

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING BOROUGH COUNCIL WORKSHOP

Date: January 9, 2017

Roll Call:

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

Also Present:

Greg Ebeling, Public Works Director
 Robert Weidner, Highway Commissioner
 Steve Stinsky, Police Chief
 Barry Isett & Associates – Ryan Kern
 Reading Eagle – Karin Chandler
 Patriot _____

Guests: See Attached list.

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

Police Department

Chief Stinsky provided Council with police report for December 2016.

The police staff provided support for the Fleetwood Holiday Parade on December 10th and the program 'Shop with a Cop' that was held at Boscovs.

Officer Micah Long has completed his training. Officer Stephen Williams started his training, which was temporary put on hold due to injuries sustained at his full-time job, however officer Stephen Williams is now back in training.

A crossing guard was temporarily pulled from their post to assist at the Arch and Franklin Street crossing.

Round-a-bout construction at 662 and 222 will start March 2017.

Construction on South Richmond Street (Route 662) is still scheduled to be done mid-summer. Extra police presence is still in place on New Alley and South Richmond Street. Colin questioned Chief about the citations given to traffic offenders on New Alley. Chief reported that less than 25% of them are going to hearings and when they do, the offender is not winning and needs to pay the citation fine.

Police Department (Continued)

Chief reported on the status of New Alley. There is still traffic ignoring the detour signs and Do Not Enter signs at New Alley and South Richmond Streets. Frequency of traffic offenders has decreased, but still occurs. Once construction is completed on South Richmond Street, the plan is for Penn Dot to block off New Alley (on the South side); there will not be any through-traffic in either direction.

Chief is reviewing options for a new Ford Police Utility vehicle. By the end of the month, Chief will have the Capital item list. The car is on the budget. Once Chief presents Council with quote, it will be voted on.

Chief is looking to have MCT computers installed in police vehicles to replace existing computers in the police vehicles. The new MCT computers will require new mounting gear in the cars. There will be no cost to the borough for this.

A resident (from West Jackson Street) who was present at tonight's meeting, thanked the Chief and his officers for their police coverage at New Alley and also thanked PennDot for providing funds to have the additional police coverage in this area.

Barry Isett & Associates (BIA) Update – Ryan Kern

MS4 Report

Inspections were done with Bobby Weidner in December 2016. Christine (BIA) emailed the Pollution Reduction Plan to Suzanne Touch. Engineering studies are needed for this. The MS4 Report is needed by September 2017.

North Richmond Street (between Washington and Arch Streets)

Ryan met with Greg on 01-09-17 to discuss the schedule and design options.

East Vine Street

Ryan Kern met with Greg Ebeling on 01-09-17 to discuss the schedule and design options.

Tennis Courts/Basketball Courts (Arch and Green Streets)

This project is on hold for now. Ralph will notify Ryan of when to start up this project.

Franklin Street Overhead Walkway

This is still in District Court. As of 01-03-17 awaiting court date. Ryan will check with Larry (BIA) on status. Pete and Tammy noted that they had contacted the owner and left messages, but the owner never called back to discuss. There was mention that work was being done on the walkway. Chris asked Colin to check if a permit was obtained for the work that is being done. Colin should notify Ryan and if needed BIA should follow through with a stop work order.

19 West Washington Street (Site of structure fire)

Colin asked status regarding this dwelling. Ryan will check with Larry (BIA).

Barry Isett & Associates (BIA) Update (Continued):

209 South Franklin Street

Council asked Ryan to follow-up on this residence. A side door is propped open with chair, is it abandoned?

24 West Vine Street

There was a sheriff sale of this residence and new owners are living there now.

43 West Main Street (Village Butcher – structure fire)

Suzanne questioned status of this property. Chris asked Ryan to have Larry (BIA) send courtesy letter and find out the status of the boarded up building.

Committee Statuses:

Apartment Renter

A resident who currently rents an apartment on the third floor of the Fleetwood Bank (Main and Franklin Streets) inquired about noise from the construction that is occurring inside the bank. Construction is taking place from midnight thru early morning hours. The construction workers are throwing items in the outside dumpster at 4:00am; the dumpster is below the windows of this renters' apartment, thus causing a noise disturbance to resident. The resident noted they had contacted the Project Maintenance person regarding the noise outside and was told they need to work these hours to get the project done. Council mentioned that noise of type during this time of night is prohibited in the Noise Ordinance. Chris instructed resident to first contact the landlord regarding the noise disturbance. If continues, the next step would be to contact the police regarding the noise ordinance. Suzanne asked Tammy to notify Chief of this noise issue.

Review Appointments

Auditor, Attorney, Engineer, Rental Inspector, Pool Manager, Vacancy Board – Suzanne requested a list of the people's names who have these positions. This will be reviewed at the January 23rd Workshop Meeting. The Water Committee needs recommendation from Pete.

