

***MINUTES OF THE
TOPTON BOROUGH COUNCIL
Monday September 11, 2017***

Members of the Topton Borough Council met on Monday September 11, 2017 at 7:00 P.M. at Borough Hall for the regularly scheduled meeting. The meeting was called to order by Council Vice President Mr. Wagaman with the Pledge of Allegiance.

Roll call was taken and the following members were present Mr. Wagaman, Mr. Beck, Mr. Arndt, Ms. Lorah, Mr. Jost, and Mr. Gehman. Borough Manager Marcus Dolny, Solicitor Ms. London, Mr. Myers (engineer representative) and visitors were also in attendance. Mr. Stauffer and Mr. Biltcliff were absent.

APPROVAL OF MINUTES

On a motion by Mr. Gehman, seconded by Mr. Beck the minutes of August 14th, 2017 were approved unanimously.

COMMUNICATIONS

Mr. Gehman made a motion to donate \$250 to the Topton Community Outreach Club 31st Annual Benefit Golf Tournament benefitting a local cancer individual. Mr. Arndt seconded this motion and it passed unanimously.

Mr. Jost made a motion to grant the Topton Community Outreach Club permission to hold the 62nd Annual Halloween Parade on Saturday October 14, 2017 at 7pm with a rain date on Sunday at 2pm as well as assist with the parade as per request. Mr. Beck seconded this motion and it passed unanimously.

Mr. Dolny shared that the Topton Community Outreach Club has requested any council members to make an appearance in the Halloween Parade. If interested please contact Marcus.

Mr. Dolny also shared information regarding the upcoming 5k Red Ribbon Run hosted by the Brandywine Heights Community Task Force and the impacts on local road closures around but not directly in the Borough of Topton.

Mr. Dolny shared an email received with council and guests regarding a free seminar being offered at Brandywine Heights High School in the Auditorium called Civics for Grownups. This seminar will be held on October 11th from 6-8pm.

Mr. Dolny shared a request that was received regarding the rental of the park/pavilion area for a fall festival being held for the Streams of Grace Church. After discussion with council and Solicitor London they agree to allow the event as long as all items are met including insurance certificates, security, parking, etc.

Mayor's Report

Mayor Biltcliff was absent.

Mr. Dolny read the Childhood Cancer Awareness Month Commendation signed by Mayor Biltcliff.

HEARING OF VISITORS

Mr. Jim Smith presented in front of council regarding the vacating of Willow Alley between Cleveland and Lincoln. Mr. Smith said that he will obtain a joint petition from property owners who would directly be affected by this vacating. Solicitor London spoke that once the petition is received it will then have to be approved by council followed by creating, advertising and adopting an ordinance and that all costs associated with this matter will be accrued by the property owners.

Magisterial Judge Nominee Matthew James introduced himself to Council and visitors.

Solicitor's Report

Solicitor London requested an executive session to discuss Longswamp Township and litigation matters.

Secretary's Report

Mr. Jamie Schlesinger with PFM presented council with the results of the bid that was put out for funding for WWTP I&I projects that need to be completed in the Borough. After further discussion Mr. Gehman made a motion to accept the bid from ESSA bank. Mr. Jost seconded this motion and it passed unanimously.

Mr. Dolny presented to council the opportunity of obtaining a PLGIT P-Card for the Borough of Topton to be used for payment of projects within the borough. Mr. Arndt made a motion to approve Mr. Dolny pursuing obtaining a P-Card for the Borough. Mr. Jost seconded this motion and it passed unanimously.

Mr. Dolny updated council that he will be meeting with Mrs. Patricia Kunkle this week to resolve issues presented to council at previous council meeting.

Mr. Dolny informed council he will be emailing them the proposed change to the Borough's Zoning Ordinance for sheds.

After council received a copy of the updated Emergency Operations Plan at the August council meeting for their review, Ms. Lorah made a motion to accept this new plan as presented. Mr. Beck seconded this motion and it passed unanimously.

Mr. Dolny shared a notification received regarding a tax appeal for 209 S. Haas Street in Topton. After discussion council decided no representation by the Borough is needed at the appeal.

Mr. Dolny presented council with the 2018 Minimum Municipal Obligation for the Borough of Topton pension plan.

