

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

Members of the Tipton Borough Council met on Monday November 12<sup>th</sup> , 2018 at 7:00 P.M. at Borough Hall for the regularly scheduled monthly meeting. 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. Miller, Ms. Lorah, Mr. Beck, Mr. Jost, Ms. Kunkel and Mrs. Moll. Borough Manager Mr. Dolny and Solicitor London and visitors were also in attendance. Mayor Biltcliff was absent.

**APPROVAL OF MINUTES**

On a motion by Mr. Beck seconded by Ms. Kunkel the minutes of October 22<sup>nd</sup>, 2018 were approved unanimously.

**COMMUNICATIONS**

Mr. Dolny shared with Council a request received from Michael Kalish with Tipton Holdings to give a one-time courtesy relief on a portion of two of his tenant's very large quarterly water & sewer bills that were due to undetected leaks. No action was taken by Borough Council on this matter.

**Mayor's Report**

Mayor Biltcliff was absent

**HEARING OF VISITORS**

Mr. Rauenzahn questioned ADA ramps, no sidewalks on north side of West Barkley Street and the recommendations made by Barry Isett & Associates engineers for curbing on West Barkley Street.

Mrs. O'Donnell brought to Borough Council her concerns of possible illegal activity on Furnace Street. Mr. Dolny agreed to make arrangements with Pennsylvania State Police to have an officer at December's meeting to answer any community questions.

**Solicitor's Report**

Solicitor London updated Borough Council on the clean-up and acquisition of property at 229/231 West Weis Street.

## **Secretary's Report**

Mr. Dolny discussed and asked for feedback on the draft by laws for the Topton Mini Museum that was presented to council at October's meeting. No changes were recommended by Borough Council.

Mr. Dolny updated Council on the current and possible revised contracts for with the Berks Animal Rescue League. Solicitor London advised for the Borough of Topton not to sign the current revised contract that has been presented from Berks Animal Rescue League.

Mr. Dolny advised Council that the proposed land swap matter between The Blanchard's and the Borough of Topton will not have any State Legislative action taken on it during 2018.

## **COMMITTEE REPORTS**

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

Mr. Stauffer honored all Veteran's and spoke in regards to the numerous Veteran's Day activities within the Borough of Topton.

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

No Report

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

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

Conversation regarding the proposed 2019 Budget was tabled till the end of the meeting.

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

Mr. Jost updated Council on the current projects currently in progress in town including:

- UGI Project – West End of Topton
- Barkley Street Paving
- Norfolk Southern – Rail work

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

Mr. Miller requested an update regarding the meeting that was held with East Penn Manufacturing regarding Project Pro.

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

After further review as requested by Ms. Goldie Geist, Ms. Lorah made a recommendation to take no action on the request to add Washington Street to the list of Emergency Routes.

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

Mr. Beck spoke in regards to the machine to handle sludge that was previewed at the Sewer Plant.

## **Engineer's Report**

### **1. Sludge Hauling Contract**

Bids were due on October 3<sup>rd</sup> and one proposal was received from Millers Sanitary Service, Inc. of Kutztown. Their bid was in the amount of \$0.079/gallon for sludge hauled and \$95.00/man-hour for additional services. The extended prices are estimated to be \$118,500 and \$22,800 respectively for a total annual estimate of \$141,300. Both unit prices are the same as included in the current contract which expires on December 31<sup>st</sup>. Contracts are currently being executed.

### **2. Sewer Metering**

On September 14<sup>th</sup>, there was a meeting with Dharmendra Kumar of DEP at the sewage treatment plant to review and discuss the plant's flow meters. DEP is insisting that the influent flow be metered and used in calculating the treatment plant's loadings. DEP also suggests that a meter be installed on the spray wash line for the influent screen so that the influent flow can be adjusted accordingly.

After the annual calibration on the flow meters, the influent meter continues to record flows pretty much in line with the effluent meter. We continue to keep an eye on the two flow meters to evaluate their relative accuracy and if any additional measures are needed.