Committee Terms that expire 2017 – Tammy Gore, Suzanne Touch, Chris Young, Jim Meals, Ralph Touch and Marcy Slusser. Copies of petitions will be put in everyone's mailbox. Petitions cannot be started before February 14, 2017 and must be returned by March 7, 2017.

Committee Statutes (Continued):

Park, Gym and Cafeteria Rentals

Rental Fees for 2017 were established last year. Discussion regarding establishing fees for 2018. There were no increases to the rental fees for 2015, 2016 or 2017. Chris suggested a 10% increase for all rentals except non-borough residents renting the community center for the 2018 rental fees. Examples: Pavilion rental would change from \$50.00 to \$55.00. Band Shell rental would change from \$75.00 to \$82.50.

Motion to increase 2018 Park, Gym and Cafeteria rental fees by 10% for all rentals except non-borough residents renting the community center.

Made by: Chris Young Seconded by: John Rothenberger

X Motion Carried

___ Motion Failed

Fleetwood Pool

Ralph reported that the Pool Committee and Mary Templin have drafted a letter which will be sent to Richmond Township and Maiden creek Township officials. The letter is asking if they would like to join a partnership with the Fleetwood Pool. The cost to join the partnership is approximately \$3,000 for Richmond Township and \$10,000 for Maiden creek Township. The Fleetwood Pool Committee has been questioned by residents of these townships as to why they pay more for a pool pass than a Fleetwood resident. If the township(s) decides to join the partnership, then the cost of the pool pass for these township residents would be the same as a Fleetwood resident. Suzanne and Tammy asked Ralph to give them a copy of the letter to review prior to the letter being sent to the Richmond and Maiden creek township officials.

Ralph also mentioned that they are looking to increase the cost of a Fleetwood resident pass by \$20.00 and the cost of a daily non-resident pass would go up a few dollars unless partnership is formed.

Ralph reported that last year the YMCA members would visit the pool on Friday afternoons. Mary will be contacting the YMCA to discuss having them change their visits to be on Friday mornings.

Currently there is no pool work occurring during swim time for 2017. They are still attempting to secure a grant for an additional 85%. They have until December 2018 to finish work on the pool for the DCN grant.

Business Inspection Ordinance

This would be similar to the Landlord Rental Inspection ordinance. The purpose of the Business Inspection Ordinance is to ensure that the business meets requirements to keep patrons safe. The business inspections would occur every 2 years and there would be a fee for these inspections. Inspections would be done between January and April. A list of items needs to be defined for what the inspector needs to look for at businesses; Ryan Kern from BIA would need to be involved. Council asked Kevin Musheno Esq. to look at other boroughs in the area that have business inspections and provide list of items that they inspect for. This would be used as reference by Fleetwood in defining their inspection item list.

Committee Statutes (Continued):

Ordinance Changes – Part 2 – Codification Project

Need to update the other 100 pages of old ordinances.

There was discussion with Kevin Musheno, regarding a legal intern or paralegal that could work on this codification with Ralph Touch. Chris asked Kevin to look into this, possibly reach out to various colleges.

Home-based Business Ordinance

This ordinance is about 80% complete. The stumbling block for this ordinance is the red/green parking zones. Need another solution for parking plan. Council explained to guests that they are trying to rework the current antiquated Home Business Ordinance. Council agreed to discuss ideas for handling parking at the January 23rd Workshop meeting.

Fleetwood Public Library

The library is interested in moving from their upstairs location to the Work Shop room on the first floor sometime this year. Library representatives will be attending the January 23rd Workshop meeting with plans for this new location which will provide more space and better access to the public.

Council mentioned that the Work Shop room will require quite a bit of work and renovations for the Library to relocate, but renovations are needed regardless of who the tenant would be.

Tennis Courts/Basketball Courts (Arch and Green Streets)

Jim inquired if this Parking Lot project should be added to the 2017 task list – Yes.

Streets and Highways:

West Jackson Street

A resident of West Jackson Street informed Council that this roadway is getting big pot holes due to the wear and tear from the large road construction equipment travelling on it to get to South Richmond Street. Resident inquired if there are plans to fix and pave this road once construction on South Richmond Street is completed. Greg will check with Penn Dot.

4-Way Signal at Main and Franklin Streets

Tammy inquired as to the status of the 4-way stop light and making North Franklin Street 2-way. Chris reported that it went through the legal review and ok was given. Chris had emailed them last week and they expect to start installation in two weeks.

Walnuttown Road

Jim reported that the plan is to repave this road. It will require the street to be rebuilt, but not as severe as East Arch Street had been. Greg will be discussing with Ryan (BIA) as to when it will be scheduled.

Water/Sewer Projects:

Pete and John reported that there are 4 water projects. The estimates for these projects are from the engineers. Monies for these projects would be appropriated from the Water Fund; no need for any loans.

