

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING BOROUGH COUNCIL WORKSHOP

Date: June 12, 2017

Roll Call:

<input checked="" 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 Director
 Robert Weidner, Highway Commissioner
 Steve Stinsky, Police Chief
 Barry Isett & Associates – Ryan Kern
 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 6:33pm by Borough Council President, Suzanne Touch.

Police Department

Colin Boyer introduced Brandon Moris. Motion to hire Brandon Moris as a new part-time police officer for the Fleetwood Police force.

Suzanne Touch (acting as Mayor) swore in Brandon Moris

Made by: Colin Boyer Seconded by: Chris Young

Motion Carried Motion Failed

Chief Stinsky provided Council with the police report for May 2017, Police officer Micah Long was hired as a full-time police office for a different municipality, but will stay on as a part-time office for the Fleetwood Police department. Officers have completed duty weapon training. The new car has arrived and detailing on the card needs to be completed. Full-time officers will be fitted for new uniforms on June 21, 2017. Three new vests have been ordered. On June 9, 2017, South Richmond Street (662) construction was completed and road was opened to the public. Sidewalk construction along this road is still being worked on,

Police Department (continued)

On June 12, 2017 around 4:00pm, West Main Street from Richmond Street to bridge at the Fleetwood Part was closed down for the next phase of road construction. There are 2 officers on-site at this location.

Chief has reviewed the police budget from Chris Young. Chief mentioned that the IT expenses last year were due to the migration to a new server May/June 2016. Monthly fees went over last year’s budget but will be in-line for this year. Chief noted that for the Capital Expense discussion, they are interested in cameras.

Colin Boyer questioned Chief about thoughts on restricting parking in the first block of East Arch at North Franklin Street. This was a safety concern that had been expressed by a resident at a prior meeting. Chief would need to measure the street and maybe consider extending the yellow curb. Chris Young mentioned that all the cross streets along Franklin and Richmond Streets would need to be looked at before any decisions would be made. Council will discuss at the next workshop meeting, June 26th.

Barry Isett & Associates (BIA):

MS4 Report

Ryan Kern mentioned that the MS4 report will be submitted this week, possibly June 16th. The public meeting was advertised for MS4 presentation during a public meeting to be held on June 26th at 6:00pm in the Fleetwood Community Center, Room 113. Meeting will cover review of rain beds, changes needed to conform to state specifications to ways to assist in getting contaminates out of the ground.

North Richmond Street (between Washington and Arch Streets)

Craig Conrad and Greg Ebeling met with Ryan. This is currently not an active project. Barry Isett & Associates (BIA) will just keep on their list.

Walnuttown Road

There was a meeting with PennDOT and changes were made. BIA is taking on the additional cost (about \$400) for the second ad that is being taken out for bids. The anticipated start date for this road construction is Sept 6th, after the completion of West Main Street construction. This is being noted in the bid package. Resolution to sign amendments of price adjustments for asphalt and cement. This resolution was signed following the meeting and left for Janice DeLay to send pdf copy to BIA on June 13th.

Resolution 2017-06-12-01

Made by: Jim Meals
X Motion Carried

Seconded by: John Rothenberger
___ Motion Failed

Motion to add an extra handicap ramp at Walnuttown Road and North Richmond Street intersection.

Made by: Jim Meals
X Motion Carried

Seconded by: Chris Young
___ Motion Failed

Barry Isett & Associates (BIA) – (Continued)

East Vine Street

Craig Conrad and Greg Ebeling met with BIA. Construction of this street will be done from North Franklin Street and east to the borough line. Discussion regarding the replacement of curb/sidewalk which the residents are responsible for. It was decided that the BIA would get bids from contractors to do all the curb and sidewalks along East Vine Street. The borough would pay the cost and the residents are responsible for making payment back to the borough for the costs of their curb/sidewalk. If the resident fails to pay the borough for the curb/sidewalk construction, a lien will be placed against the resident’s property and the borough would get paid when the property is sold.

