

## FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING     BOROUGH COUNCIL WORKSHOP

**Date: March 14, 2016**

**Roll Call:**

<input checked="" type="checkbox"/> <b>Suzanne Pittella Touch</b>	<input checked="" type="checkbox"/> <b>Tammy Gore, Mayor</b>
<input checked="" type="checkbox"/> <b>Pete Merkel</b>	<input checked="" type="checkbox"/> <b>Doreen O’Neil, Secretary</b>
<input checked="" type="checkbox"/> <b>Jim Meals</b>	<input checked="" type="checkbox"/> <b>Kevin Musheno, Esq.</b>
<input checked="" type="checkbox"/> <b>Chris Young</b>	
<input checked="" type="checkbox"/> <b>Ralph Touch</b>	
<input checked="" type="checkbox"/> <b>Colin Boyer</b>	
<input checked="" type="checkbox"/> <b>John Rothenberger</b>	

**Also Present:**

**Greg Ebeling, Public Works Director**  
 **Robert Weidner, Highway Commissioner**  
 **Steve Stinsky, Police Chief**  
 **System Design – Craig Momose**  
 **Reading Eagle – Val I. Lacin**  
 **Patriot \_\_\_\_\_**

The regular monthly Borough Council Meeting held at 110 West Arch Street, Suite 113 was called to order at 6:32pm by Borough Council Vice-President Peter Merkel.

Police Chief Stinsky reported on the February police activity in the Fleetwood Borough and Richmond Township and submitted his monthly report. Chief reported that they are in the process of interviewing applicants for a police officer position. The current police officers are attending annual mandatory training. The new police vehicle is on order. Chief mentioned that a capital improvement is being submitted through the Codes & Enforcement committee for an upgrade to the police IT infrastructure. There has been a high activity of speeding on Schiery road and School road and surrounding areas. PennDot is funding some police coverage with the ongoing construction. Chief Stinsky submits the hours to the contractor for reimbursement. Chief is compiling a draft of the towing policy which will be sent to Mayor Gore for approval. This towing policy will be sent to the three local towing companies. Suzanne asked the police to be aware that she has received comments from people concerned with the safety of the large snow pile (in the park) as it starts to melt. Council will discuss the 2016 IT Infrastructure upgrade at the March 28<sup>th</sup> workshop meeting.

**Guests:** See Attached list.

## **SDE Update**

Craig Momose from SDE gave his update to Council:

### **Pool Project:**

Craig reported that the pool renovation bids are due in two weeks. SDE has been contacting/emailing contractors to make them aware of the project open for bids. Three contractors have expressed interest and will be picking up a copy of the specs. Bids will be opened at the March 28<sup>th</sup> workshop meeting.

Craig reminded Council that SDE is willing to have office hours at the Community Center on Thursdays from 3:30-4:30pm. This would allow residents to stop in to address permit/zoning questions with Matt McGovern. Council should let SDE know when they are ready to start this and the availability of Room #113.

Craig reported that Keith (SDE) has been doing the property sweeps. About 60% south of Main Street and 30% north of Main Street was done. Five notices were issued: 2 of these are now compliant, 2 others have been in contact and 1 has not been heard from. Findings were unregistered vehicles, trash at rear of properties.

Craig noted that he provided a document for the Fleetwood Forum Spring 2016 Newsletter to Suzanne.

Ralph Touch expressed concern to Craig about open permit. A business in the borough had notified Ralph of calls not being returned and difficult getting information from SDE. Property owner did receive permit before their opening.

## **Committee Statuses:**

### **Codes Committee:**

#### **419 West Somerset Street:**

Craig Momose reported that Matt Davenport (SDE) did a final inspection on the pool, deck and garage and they passed. The owner of property was present at tonight's meeting and discussed the use of property, equipment and changes that have been made. Owner wants to add driveway with retaining wall to rear of property. Owner will submit drawings to SDE.

Mayor Gore thanked the property owner for his cooperation with SDE and the neighbors.

### **Home Business Ordinance in Residential Area:**

Suzanne reminded attendees that the ordinance is under review by Council. Andy George, Esq. has provided Council with various ordinances from surrounding comparable communities to be reviewed.

Chris mentioned that he liked the joint ordinance write-up. Chris asked Council to review the various ordinances, to then discuss ideas at the March 28<sup>th</sup> workshop meeting for composing our own ordinance.

**Borough Engineers:**

Council and the Codes Committee discussed concerns regarding the service provided by SDE engineers. Do we continue with SDE or change to another engineering firm?