- 1) East Vine Street – Approximately \$245,000
- 2) North Richmond Street (between Washington and Arch Streets) – Approximately \$176,000
- 3) West Pine Street ** – Approximately \$182,000
- 4) West Elm Street ** – Approximately \$179,000

** West Pine and West Elm would be scheduled for Spring 2017. These 2 water projects must be done due to the South Richmond Street construction project and due to the problems with the water mains on these streets being old, The mains need to be updated so they can be hooked into the new lines on South Richmond Street. Letters need to be sent to residents on West Pine and West Elm notifying them of the project and instructing them to schedule inspection to see if the residence has old pipe that needs to be replaced (which would be the responsibility of the homeowner). John Kesslering will work with John Rothenberger.

Motion to have Engineer advertise for water main bids for all 4 of the above projects. East Vine Street will include sewer; permit was applied for.

Made by: John Rothenberger Seconded by: Pete Merkel
X Motion Carried ___ Motion Failed

Other:

Rotary Welcome Sign

Tammy mentioned that the Rotary is looking to have a Rotary Welcome sign installed around the Welcome to Fleetwood Sign(s). This idea lead to creating one large sign that could hold numerous welcome signs from various Fleetwood groups/organizations. This large sign would be installed near the Welcome to Fleetwood sign. The first location would be the Welcome sign in the grass triangle along Fleetwood Avenue. Nick Stoltzfus would run this project. Tammy sent sketch of proposed sign to Council members. Questions were presented to Tammy to take back to Nick.

- How large will the sign be?
- How would the sign be anchored?
- How many organization signs would be on the large sign?
- Will the Rotary be inquiring with other organizations to see if interested in participating?
- Would more lighting be needed for this additional large display sign?

Other (Continued):

Welcome to Fleetwood Sign (Fleetwood Bible Church property)

John questioned the status of the Welcome to Fleetwood Sign that was going to be installed on the property of the Fleetwood Bible Church along Route 662.

The Public Works department is waiting for the sign to be done. Bobby Weidner is waiting for permit.

Handicap Spots

Colin reviewed the Handicap Parking spot policy from June 2010. This document references only being able to apply for a handicap spot in January and July. There have been complaints by residents of how to address if need occurs during other times of the year.

November 2016 a resident applied for a Handicap spot for 105 East Locust Street. Correct paperwork was submitted along with current placard. It was stated that when this handicap spot is defined, it is not just for that resident, it can be used by anyone with a valid handicap placard.

Motion to approve handicap parking space for entire 2017 year.

Made by: Colin Boyer

Seconded by: Ralph Touch

X Motion Carried

___ Motion Failed

Gina Sowers had notified Colin that the handicap parking space for Emmanuel Methodist Church on West Washington Street is still pending. The church was looking to have a defined space marked on Washington Street. Colin had looked into this and there was documentation provided. The church has their own signs that they place on sidewalk during Sunday services. Colin noted that the Handicap Parking Ordinance/policy only applies to borough residents, it does not apply to churches or businesses within the borough.

Motion to deny this application since the policy only applies residences as it is currently written.

Made by: Colin Boyer

Seconded by: John Rothenberger

___ Motion Carried

X Motion Failed

Colin will notify Emmanuel Methodist Church of this denial and that Council will review when they amend the Parking Ordinance. Greg to order signs that state something like ‘Handicap Parking only on Sunday’ which will be placed in front of the church.

Council stated that when they review the Parking Ordinance they will modify to allow handicap parking space applications to be submitted anytime of the calendar year and would need to renew at the beginning of the new year.

Colin mentioned that the 100 block of East Washington Street has a handicap spot for resident at 124 East Washington Street. Colin had borough office staff check paperwork and form was submitted/approved July 2015, but there has not been any renewal for the space. Resident will be coming to borough office to discuss.

Other (Continued):

Handicap Spots (Continued)

Chris will have borough office staff review the handicap parking space files and if they have expired and have not been renewed for 2017, a courtesy letter will be sent to the resident(s) as a reminder that if they still need the handicap parking space, they need to submit the proper paperwork along with an application.

Swift Reach Calls (South Richmond Street Construction)

John inquired about the 8 calls that have occurred since construction began. Greg explained that these calls were due to emergency repairs, leaks and water pressure. Arro Engineering is onsite when digging pipes. When issues have occurred, it is not always caused by the construction crew, issues have occurred due to water mains not being marked correctly or the main went on a 45° angle vs a 90° angle. When issues occur it affects South Richmond Street residents and the outlying side roads; it depends where the water can be turned off which may cause more residents to be affected. Greg noted that it's been an average of 3 hours to correct water issues (depends on supplies, parts, number of valves to turn off and then back on). Drawings for the water mains are being updated by the contractor.