The borough will send out letters to the residents along East Vine Street explaining the roadwork timeframe, the resident’s responsibility to pay for new curb/sidewalk, and payment plans. The timing of curb/sidewalk construction would be in 2018.

Chris Young questioned if the curbing could be done first and then re-evaluate the sidewalks to be done at a later time. Discussion to finalized the verbiage of the letter to be sent to residents with payment in 18 months to 24 months for curbing and that the resident needs to replace the sidewalk in 5 years. Jim has draft of first letter, a copy of this will be forwarded to council members to review for workshop meeting. This will be discussed further at the June 26th workshop meeting.

It was discussed that water/sewer work on this road could be Spring 2018 as this street is another route to be used during the East Main Street construction project. The road would be left to settle for 6 months before paving is done.

Pete Merkel mentioned that he, Arro, Craig and Greg would like to do the construction now for the water/sewer lines. .

Bids for the water and sewer construction on East Vine Street were received. Pete Merkel will contact Arro to provide update to them.

Motion to award the bid to Barrasso Excavation, Inc at a cost of \$378,999.50.

Made by: John Rothenberger Seconded by: Jim Meals
X Motion Carried Motion Failed

Committee Statuses:

North Richmond Street (between Washington and Arch)

Pete Merkel asked Craig Conrad to write up an estimate of what it would take to do a 1” mill on this section of the road.

The overall project for North Richmond Street is add new water and sewer mains from Washington Street to Main Street and then pave both sections of Richmond Street from Main to Arch Street.

Commercial Property Water Bill

Council authorized Andy George, Esq. to discuss the water bill and other issues with the owner.

EMS (Emergency Medical Services)

There are 2 parts to this.

Part 1:

A copy of letter dated 05-24-17 from Mark Crossley (President of FVFC) was distributed to Council regarding the Fleetwood Fire Company Ambulance Service. (copy of letter is attached it minutes). John Manmiller mentioned that last month the FVFC voted to go forward with the change for Penn State Hershey to handle ambulance emergency services. Transfer of equipment is occurring. Penn State Hershey lease agreement for building and utilities to be done in 6 weeks; working on finalizing detail for rent (4 year lease and 1 more additional year) and utilities with increase of 2% each year.

Resolution to accept that the Fleetwood Volunteer Fire Company will no longer be supplying ambulance service to the Fleetwood Borough or surrounding communities.

Resolution #2017-06-12-02

Made by: Colin Boyer

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Part 2:

The ordinance change for EMS Service was advertised. The ordinance amends the Fleetwood EMS to use LifeLion Services. Fleetwood Borough agreement with LifeLion as the primary 911 provider. The changeover is contingent on the Fire Company and LifeLion having agreements in place.

Motion to execute the agreement of EMS Service between Milton S. Hershey Medical Center and Fleetwood Borough, Berks County Agreement for Emergency Services.

Ordinance: #627

Made by: Colin Boyer

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Committee Statues (Continued):

Fee Schedules

During the May 8th borough council meeting, the fee schedules were discussed and revision made.

Motion to accept the resolution of changes in fee schedules for borough employee’s time and material.

Resolution: 2017-06-12-03

Made by: John Rothenberger Seconded by: Chris Young

X Motion Carried Motion Failed

Safety Manual Adoption and Resolution

Andy George, Esq. reviewed documents provided by Craig Conrad regarding the Safety Committee. The insurance company needs this information.

Motion to accept the resolution for the Safety Committee manual regarding safety and accidents.

Resolution: 2017-06-12-04

Made by: John Rothenberger Seconded by: Colin Boyer

X Motion Carried Motion Failed

These documents were signed and give to Janice DeLay to send to insurance company.