Colin Boyer mentioned to Council that the Codes Committee had concerns regarding SDE Engineers. The Codes Committee has interviewed the Barry Isett & Associates engineer firm and is impressed with what they have to offer (benefit of them writing grants for us, plans for code enforcement). This firm has an office located in Macungie, PA. They do work for Topton and Hamburg communities. Codes Committee contacted Topton borough to get feedback – Topton is pleased with the services that Barry Isett & Associates engineer firm provide.

A small percentage of the fee would come back to the borough for admin expenses.

Any new permits would be handled by the new firm. Outstanding permits with SDE would be paid and finished up with SDE.

Our engineer representative from Barry Isett & Associates would be Ryan Kern. He would be available to attend borough council meetings and would prefer to be able to address council as the first item of the meeting agenda so that he can also go to Topton’s borough council meeting.

Council questioned Colin if Barry Isett & Associates would be able to have office hours at Borough Hall to meet with residents regarding permits and codes. The Codes Committee would need to check with Ryan Kern.

The Barry Isett & Associates fee schedule/structure would be reviewed by Council in the next day or two and be adopted at the March 28<sup>th</sup> workshop meeting.

Motion to sever appointments with System Design Engineers (SDE) and engage resolution to change appointed borough engineers to be Barry Isett & Associates, effective March 15, 2016. Resolution #: 2016-03-14

**Made by: Colin Boyer      Seconded by: Chris Young**

**X   Motion Carried**

**Motion Failed**

This new appointment of borough engineers does not affect the contract with Arrow that is used by the Water and Sewer departments.

**Redevelopment:**

**1 East Main Street Property:**

Motion to authorize Kevin Musheno, Esq. to advertise the Temporary Parking Ordinance for 1 East Main Street.

**Made by: Ralph Touch      Seconded by: John Rothenberger**

**X   Motion Carried                           Motion Failed**

**Streets/Highway:**

**New Work Truck:**

Bobby Weidner provided details requesting the purchase of a new truck for the Water/Sewer department at a cost of \$43,549.00. The new truck is an F350 4x4 with plow. Once the new truck is received, the old truck would be sold by auction. Motion to purchase the new F350 4x4 truck with plow.

**Made by: John Rothenberger      Seconded by: Pete Merkel**

**X   Motion Carried                           Motion Failed**

Motion to sell the old truck by auction.

**Made by: John Rothenberger      Seconded by: Pete Merkel**

**X   Motion Carried                           Motion Failed**

**New Bobcat:**

Discussion regarding purchase of new Bobcat for the borough. The Bobcat would be purchased at Reading Tractor and Equipment through state costars program. The cost of the machine is \$70,226.64 less trade of \$12,000.00 for a cost of \$58,226.64 to be financed for three years at a cost of \$20,353.56 per year. The cost will be divided between General, Water & Server. The first payment is due at time of delivery. Motion to have Kap Stauffer write the check to pay the first installment of \$20,353.56 to include with a signed order for the new Bobcat.

**Made by: Jim Meals      Seconded by: Ralph Touch**

**X   Motion Carried                           Motion Failed**

**Pool Maintenance Building:**

Bobby informed Council that the garage door on the pool maintenance building needs to be replaced. The door is rotted, door tracks and windows are bad. Cost to replace the door with a fiberglass door and stainless steel tracks is \$1090.

Motion for Bobby Weidner to order the new door and stainless steel tracks.

**Made by: Ralph Touch      Seconded by: John Rothenberger**

**X   Motion Carried                           Motion Failed**

**PennDot Project:**

A guest inquired about the no parking on Main Street once the PennDot road construction is completed. Council explained that Route 1010 (which runs from Blandon to Topton) is a state owned road. PennDot is eliminating parking for the entire length of Main Street. A family member of the guest has a business located at 106 West Main Street which does not have any off-street parking spaces and if parking on Main Street will be eliminated where will the patrons park? Council explained that the Tannery parking lot will have 2-hour free parking to be used by the business patrons. There will also be permit parking on the Tannery lot. The guest expressed concern for patrons who are not able to walk distances, thus having them park on the Tannery lot could cause them to take their business elsewhere.

**New Street Lights for Area of Road Construction:**

Tammy reported that street lights need to exceed the 10 year contract to be eligible for replacement. Street lights will be replaced with LED lights. Discussion on savings with switching to LED lights. Mention of LED lighting tariff – 80 of our street lights have not met the 10 year life contract and this only applies to Met-Ed lights, not to the lights that the borough owns.

