

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING BOROUGH COUNCIL WORKSHOP

Date: May 8, 2017

Roll Call:

<input type="checkbox"/> Suzanne Pittella Touch	<input 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"/> Andrew George, Esq.
<input checked="" type="checkbox"/> Chris Young	
<input type="checkbox"/> Ralph Touch	
<input checked="" type="checkbox"/> Colin Boyer	
<input checked="" type="checkbox"/> John Rothenberger	

Also Present:

Greg Ebeling, Public Works Director
 Craig Conrad, Public Works
 Robert Weidner, Highway Commissioner
 Greg Geisinger, Police Sergeant
 Barry Isett & Associates – Christine Mildner
 Reading Eagle _____
 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 Vice President, Pete Merkel..

Police Department

Sergeant Geisinger provided Council with the police report for April 2017.

The new police car has arrived and needs to be striped, outfitted with equipment and should be in service by end of May 2017.

The police department did a tobacco compliance audit in April and a Fleetwood business was found to be non-compliant.

South Richmond Street construction will be done early June 2017.

Dog wardens had contacted the Fleetwood Police regarding doing dog license checks within the borough. The dog wardens were in the borough during April 2017, going door to door on various streets. They checked 95 homes (36 dogs).

**Barry Isett & Associates (BIA):
MS4 Report**

Christine Mildner (BIA) provided an MS4 (Municipal Separate Storm Sewer System) update to council. The borough needs to submit yearly reports on what they are doing to reduce water pollution. The current permit ends September 2018. Paperwork for the new permit application needs to be submitted by September 2017. The new permit would cover September 2018 to 2023. DEP needs to know how water comes into the borough and leaves the borough.

BIA is using aerial images to determine layout of land uses within the borough. They look at pipe discharge locations and collection areas. The next step is to look at how much nitrogen and farm fertilizers are going through the borough system and the amount of sediment. DEP wants everyone to reduce the sediment discharge by 10% for the 5 year permit. The borough sediment to stream discharge is calculated at 13,000 pounds. The borough needs to reduce this by 1,300 pounds each year. BIA has been discussing with the borough what BMP (Best Management Practice) ways to reduce the sediment discharge. BIA has identified 8 areas in the borough to address. The next step is to look at each of these areas specifically and address what can be done to help reduce the discharge (rain gardens, redesign of creek banks, etc). The suggestions and estimated costs would be sent to DEP. Public input is needed regarding the suggestions. For the new 5 year permit that would go into effect September 2018, the borough has 5 years to implement the ideas.

The bulletin boards by the borough office will display the BMP with visual ideas. The plans will include PennDOT's new water pipes and will be used for BIA's calculations.

John Rothenberger mentioned that during the South Richmond Street construction and West Pine Street, PennDOT installed pipes at 45° angles to slow down the water flow before discharge. BIA will account for this in their calculations.

Chris Young questioned about a rain barrel project that Suzanne Touch had mentioned at prior meetings. Christine (BIA) mentioned that DEP is not including this right now. There is no benefit to the borough at this point.

Christine mentioned that after the next 5 year permit, the next phase will be addressing other polluting factors, water PH and heaving metals. DEP would be setting minimums of what will be acceptable.

Christine (BIA) stated that the goal of BIA is to have ideas prepared to present to Council by June 2017, so they can be included with the September 2017 application.

Christine (BIA) noted that PennDot has their own MS4 and they should be maintaining their own roads. DEP is pushing to have PennDOT do the maintenance on their roads.

It was questioned if credit is given for street cleaning. Christine said it is being debated whether to give credit for doing street cleaning.

Committee Statuses:

Sign Ordinance

Andy George, Esq. is working on the sign ordinance for zoning. On April 21, 2017 the Zoning and Home Occupation ordinance amendments were sent to Berks County Zoning and Fleetwood Zoning Committee for review.

Fleetwood Bank did receive their variance for their new sign.

Cable Franchise

Andy George, Esq. stated that 8 or 9 municipalities are doing this now. He has an inquiry out to Cohen Law Group in Pittsburgh to see if the Fleetwood Borough would be able to join.

Municipal Volunteers

Andy George, Esq. mentioned that Fire and EMS volunteers could be eligible for reduction of EIT and Property taxes. This would require an ordinance. Andy will look into this and provide information to Council. It would be 20% saving on property tax, the check would be cut by the borough to refund the Fire/EMS volunteer. It was mentioned that some of the volunteers live in the borough, but do not own property. It was stated that to qualify, the volunteer must own the property.

