – (Ms. Lorah)**

Ms. Lorah asked that the no left turn sign coming at Tony's Restaurant be replaced as its faded and vehicles are making a left turn onto Home Avenue. Mr. Dolny will have the road crew address this matter.

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

Mr. Beck advised council that the water leak has been corrected East Franklin Street.

## **Engineer's Report**

### **1. Sewage Treatment Plant**

DRBC – Annual Effluent Monitoring Report was submitted on January 11, 2018.

Chapter 94 Report is due March 31, 2018. The charts and flow information is available for review.

### **2. NPDES Permit Renewal**

The permit has not yet been issued, but is now being reviewed. It has now been over a year and a half since the application was submitted:

Permit Expiration: 8/31/16

Permit Application Due: 3/4/16

Renewal Submittal 2/25/16, additional information submitted 3/15/16.

Additional Information Requested: 11/15/17 via email, requesting additional testing and answers to several questions

Submittal of Requested Data: December 29<sup>th</sup>, 2017

### **3. Toad Creek Improvements**

The Army Corp has notified us that they will likely not complete the Preliminary Jurisdictional Determination (PJD) until the end of the month. After discussions with the DEP they have agreed to accept the wetland delineation without the ACOE PJD, at least for the initial re-submission. Isett anticipates having the permit package ready for re-submission this week.

### **4. Borough Park Master Site Plan**

The Master Site Plan is completed and Isett continues to search for grant opportunities to implement the plan.

### **5. DEP MS-4**

DEP continues to work on issuing the 2018-2023 NPDES permits. No additional updates available from Southcentral office at this time.

### **6. WWTP Recycled Water Project**

|  |                  |                                   |
|--|------------------|-----------------------------------|
| Pre-construction meeting                 | 11/16/17         |                                   |
| Notice to Proceed on Recycled Water Line | 12/11/17         |                                   |
| Contract Date for Substantial Completion | 2/10/2018        | 60 days                           |
| Contract Date for Final Completion       | 3/12/2018        | 90 days                           |
| Materials started arriving on site       | Week of 12/11/17 |                                   |
| Started Construction Work                | Week of 12/18/17 | (location of potential conflicts) |
| Contract #1 Bellview Pump                | \$13,700.00      |                                   |
| Contract #2 Bellview Pump                | \$45,950.00      |                                   |

Bellview Pump has completed installation of the pump and piping in the chlorination building except for the electrical portion of the installation. The pump is operating for chlorination and de-chlorination around the clock and it appears that this is saving between 30,000 to 40,000 gallons of potable water per day. Weather has not allowed the contractor to undertake installation of the water line at the site, but all materials are on hand.

### **7. Barkley Street Sewer Rebuild Project**

Contract documents with DOLI Construction have been executed.

Anticipate Notice to proceed for February 12, 2018

Contract time is (based on anticipated NTP):

|                                   |               |
|-----------------------------------|---------------|
| 90 days to Substantially Complete | May 13, 2018  |
| 120 days to Finally Complete      | June 12, 2018 |

|                 |              |
|-----------------|--------------|
| Contract Value: | \$179,220.00 |
|-----------------|--------------|

Submittals have been reviewed and approved.

**8. 2017 Sanitary Sewer Cleaning and Televising Project**

Finalizing Contracts with Mr. Rehab.

Anticipate notice to proceed to be issued in March of 2018 (per bid).

Contract time is (based on anticipated NTP):

|                                   |             |
|-----------------------------------|-------------|
| 90 days to Substantially Complete | June 2018   |
| 150 days to Finally Complete      | August 2018 |

|                 |              |
|-----------------|--------------|
| Contract Value: | \$ 91,321.55 |
|-----------------|--------------|

**9. DRBC Water Audit**

The DRBC Water Audit is due March 31, 2018. This report is generally compiled by Scott.

**10. New Well and Grant Application**

Isett is presenting a resolution that is needed for the grant application for a new potable water well.

**Old Business**

None

**Executive Session – Personnel**

Entered: 8:24PM on motion by Mr. Beck, seconded by Mr. Jost passing unanimously.

Exit: 8:30PM on motion by Mr. Beck, seconded by Ms. Lorah passing unanimously.

**ADJOURNMENT**

Council adjourned at 8:31PM on a motion by Mr. Beck, seconded by Mrs. Moll.

Next Borough Council meeting will be held on March 12<sup>th</sup>, 2018 at 7:00PM.

Respectfully Submitted  
Sherry Palinkas  
Administrative Assistant