Safety Committee

Craig Conrad notified Council of the recommendations from the insurance company regarding the committee members. Craig would head-up the project. Recommendations is to have one person from each department; examples John Kesslering, Bob Weidner, and someone from Council. Suzanne Touch requested that Craig provide the names for the recommendations to Council members. Council will discuss at workshop meeting on June 26th.

Tri Valley YMCA

The Pool and Park committee met the YMCA to discuss the contract with the Fleetwood Borough for 2017.

The Playground agreement will be for 5 days of playground operations at the Fleetwood Park from 9am-1pm, for 8 weeks at a rate of \$40 per week for borough residents and \$90 per week for non-borough residents. The Fleetwood Borough will provide payment of \$6500 by June 13, 2017 to the YMCA. The Adventure Camp agreement is for the YMCA to pay \$85 per 5 visits to the Fleetwood Pool, totaling \$425 to the Fleetwood Borough with payment to be made by June 19, 2017.

Ralph Touch, Chris Young and John Rothenberger will meet to discuss re-negotiating the \$6500 payment to the YMCA for the 2018 budget year.

Motion to accept the Fleetwood Borough Contract 2017 with the YMCA.

Made by: Chris Young Seconded by: Jim Meals

X Motion Carried Motion Failed

This signed contract was given to Chris Young following the meeting.

Committee Statutes (Continued):

Eagle Scout Project (Quinlan Crossley)

Discussion on Eagle Scout project to have a daily non-perishable food pantry in the Fleetwood Community Center. Karin Crossley and Quinlan Crossley have discussed possible location with Bobby Weidner. There is a section in first floor hallway that already is inset from other walls. Plexiglass doors and shelves would be installed. This daily pantry would be a place for anyone to drop off non-perishable foods, canned goods and anyone can come and take what they need from this pantry.

Water Department (Landlord billing)

John Kesslering, John Rothenberger, and Craig Conrad met last week. Craig will put something together along with recommendations for billing and online payment. This will be discussed at the July 10th borough council meeting.

Water/Sewer Expenses

Pete Merkel mentioned comment from auditor regarding a lot of revenue. This will be discussed with the capital budget during the June 26th workshop.

Sign Ordinance

Andy George, Esq. sent out a draft of the sign ordinance. Andy suggested that all Council members review the draft until the June 26th workshop meeting where it can be discussed. The Home Business ordinance goes along with the Sign Ordinance.

South Franklin Street (between Locust Street and Railroad tracks)

John Rothenberger questioned the status of the paving for this section of road under the walkway. Craig Conrad will check with Brandon (PennDOT) regarding the timeline. It was questioned if PennDOT was considering paving Moss Alley between West Cedar Street and West Pine Street. Craig will check with Brandon (PennDOT).

Fleetwood Borough Liaison with PennDOT

Craig Conrad notified Council that PennDOT is requiring a letter on Fleetwood Borough letterhead stating that Craig can be liaison. Suzanne instructed Craig to discuss with Janice to compile letter and Suzanne will sign letter.

Committee Statutes (Continued):

Personnel

Motion to appoint Craig Conrad as Public Works Director.

Made by: Chris Young Seconded by: John Rothenberger
X Motion Carried ___ Motion Failed

Motion to hire Karin Krall per diem to help Cap Stauffer. Karen will assist when Cap is out of the office. Karen will perform the work duties after hours and at her convenience.

Made by: Chris Young Seconded by: Jim Meals
X Motion Carried ___ Motion Failed

Commercial Registration and Inspection Ordinance

Chris Young, Colin Boyer and Ralph Touch met to discuss asking John Manmiller to be the inspector for Commercial properties. John Manmiller is the inspector for rental properties.

Motion to appoint John Manmiller as the inspector for Commercial properties.

Made by: Colin Boyer Seconded by: Jim Meals
X Motion Carried ___ Motion Failed

Colin Boyer wanted it noted that he was making this motion, although he was not in favor of this ordinance.

John Manmiller was in attendance during this appointment. John will compile a check list of items to be addressed during commercial inspections. John will provide to Council for them to review at the June 26th workshop meeting.