Tammy inquired into decorative light standards to be placed on section of Main Street between Franklin and Richmond streets. Met-Ed has 2 historical looking light standards that are black. We would need to purchase in sets of 12 or 24 lights. Cost of each historical designed light standard is \$1800. This item will be added to the 2016 Capital budget. The idea of possibly placing two of these lights at the back of the Main Street walkway was discussed.

Council members will go to Met-Ed to look at brightness of various lights, wattage and beam radius. Discussions regarding the styles of these lights and they may require underground electrical lines and also need to consider the amount of illumination; would lights need to be placed on both sides of street.

Tammy will check with Karen Baxter (Met-Ed) regarding the timeline of light installation with road project, is underground wiring needed, and would we need lights on both side of street for better illumination.

**Tannery Lot:**

Bobby reported that the lights and poles are in place, but not wired yet.

**Parks/Pool:**

**Fleetwood Sign placement at Fleetwood Bible Church:**

Fleetwood Bible Church will allow easement to erect a new Fleetwood sign.  
Motion for Suzanne Touch to sign the March 2, 2016 license agreement.

**Made by: Ralph Touch      Seconded by: Pete Merkel**

**X   Motion Carried                           Motion Failed**

**Tennis/Basketball Courts (Arch and Green Streets):**

Tammy reported she and Andy George, Esq. compiled a new document with counter-offer which was given to Dr. Paul Eaken. Tammy and Suzanne will attend the Fleetwood School Board during their April meeting to discuss the counter-offer.  
Counter-offer: 4 hours of indoor open gym at the Community Center per week with supervision provided by Ron (volleyball coordinator) and 4 hours per week with supervision provided by the Fleetwood School District. The basketball court in the Fleetwood Park will be resurfaced, have new hoops installed and lines painted by Spring 2016.

**Fleetwood Swimming Pool:**

Ralph reported that Mary Templin has interviewed people for various pool employment positions. Ralph circulated a list from Mary of the proposed pool employees for the 2016 season. See attached for list of employees.

Motion to approve the proposal of pool employees

**Made by: Ralph Touch      Seconded by: Chris Young**

**X   Motion Carried                           Motion Failed**

Discussion regarding pool employees/life guards needing to have proper background checks and clearances to be compliant. It was decided that a copy of the pool employee’s clearance authorizations from background checks would be filed at the borough office and also in the office at the pool. Council asked Kevin Musheno to notify Andy George to confirm that the borough has all the required clearance documents for each borough employee that is in contact with children.

**Finance:**

Motion to approve payment of monthly bills as submitted and reviewed by Finance.

**Made by: Ralph Touch      Seconded by: Colin Boyer**

**X   Motion Carried                           Motion Failed**

**Other:**

**Fleetwood Public Library:**

Stephanie Williams provided an update to Council of their upcoming events. Stephanie read and provided a copy of the letter (see attachment) that served as an update to Council regarding the Library’s search process for new location.

**Cell Tower in I1 District:**

Upon review of the current ordinance regarding cell towers, it was found that the ordinance does not allow or omit cell towers in the I1 district; there is a loop-hole in the ordinance.

Motion to authorize Kevin Musheno, Esq. to advertise the draft of the new ordinance regarding cell towers in I1 district. Discussion regarding the ordinance draft will be at the next meeting.

**Made by: Chris Young      Seconded by: Ralph Touch**

**X   Motion Carried                           Motion Failed**

**North Richmond Street:**

Pete Merkel reported that the water main on North Richmond Street between Washington and Arch Street had a leak and was repaired. Pete inquired if there is money to replace this one block of roadway (would the full road be done with new curb/pavements – need to consider water line hook ups to residences, etc). Also need to consider timeline to do the road repair considering the other road construction project and traffic detours.

**D&O Insurance:**

Pete inquired if the borough had D&O (Directors & Officers) insurance. Suzanne stated that Andy George had sent information to her and she will forward it. Suzanne has sent a request to the insurance carrier to see if we have and how much.

Motion to approve the minutes of the February 8<sup>th</sup> borough council meeting and the February 22<sup>nd</sup> borough council workshop meeting.

**Made by: Jim Meals              Seconded by: Chris Young**

**X   Motion Carried                           Motion Failed**

Motion to adjourn meeting at 9:31pm.

**Made by: Jim Meals              Seconded by: John Rothenberger**

**X   Motion Carried                           Motion Failed**

**Submitted by:**

**Doreen O’Neil, Borough Secretary**