Sheriff Sales

Andy George, Esq. mentioned that there were 2 borough properties on West Washington Streets sold at Sheriff Sale on 03-10-17. Andy mentioned that his office notifies the borough of an upcoming sheriff sale. Andy needs 30 days notice to send out letter. Chris will follow-up with borough office to come up with procedure.

Grant for Shade Cover at Band Shell

Andy George, Esq. had grant paperwork for erecting shade cover (not rain protection) at the band shell in the Fleetwood Community Park. Grant needs to be submitted to the DCNR Grant Coordinator. The grant application is for \$250,000 with a 15% match from the borough.

Paperwork and letter were left in the borough office for Janice DeLay to contact Mayor Tammy Gore and President Suzanne Touch to sign.

Resolution to authorize signing/submitting the grant paperwork. **Resolution 2017-05-08**

Made by: Chris Young

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Parking Lot (Arch and Green Streets)

The parking lot was paved and crack/sealant was completed. The lines need to be painted yet. The lights are on a timer and have been in operation for about a week. It was requested to have the curb painted yellow where the walkway is located.

It was questioned what the policy was for parking on this lot. Chris mentioned that this had not been discussed. It was decided that to start, signage for ‘No Over Night Parking’ would be installed.

Committee Statutes (Continued):

Commercial Registration and Inspection Ordinance

The ordinance for the Commercial Property Inspection was revised to state that every other year the commercial property would be inspected.

Colin Boyer referenced the statement he had read during the April 10, 2017 borough council meeting stating that he is not in favor of this ordinance. He still does not think this is needed. A copy of his statement was attached to the April 10, 2017 meeting minutes. Colin mentioned that he feels this is a bad time to do this with the PennDOT road projects that are occurring in the borough and the role of government should be decreased.

Chris commented to Colin, that he appreciated his response, but this will not be a money maker or a money drain for the borough.

Motion to accept the ordinance for Commercial Property Inspections. **Ordinance: #626**

A roll-call vote was taken:

Jim Meals – Yes

Pete Merkel – Yes

Colin Boyer – No

John Rothenberger – Yes

Chris Young – Yes

X Motion Carried

___ Motion Failed

Walnuttown Road

Jim mentioned that the bid went out for the Walnuttown Road construction and it was in the newspaper today.

East Vine Street

Jim mentioned that he and Greg had walked the street looking at street and curbing.

Wheelchair at Fleetwood Community Center

Jim mentioned that the Fleetwood Lions Club has made arrangements to have a wheelchair available at the Community Center. The exact location of where it will be kept has not been decided yet, but most likely in the borough office or where Security can access it if needed.

North Franklin Street (No Parking Signs)

John questioned the spacing of the ‘No Parking’ signs on North Franklin Street in the vicinity of the Fleetwood Fire Company Social Hall. John had been at an event this past Sunday and people were parked in this area of North Franklin Street because there were no signs posted in this area.

Greg said he spoke to Brandon (PennDOT) regarding the spacing between signs.

Brandon told him that the signs are spaced based on the specs for signage on state roads.

Brandon had told Greg that when all the Fleetwood road projects are done, the borough would need to submit a request to PennDOT for additional ‘No Parking’ signs.

Chris questioned if the borough could put up temporary No Parking signs. Greg will check with Brandon (PennDOT).

Committee Statutes (Continued):

19 West Washington

Colin reported that the house at this address was razed.

24 West Vine Street

Colin mentioned that work is being done at this property.

Moss Alley

Colin stated that letters will be sent to residents along Moss Alley regarding junk cars.

Pool

Colin informed Council that he is meeting with Mary Templin on 05-21-17 at 10:00am for a tour of the Fleetwood Pool. Other council members are invited to attend.

Pension Audits

Chris reported that there were no findings during the compliance audits of the 'Fleetwood Borough Non-Uniformed Pension Plan for January 2013 thru December 2016' and the 'Fleetwood Borough Police Pension Plan for January 2013 thru December 2016'. Copies of these Compliance Audit reports are attached to the May 8, 2017 borough council meeting minutes.

Fee Schedules

There was discussion regarding what fees to charge when the borough needs to address cutting grass or clearing snow for residents in violation. Andy George, Esq. will draft a resolution for the fee schedule. If services are provided by an external person, the cost would be \$50.00 per hour. If an internal borough employee provides the services, the cost is 2 ½ times the borough employee's hourly rate. Prior to the borough employee or external worker providing these services, the resident has already been notified of the violation.

