

**MINUTES OF THE
TOPTON BOROUGH COUNCIL
*Monday October 22, 2018***

Members of the Topton Borough Council met on Monday October 22nd, 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, Mayor Biltcliff, Ms. Lorah, Mr. Beck, Mr. Jost, Ms. Kunkel and Mrs. Moll. Borough Manager Mr. Dolny and Solicitor London and visitors were also in attendance. Mr. Miller was absent.

APPROVAL OF MINUTES

On a motion by Mr. Jost seconded by Ms. Lorah the minutes of September 10th, 2018 were approved unanimously.

COMMUNICATIONS

Mr. Dolny shared a concern that was brought to the Borough office regarding Topton Ambulance services.

Mr. Dolny shared with council a request that was received from Ms. Goldie Geist requesting the addition of Washington Street to be added to the snow emergency routes. This request will be further discussed after further review.

Mr. Dolny discussed a property in violation of the Borough's Quality of Life ordinance.

Mr. Dolny updated Borough Council on the rodent infestation located within a small portion of the Borough.

Mayor's Report

Mayor Biltcliff read a proclamation in regards to Veteran's Day from Governor Wolf.

HEARING OF VISITORS

Ms. Kathy Hassler from 35 Spruce Street presented Council with an information packet regarding the rodent infestation near and around her property.

After further review Mr. Beck made a motion for the Borough of Topton to acquire the services of Seitz Bros. extermination services to treat Borough property on Barkley Street, the ball field and park. Ms. Lorah seconded this motion passing unanimously.

Solicitor's Report

Solicitor London gave an update on the Berks Lehigh Regional Police case.

Secretary's Report

Mr. Dolny gave an update on the PMRS and the excess amount received this year.

Mr. Dolny presented Council with a draft copy of the proposed bylaws of the Topton Preservation Board.

Mr. Dolny spoke about Berks Animal Rescue League increase for the upcoming year and the possible decision regarding continuation of services within the Borough.

Ms. Lorah made a motion to adopt Resolution #16-2018, adoption of FEMA Hazard Mitigation Plan. Ms. Kunkel seconded this motion passing unanimously.

COMMITTEE REPORTS

Public Affairs Committee – (Mr. Stauffer)

Mr. Stauffer shared his appreciation to Topton Community Outreach Club for another successful Halloween Parade.

Mr. Stauffer also showed his appreciation to all community members along with the Brandywine Heights Community Task Force for the support through their paint the town red signs.

Personnel Committee – (Mrs. Moll)

Mrs. Moll made a motion to hire Ms. Leslie Grossman as the Head Guard for the 2019 Topton Memorial Pool Season. Ms. Lorah seconded this motion passing unanimously.

Mr. Jost made a motion to continue Mr. Jeff Finks seasonal position of 30 hours a week till the end of November. Mrs. Moll seconded this motion passing unanimously.

Finance Committee – (Ms. Kunkel)

Ms. Kunkel made a motion to ratify the payment of the bills as presented. The motion was seconded by Mr. Jost and passed unanimously.

Property Committee – (Mr. Jost)

Mr. Jost gave Council an update on town projects currently taken place within the Borough of Topton.

Parks & Recreation Committee – (Mr. Miller)

Mr. Miller was absent. Mr. Dolny gave a summary of the Topton Memorial Pool's 2018 season.

Streets Committee – (Ms. Lorah)

No Report

Utility Committee – (Mr. Beck)

No Report

Engineer's Report

1. Sludge Hauling Contract

Bids were due on October 3rd 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 31st. Isett recommends that Borough Council accept the bid proposal from Millers Sanitary Service, Inc. and intend to award them a new contract contingent, upon the submission of all required documents.

Mr. Beck made a motion to accept and award Millers Sanitary Service with the new sludge hauling contract for the wastewater treatment plant as noted below. Ms. Lorah seconded this motion passing unanimously.

2. Sewer Metering

On September 14th, 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.

Recently, Alex had W. G. Malden perform the annual calibration on the flow meters. Alex is not sure what W. G Malden did at the influent meter; but, the influent meter is now recording flows pretty much in line with the effluent meter. For the past week the average influent reading was 173,964 gpd; whereas the average effluent reading was 160,504 gpd. This is a difference of 13,459 gpd which seem reasonable when you factor the amount of sludge wasted daily and the amount of effluent water that is recycled for the influent screen spray wash. Previously, the influent meter was recording flows nearly 80,000 gpd higher than the effluent meter.

We recommend that we keep an eye on the two flow meters for a couple of months before any decision is made in regard to relocating the existing influent meter or installing a new meter.

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 1st and March 31st. 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 30th. 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. **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, waiting on UGI for paving work to be completed.

Access Ramps may need to be bid, as first prices in are in excess of normal pricing.

6. **2017 Sanitary Sewer Cleaning and Televising Project**

Notice to proceed issued for March 19 of 2018

90 days to Substantially Complete

June 18, 2018

150 days to Finally Complete

August 17, 2018

Granted a 30 day time extension (7/18/18 & 9/16/18)

Contract Value:

\$91,321.55

Change Order #1 (lateral video)

\$250.00

Quantity Overages (net)

\$69.94

Revised Project Value:

\$91,641.49

Contractor has completed field work, and delivered most of the reports, just need the final portion of the manhole reports to finalize the project.

Introduction of 2019 Budget

Mr. Dolny presented council with the proposed 2019 Budget for review and future consideration to approve for advertisement for adoption. Introduced budget with no extraneous additions or expenses in the budget. A proposed \$5,000 increase to the Brandywine Community Library yearly contribution was suggested in the budget along with Mr. Dolny's input for employee merit increases.

Old Business

None

Executive Session – Personnel

Entered: 9:00PM on motion by Mr. Beck, seconded by Mrs. Moll passing unanimously.

Exit: 9:32PM on motion by Ms. Lorah, seconded by Mrs. Moll passing unanimously.

ADJOURNMENT

Council adjourned at 9:33PM on a motion by Ms. Lorah, seconded by Mr. Beck.

Next Borough Council meeting will be held on November 12, 2018 at 7:00PM.

Respectfully Submitted
Sherry Palinkas
Administrative Assistant