COMMITTEE REPORTS

Public Affairs Committee – (Mr. Stauffer)

Absent

Personnel Committee – (Ms. Lorah)

Ms. Lorah presented a copy to council of the updated Employee Medical Benefit Eligibility Continuation during a leave of absence. Mr. Jost made a motion to adopt this update and disperse a copy to all full time employees. Ms. Lorah seconded this motion and it passed unanimously.

Mr. Jost made a motion to select new PPO as presented to council by Mr. Dolny as the current Traditional plan will no longer be available after this year. Mr. Beck seconded this motion passing unanimously.

Finance Committee – (Mr. Wagaman)

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

Property Committee – (Mr. Jost)

Mr. Jost informed council that the installation of the pump in well no. 5 is almost completed.

Parks & Recreation Committee – (Mr. Beck)

None

Mr. Dolny advised council that he will have the full pool report at the October council meeting.

Streets Committee – (Mr. Arndt)

Mr. Arndt informed council that the handicap parking space requested at 15 N. Main Street has been installed.

Utility Committee – (Mr. Gehman)

None

Engineer's Report

1. Sewage Treatment Plant

Pursuant to the August meeting when the Borough rejected the Bid submitted by Bellview Pump, LLC that Borough Council for the recycling water system at the treatment plant in the amount of \$84,800, Isett has made significant changes to the bid documents and the project is now ready to be re-advertised for bids. Changes include separating the project into two separate contracts.

One contract will be for furnishing and installing the recycling pump and variable frequency drive inside the chlorine building. This will allow for the use of process water for chlorination and dichlorination purposes. Prevailing wages for this contract will not be required as the estimated price is approximately \$15,000.

The second contract will be to install the northern half of the loop around to the inlet screen. This will allow for process water to be used at the inlet screen, chemical feed in the treatment plant tanks and a couple of hydrants for wash water. The second contract will also include an alternate bid for the southern half of the loop which will allow for using process water for pH adjustment at the inlet screen, wash water at the reed beds as well as provide redundancy for supplying water to the inlet screen in the event a problem occurs in the northern half of the loop.

Bids will be due prior to the October 9th Council meeting.

Russ has received samples of waste water from each of the schools during the week when it was teachers only. Additional sampling will be conducted when students are back and the kitchens are in full operation. Once the lab results are available, they can be evaluated in order to determine if the schools need to take additional measures in order to reduce the BOD5 loadings or if surcharges are warranted.

The DRBC has notified Russ that they do not have an Emergency Response Plan on file for the Topton Sewage Treatment Plant and they provided Russ with the Plan Requirements. Russ has checked the Borough's Emergency Response Plan and has found that it does not address all DRBC's requirements. It is recommended that an updated Emergency Response Plan be prepared and submitted to the DRBC as required.

2. Sanitary Sewer System I & I

Once DCED approves the change in scope for the sewer rehabilitation project and authorizes the Borough to proceed with the project, Isett will prepare the Bid Documents for the Barclay Street sewer replacement and the Poplar Street Sewer Lining Project.

3. NPDES Permit Renewal

The permit has not yet been issued. It has now been a year and a half since the application was submitted.

4. Toad Creek Improvements

The field work for the geotechnical testing has been completed and the report is now in progress. Alex Ulmer of Isett will be meeting with Nate Fronk of the Corps of Engineers on September 27th; Mr. Fronk has requested that the grass not be mowed in the areas of interest. Unfortunately, Andy McDonald, the DEP biologists, will not be able to make a site visit until mid-October.

5. Borough Park Master Site Plan

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

6. Borough Town Square Improvements

Isett has performed a final walk-through and prepared a punch-list which was provided to the Contractor for completion.

8. DEP MS-4

Upon receipt of the signed NOI application and the check, Isett will submit the application on Wednesday, September 13th.

Old Business

None

Executive Session – Legal

Entered: 7:32PM on motion by Ms. Lorah, seconded by Mr. Beck passing unanimously.

Exit: 8:20PM on motion by Ms. Lorah, seconded by Mr. Arndt passing unanimously.

ADJOURNMENT

Council adjourned at 8:55PM on a motion by Mr. Gehman, seconded by Ms. Arndt.

The next Borough Council meeting will be held on October 9, 2017 at 7:00 PM.

Respectfully Submitted
Sherry Palinkas
Administrative Assistant