Park Benches (East End Park along Fleetwood Avenue)

Chris mentioned that the wooden park benches in this triangle grass area were painted awhile back and are now fading. It was discussed about contacting this person to see if they would be interested in repainting the benches. The borough would supply the paint/supplies. The benches have sponsor plaques on them. Pete will contact Teri Derr; thought is that it was Teri's daughter who had originally painted the benches.

Main Street Park (East End along Fleetwood Avenue)

The placement of the Memorial has been decided and the project is moving forward. The Memorial will be placed in the vicinity of the large pine tree.

Fleetwood Welcome Sign

Bobby has taken pictures and needs to submit the forms for a permit to erect the Fleetwood Welcome sign on the Fleetwood Bible Church property.

Committee Statues (Continued):

Memorial Day

There will be a Memorial Day parade. It will start at the cemetery at Arch and Laurel Streets and proceed on Arch Street to the Fleetwood Park. The Memorial Day service will be held at the band shell in the Fleetwood Park.

Safety Committee

Craig Conrad reported that the Safety Committee is putting together a policy for the insurance agency. Craig and Greg have reviewed a template of North Lebanon’s forms/policy and have edited it. They feel this would be acceptable by the borough insurance agency and allow the Safety Committee to get up and running. Craig will send out the edited paperwork to Council members to review. Once Council reviews the template for Fleetwood, it will be sent to Andy George, Esq. The plan is to adopt a resolution at the June 12, 2017 meeting.

Fleetwood Community Center

The HVAC system is no longer working. There were 2 bids received for replacing the 3 ton heat pump. Copies of these bids are attached to these meeting minutes.

Berkshire Technical - \$7,550.00

AP Merkel, Inc. - \$6,590.00

Motion to accept the bid from AP Merkel, Inc. at a cost of \$6,590.

Made by: Chris Young

Seconded by: Jim Meals

Abstained: Pete Merkel

X Motion Carried

Motion Failed

PCERS

The PCERS is ending their lease at the Fleetwood Community Center. Their last rental day is July 14, 2017. There was discussion of possibly working with a realtor to look for someone to rent this space. Bobby will provide measurements of the office space.

Tannery Lot Lease

Andy George, Esq. notified Council that the lease agreement with Fleetwood RE LLC was finalized. Chris will notify the borough office staff to watch for paperwork, and Doreen should also watch for something in the mail.

Other:

North Franklin Street

A guest stated that since the new road construction and sidewalks were completed, it looks very nice. However, there are constantly trash receptacles sitting along the sidewalk/street 24/7, which takes away from the otherwise nice appearance of new road/sidewalk. It was questioned if there is any ordinance regarding trash receptacles being kept off the sidewalk except on days of trash pick-up. Andy George, Esq. will check the ordinances.

Other (Continued):

Parking (East Arch Street at North Franklin Street)

A guest mentioned that cars are being parked on both sides of the first block of East Arch Street (between North Franklin and Madeira Alley) which makes it difficult for someone to turn from North Franklin onto East Arch if cars waiting at the stop sign on East Arch Street. The guest asked Council to consider making no parking on the north side of East Arch in this area.

Future Community Project

A guest mentioned that he is working on ideas for a community project and will bring plans to Council once everything is laid out for the project.

EMS

Chip Wagner mentioned that Council had requested a two week lead-time to revise the ordinance regarding EMS provider. Penn State and the attorneys were sent documents with amendments and Penn State does not see any reason it would not be accepted. It was mentioned that Mark Crossley would need to provide letter from Fleetwood Volunteer Fire Company.

Motion to have Andy George, Esq. advertise amendment to the ordinance regarding the change in EMS provider.

Made by: Chris Young
X Motion Carried

Seconded by: John Rothenberger
___ Motion Failed

Finance

Pete Merkel reviewed the bills from Arro and recommending these be paid. Motion to grant Ralph Touch permission to pay bills once he reviews them.

Made by: Chris Young
X Motion Carried

Seconded by: John Rothenberger
___ Motion Failed

Minutes

Motion to approve the minutes from the April 24, 2017 workshop meeting.

Made by: Colin Boyer
X Motion Carried

Seconded by: Chris Young
___ Motion Failed

Motion to adjourn meeting at 8:20pm.

Made by: John Rothenberger
X Motion Carried

Seconded by: Pete Merkel
___ Motion Failed

Submitted by:

Doreen O’Neil, Borough Secretary