Parking (East Arch Street 1st block off of North Franklin Street)

This was a concern expressed by a resident at a prior borough council meeting. Chris Young mentioned that he discussed with the resident. Chris mentioned an option could be to look at doing temporary ‘No Parking’, during the Main Street road construction since Arch Street will be used as the car detour route. This items will be closed out on the complaint log.

Trash Receptacles

This was a concern expressed by a resident at a prior borough council meeting. Is there an ordinance referencing trash receptacles left on sidewalks in front of properties.

Resident had stated that since the North Franklin street construction is completed, the road and sidewalks look nice, except the trash receptacles remain on the sidewalk even after trash has been collected.

Chris Young mentioned that there is no ordinance. Discussion of sending letters to residents that trash receptacles need to be removed from the front of the property after trash has been picked up.

Committee Statuses (Continued):

Ash Trees (Fleetwood Park)

Craig Conrad mentioned that the Ash trees in the Fleetwood Park need to be checked for the Emerald Ash Borer. Chris suggested that the Shade Tree Commission members John Marcincavage (certified arborist) and Tim O'Neil should look into this and provide report of findings.

Wetlands (behind Fleetwood High School)

Chris Young mentioned that there are 5 bare trees in this wetland area. Chris asked Craig Conrad and Bobby Weidner to see if there are any safety issues with this.

Tannery Lot

Andy George, Esq. reported that Leann Long (DCD) is ok with the Fleetwood Borough purchasing the Tannery Lot.

Town Square – Planters

John Rothenberger mentioned that a comment had been made regarding the empty planters. It was suggested of having the Girl Scouts or other groups sponsor the plantings and maintain throughout the season.

Other:

Maker Space (Future Community Project)

A guest, Ben Long explained to Council about the idea of a 'Maker Space' program. A 'Maker Space' is a creative space for people to work on projects, gain knowledge with hands-on experience about various subjects. Ben is work with Carin (Fleetwood Library) regarding possible space. There is a 'Maker Space' in Kutztown which is for profit, but Ben noted that his plan is a few 'Maker Space' program. Ben mentioned with the PSERS moving out of the Community Center, he and Carin looked at this space and it would work, without requiring any changes. The 'Maker Space' would be run by Ben. Council explained that the borough was receiving rent for the PSERS's space. If Ben could get a corporate or municipal sponsors to pay rent and utilities, for this space, it could be discussed further. Ben asked that if anyone else knows of a location that could be used for this cause to let him know. The space needs to be an area that when people are done working on a project, they can just leave the project materials and come back another time to continue the work.

Municipal Recycling Bins

Ben Long questioned if the trash collected in the municipal trash receptacles is gone through to pull out items that can be recycled, no. Suggestion to consider recycling bins.

Other (Continued):

419 West Somerset Street

The resident of this property, Chris, notified Council that he is being proactive regarding work that will be done at his property. He has worked with Larry (BIA) and obtained the necessary permits. On June 19th, construction will be started for driveway, sidewalk, and curb. Paving permit will need to wait for cement to cure. Resident expressed concern on how to mark area to notify/keep residents from parking in the area during the construction phase, so their cars are not damaged. Bobby Weidner instructed Chris (resident) to contact him on June 16th to make arrangements to pick up 'No Parking' signs. These signs can be placed in the area of the construction to prevent the neighbors cars from being damaged during demolition and reconstruction of curb/sidewalk and driveway.

Finance

There were no issues with the audit. Finance will be discussed at the June 26th workshop meeting.

Motion to grant Ralph Touch permission to pay bills once he reviews them.

Made by: Chris Young

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Minutes

Motion to approve the minutes from the May 8, 2017 borough council meeting.

Made by: Chris Young

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Motion to adjourn meeting at 9:06m.

Made by: John Rothenberger

Seconded by: Chris Young

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Secretary