

***MINUTES OF THE  
TOPTON BOROUGH COUNCIL  
MONDAY January 11, 2016***

Members of the Topton Borough Council met on Monday January 11, 2016 at 7:00 P.M. at Borough Hall for the regularly scheduled meeting. The meeting was called to order by Mr. Stauffer with the Pledge of Allegiance.

Roll call was taken and the following members were present Mr. Gehman, Ms. Lorah, Mr. Jost, Mr. Beck, Mr. Arndt, and Mr. Stauffer. Borough Secretary Marcus Dolny. Solicitor, Engineer and visitors were also in attendance.

**APPROVAL OF MINUTES**

On a motion by Mr. Beck, seconded by Mr. Jost the minutes of January 4, 2016 were approved unanimously.

**COMMUNICATIONS:**

None

**HEARING OF VISITORS:**

None

**COMMITTEE REPORTS**

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

Mr. Stauffer spoke regarding raising the rate of pay for Roxanne Jarrett who cleans the Borough Buildings. Mr. Jost made a motion to increase from \$10.25 to \$10.75 an hour. The motion was seconded by Mr. Arndt and passed unanimously.

Mr. Stauffer also officially announced he would no longer be overseeing personnel. The Ms. Lorah would be taking over personnel and he would now handle public affairs.

**Finance Committee – (Mr. Wagaman)**

Mr. Jost made a motion to pay bills as presented. The motion was seconded by Mr. Gehman and passed unanimously.

**Property Committee – (Mr. Jost)**

No Report

**Parks & Recreation Committee – (Mr. Beck)**

Mr. Beck and Mr. Dolny introduced Project “Pro”, the borough’s future efforts to address the recreational area in the community. The first step would be creating the master plan to move forward with the project. Mr. Dolny and Mr. Beck presented a proposal from Barry Isett to prepare the work at a cost of \$17,000.00 and recommended the Borough use this direct approach instead of going through the DCNR phase for this part of the project. A motion was made by Ms. Lorah and seconded by Mr. Beck to accept the proposal. The motion passed unanimously.

**Streets Committee – (Mr. Arndt) –**

Regarding possible 2016 paving project a walking tour will be set up for next week regarding town square.

**Utility Committee – (Mr. Gehman) –**

The Back Flow Prevention Ordinance is awaiting comments from L&I. Mr. Dolny also reported that the high water usage was taken care of as a leak was discovered on Weis St. The leak has been repaired.

**Public Affairs Committee – (Ms. Lorah) –**

No Report

**Mayor’s Report –**

No Report

**Secretary’s Report**

- Mr. Dolny asked for council to accept Barry Isett’s proposal to begin the efforts and work on Toad Creek. Mr. Beck made the motion to begin, seconded by Mr. Jost passing unanimously.

- Mr. Dolny informed council of a community program the Lehigh Valley Phantoms were running to have a community night. No interest was shown from council to pursue further.

### **Solicitor's Report**

Ms. London presented a memo to council regarding the codification of the Borough's Ordinances. Ms. London and Mr. Dolny will set up the needed meetings to finalize.

Ms. London as instructed has prepared an ordinance to establish the position of Borough Manager and we have it advertised for the next meeting.

An agreement was presented to Ms. London regarding the settlement and release for the Huck property. Pending some small modifications it should be ready for action in February.

### **Engineer's Report**

#### **1. Sewage Treatment Plant - Copper Limit**

The final results for 2015 are now in and the average copper discharge for the year was 0.017 mg/l; the permit limit is 0.025 mg/l. The maximum concentration occurred during the month of May at 0.025 mg/l which equaled; but, did not exceed the permit limit. Russ should continue to closely watch the copper concentration so that he can continue to adjust the chemical feed rates in order to achieve the most efficient use of chemicals and to keep costs at a minimum.

Also, a couple items of interest are that the average daily flow for 2015 was 234,000 gallons per day, up slightly from the 222,000 gpd during 2014 and the Organic loading was an average of 583 lbs/day which is up from the average loading of 466 lbs/day in 2014; however the maximum monthly organic loading average was 673 lbs/day in 2015 compared to the maximum monthly average in 2014 which was 898 lbs/day. The plant has a hydraulic loading capacity of 300,000 gpd and an organic loading capacity of 750 lbs/day.

#### **2. Weather Protection for Influent Screen**

In December DESCCO installed the foundation walls consisting of two rows of 2.5' x 2.5' by 5' long concrete blocks on a 6" stone base in a 30" deep trench for a foundation for the carport structure. Upon contacting the manufacturer for ordering the carport, we were advised that the manufacturer does not offer free

delivery and installation during the winter months in the Northeast part of the country. The manufacturer offered a 15% discount if we were to order the carport without the free delivery and installation option; this would have been a savings of \$957. The carport would be ready for pickup in about 3 weeks and available for pick up at their Elysburg, PA plant. After ruling out the possibility of having Borough personnel pick up, deliver and install the carport, we contacted DESCCO and requested a proposal from them to do so. DESCCO furnished a proposal in the amount of \$7,650. Upon reviewing their proposal and realizing that the carport most likely wouldn't be installed until late January or early February, it was decided to wait until spring and have the manufacturer deliver and install the structure.

Should the weather forecast include sub-zero temperatures, Russ can take precautions, as he did last winter, by placing some tarps over the unit.

### **3. Barkley Street Sewer Repair**

This project will remain on hold, until financing arrangements have been made and a notice to proceed is given for preparing bidding documents.

### **4. Toad Creek Improvements**

Preliminary plans have been submitted to the Borough for review. The Borough and BIA will be pursuing additional Grant funding. BIA has been in communication with the Conservation District and will be supplying them with additional information. BIA has submitted a proposal for the Borough's review.

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

BIA met with the Borough on Friday, 1/8. A proposal has been submitted to the Borough for consideration.

## **Old Business**

An update was requested regarding the pool litigation. Efforts are ongoing and Mr. Dolny would get an update for future meeting.

### **Executive Session**

Borough Council entered into executive session at 7:57PM to discuss personnel matters on motion by Ms. Lorah, seconded by Mr. Beck and passing unanimously.

Borough Council exited executive session at 8:17PM on motion by Mr. Gehman, seconded by Ms. Lorah and passing unanimously.

Ms. Lorah made a motion to release payment to Mr. Pilgert for his 2015 vacation totaling \$5,097.23 due to staffing shortages. The motion was seconded by Mr. Gehman and passed unanimously.

### **ADJOURNMENT:**

Council adjourned at 8:19 PM on a motion by Ms. Lorah, seconded by Mr. Arndt.

The next Borough Council meeting will be held on February 8, 2016 at 7:00 PM.

Respectfully Submitted  
Marcus V. Dolny  
Borough Secretary