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

The DEP has finally issued the wetland permit for the Toad Creek Project. However, a number of special conditions were appended to the permit that restricts the construction period between January 1<sup>st</sup> and March 31<sup>st</sup>. To address this issue Isett has approached the ACOE to perform a Bog Turtle Habitat Assessment. The fieldwork for this has been completed and the report is expected in about 2 weeks. Once the Corps report is received Isett will submit this to the US Fish & Wildlife Services to obtain a Bog Turtle Habitat Clearance, which should extend the construction period through September 30<sup>th</sup>. Once Fish & Wildlife approves that clearance, we can request that the DEP modify the permit to increase the construction period accordingly. It is hoped that all of these can be completed this year. That would permit bidding the project during the winter and being able to start as soon as the weather permits.

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

Isett attended the Berks County MS4 Steering Committee meeting in October. Topton is currently not a member; however, the group can provide additional opportunities for public education and outreach towards the MS4 program. Open enrollment for new members begins in January of 2019 should the Borough be interested. Isett can review the pros and cons with the Borough if interested.

Isett has been forwarding the Borough information on upcoming training opportunities, seminars and educational information for circulation, as needed.

5. **Park Improvements**

Bryan is meeting with Marcus on the 21<sup>st</sup> to plan the next steps in the Park improvements.

6. **UGI Projects**

The UGI Gas projects (Juliet Avenue area new install and Barkley Street replacement) have continued to have issues with scheduling and backfill. Discussions with Michael Landis have resulted some adjustments to their practices such as: the crews are to ensure that backfill is compacted, especially under sidewalks; and the crews are to utilize flowable fill to backfill the “-pothole” excavations used to locate utilities.

7. **Sewer Rehabilitation**

We are meeting with Alex on November 20<sup>th</sup> to review recommendations for lines and manholes for remediation and will present a package of repair recommendations with costs shortly after the Thanksgiving holiday.

8. **Barkley Street Sewer Rebuild Project**

Contract documents with DOLI Construction have been executed.

Notice to Proceed for February 12, 2018

90 days to Substantially Complete

May 13, 2018

120 days to Finally Complete

June 12, 2018

CO#2 includes a 90 day contract extension

(8/12/18 & 9/11/18)

Original Contract Value:

\$179,220.00

Change Order #1 (laterals)

+\$12,284.00

Revised Contract Value

\$191,504.00

Change Order #2 Request – service conflicts

+\$6,887.68

Potential Revised Contract Value

\$198,491.68

Contractor completed sewer line work, executing paving to seal the trenches currently.

Access Ramps and final paving to be bid in the winter for spring construction work.

Solicitor London will request an update on the camera work of lines on Freehall Street and Woodside Avenue from Longswamp Township.

**Old Business**

None

**2019 Budget Discussion**

Presented budget from October 22<sup>nd</sup> meeting was discussed by fund. 2019 proposed budget calls for no tax increase and no utility increases. Items of note under the water fund a \$4000.00 fee will be charged annually by DEP based on the size and output of our system. The sewer fund will continue to make improvements to the infrastructure using funds from financing obtained in 2017. Under the general fund 2019 will call for some minor street maintenance and repair, continued acquisition of 229 West Weis Street, leasing of vehicle for administrative use and increase to the library contribution and hopeful acquisition of a new truck for public works via grant.

### **Executive Session – Personnel**

Entered: 8:27PM on motion by Ms. Lorah, seconded by Mr. Beck passing unanimously.

Exit: 9:02PM on motion by Ms. Lorah, seconded by Mrs. Moll passing unanimously.

A motion was made by Mrs. Moll seconded by Ms. Kunkel passing unanimously to prepare and advertise an ordinance setting the tax rate for 2019. The tax rate will not change remaining .65 mils for fire tax and 5.9 mils for general purpose a total of 6.55 mils.

A motion was made by Mr. Miller seconded by Ms. Lorah passing unanimously the preliminary adoption of the 2019 budget to be advertised and available for public review until it's adoption at December 10<sup>th</sup>, 2018 general meeting. A copy of the budget and approved wages for 2019 will be available at the Borough office for review.

### **ADJOURNMENT**

Council adjourned at 9:15PM on a motion by Ms. Kunkel, seconded by Mr. Beck.

Next Borough Council meeting will be held on December 10, 2018 at 7:00PM.

Respectfully Submitted  
Sherry Palinkas  
Administrative Assistant