A resident sent a letter to inquire about what will be done for their high water bill which is being caused by them needing to let the water run long to get sediment to clear. John will share the letter with Greg and follow-up with the resident.

Railroad crossing (South Richmond Street)

Greg mentioned that Norfolk is stalling on giving permission to drill under the railroad tracks for new pipes, etc. Greg will notify Council of status.

Safe Digging Month

John mentioned that Janice DeLay had sent an email out to Council members regarding a proclamation to designate April 2017 as Pennsylvania 811 Safe Digging Month. Suzanne will review the email.

2016-2017 Metered Lighting from Met-Ed

Greg will check with Bobby Weidner. Tammy will forward email to Greg and Bobby.

Christmas Decorations for Street Poles along Main Street

Tammy will bring catalogs to January workshop meeting for Council to review different light decors.

Other (continued):

Banner Program

Chris reported that the Fleetwood Rec Board, Fleetwood Historical Society and Fleetwood Legion have joined forces for this program. The banners would contain a photo/name of military person being honored. This military person needs to be a Fleetwood resident that served or a relative of a Fleetwood resident who is honoring their relative who served. A disclaimer would be added to the application for when resident is purchasing a banner.

Cost of a banner will be \$170.00. The banner will be hung on the light poles by the Public Works department. The banners would first be hung on Main Street (which will allow 32 to be hung). If these fill up and there is still an interest, will consider other streets to expand to (662, Arch Street, North Richmond Street in the vicinity of the schools). The banner would be displayed for 1 year. When the year is up, the resident will receive their banner. If room becomes available and the residents want to have the banner re-hung, it would be a \$50.00 fee. Applications for the banners will start being taken around the end of May 2017.

Motion for borough’s permission to have Public Works department hang banners on light poles once Main Street construction is completed.

Made by: Chris Young

Seconded by: Pete Merkel

X Motion Carried

Motion Failed

Complaint Log

Chris asked Council members to review the complaint log document and report back to the borough office.

South Richmond Street Railroad Crossing

A resident inquired about the grade of the railroad tracks and street. There are crowns/humps between the rails. Since South Richmond Street is under construction can the tracks be addressed to make smoother and remove the crowns/humps between rails?

Spoke to engineer and they don’t normally have crowns/humps between the rails.

Resident asked Council to discuss this with Norfolk to see about changing the grade.

Greg mentioned that Norfolk determines how the crossing gets graded. Norfolk will do work while South Richmond Street is under construction.

Council asked Greg to draft a letter to PennDot requesting PennDot to work with Norfolk to discuss having the track grading changed to eliminate the crowns/humps between tracks.

Banner across Main Street

Suzanne will work with Greg and Bobby regarding having a banner across Main Street. The banner will need to maintain a specific height so as not to impede traffic. This needs to be kept on the list for the PennDot Main Street construction project, so pole locations for concrete paving are part of the designs.

Other (continued):

Environmental Regulations

Two letters were received from East Penn Mfg. inquiring if East Penn Mfg has the most recent revisions of the Borough’s environmental regulations that are applicable to their Fleetwood Warehouse on East Locust/South Buttonwood Streets. The letter referenced that they have copies of Ordinance 543 (10-13-08), 567(07-14-08), 571 (11-10-08), and 584(07-11-11). If after review of this, it is found that East Penn Mfg does not have the latest revisions, they would like to make arrangements to receive copies of the appropriate regulations. Letter was signed by Daniel Dellicker, Director of Environmental Affairs.

Council instructed Doreen to have Lorrie Collinge forward the letter to Ryan Kern (BIA) to review and confirm. Doreen left a copy of the letter on Lorrie’s desk following meeting. A copy of this letter is also attached to minutes.

Unpaid Taxes

Motion to have Suzanne Touch sign paperwork regarding \$40,000 in unpaid tax bills/debt

Made by: Ralph Touch **Seconded by: Chris Young**
X Motion Carried **___ Motion Failed**

Fleetwood Historical Society claim

Suzanne spoke to Travelers Insurance regarding this claim.

Lease

Pete and Jim to work on new lease paperwork for Historical Society and Library. The new lease should address insurance provisions. Ralph will give copy of a draft lease to Jim Meals.

Finance

Motion to approve and pay the December bills.

Made by: Ralph Touch **Seconded by: Chris Young**
X Motion Carried **___ Motion Failed**

Minutes

Motion to approve the minutes from the November 7th (Special Meeting), November 14th, and December 12th meetings

Made by: Ralph Touch **Seconded by: Colin Boyer**
X Motion Carried **___ Motion Failed**

Motion to adjourn meeting at 8:55pm.

Made by: Colin Boyer **Seconded by: John Rothenberger**
X Motion Carried **___ Motion Failed**

Submitted by:

Doreen O’Neil, Borough Secretary