

**FLEETWOOD BOROUGH COUNCIL MINUTES**

BOROUGH COUNCIL MEETING     BOROUGH COUNCIL WORKSHOP

**Date: August 14, 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"/> 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:**

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 6:30pm by Borough Council President, Suzanne Touch.

**Police Department**

Chief Stinsky provided Council with the July 2017 police report. Chief Stinsky reported that Officer Micah Long gave his notice of resignation.

The bid for the police Tahoe vehicle closed August 14<sup>th</sup> with the highest bid being \$9700. Motion to accept the high bid of \$9700 for the Tahoe. If that offer falls through, go to the next highest bidder and allow the police to sell the vehicle.

**Made by: Colin Boyer                      Seconded by: Jim Meals**  
 **Motion Carried                       Motion Failed**

A new police vehicle was purchased for \$29,256 plus \$9500 for up-fitting.  
The new police uniforms are arriving. New computers are being installed in the police vehicles at a cost of \$4000 per computer which has been budgeted.

## **Police Department (continued)**

Extra officers will be on staff at the beginning of school on August 23<sup>th</sup>. Chief Stinsky will be meeting with Dr. Greg Miller (Superintendent) to discuss additional police staffing along detour route that goes through both school zones.

Sergeant Geisinger has contacted AAA for 'School Open' signs. These will be hung along the school zone areas.

Construction work on East Vine Street will begin on August 21<sup>st</sup>.

UGI has started utility work in the 0 block of West Main Street in preparation for the next phase of PennDot road construction.

Route 222/662 round-a-bout construction continues. Gas tanks were discovered on the round-a-bout property and extend under the existing route 222 roadway. There is a company coming in to evaluate the tanks, soil, drain gas from the tanks, and remove tanks. Route 222 will need to be closed during the time the tanks are worked on; this work is scheduled for August 17<sup>th</sup>.

Police Department body cameras - A new law goes into effect on September 15, 2017. The county is reviewing the body cameras to make sure they all produce the same standard file types, etc. The DA has approved the SOP that Chief Steve Stinsky wrote up based on Pennsylvania laws. Chief Stinsky will meet with Colin Boyer and Mayor Tammy Gore to review the SOP. Mayor Gore noted that the PSAB will also review the SOP document.

Chris Young mentioned that he had spoken with Chief Stinsky, Mayor Gore, and Colin Boyer regarding the payroll for officers being higher which will affect pension, workers comp, insurance and life insurance, fuel, and car usage. Even though PennDOT is covering some of the officer's overtime, there will still be ramifications from the additional time being spent at the Route 222 round-a-bout and Main Street Fleetwood road construction projects.

Chief will meet with Kap Stauffer to review formula and figures, Chris will work on pension numbers so this information is available for the August 28<sup>th</sup> workshop meeting. Chris Young asked Chief to consider inquiring with the Pennsylvania State Police to see if they could assist with the Route 222 construction, closure times to help reduce the overtime for Fleetwood Police officers. Would there be other local police departments that would be able to have presence at the construction site to help reduce overtime hours and costs.

Mayor Gore expressed concern of overload on police officers with all the overtime that is occurring due to the road construction projects.

Council asked Chief Stinsky to update the monthly police report to include a column for the construction hours.

**Police Department (continued)**

Chief Stinsky has a quote just under \$14,000 to purchase/install dash cameras in 2 of the police vehicles. The quote is from WatchGuard. These were budgeted and itemized on the Capital report. Colin Boyer mentioned that this is one of the best pieces of evidence and feels it will pay for itself, if the need arises.

Motion to allow Chief Stinsky to purchase the 2 dash cameras, but not to exceed \$15,000.

**Made by: Colin Boyer**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**Motion Failed**

Expense report went to Richmond Township; this will be discussed at the specific meeting of borough officials and Richmond Township officials.

National Night Out (NNO) was held on August 1<sup>st</sup> at the Fleetwood Swimming Pool. It was noted that this was the best attendance yet. A food drive was held and 4 large tubs of non-perishable foods were collected for the Fleetwood Food Pantry. Chief mentioned that Klingers of Fleetwood and Dunkin’ Donuts have expressed interest in helping with food donations for 2018. The plan for 2018 is to have the event held at the Fleetwood Pool again.

Mayor Tammy Gore questioned Chief Stinsky about the possibility of having a ‘Safe Haven’ for on-line transactions (CraigsList, etc). Muhlenberg and Kutztown have areas set up for this. Chief mentioned that when location is designated for this, need to ensure that video is functioning 100% of the time, but also need to be able to guarantee it’s always ‘safe’ and what would the liability be for the borough? Chief Stinsky will check with other police chiefs within the county.

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

**MS4**

Plans and NOI were submitted to the borough July 6<sup>th</sup>. Suzanne Touch and Craig Conrad will meet to review plans

**North Richmond Street (between Washington and Arch Streets)**

BIA is waiting for direction from the borough regarding extending the water/sewer lines from North Richmond Street (at Washington Street) to Main Street. Craig Conrad will work with Arro to get estimate for new water/sewer lines and repair of the trenches.

North Richmond Street final paving would not be done until 2019.

## **Barry Isett & Associates (BIA) - Continued**

### **East Vine Street**

The sidewalk and curb letters did not go out to residents yet. Craig Conrad is doing mapping of the sidewalks. Craig mentioned that construction equipment will be coming in August 21<sup>st</sup>.

**Phase 1** is to accomplish installing new water and sewer lines, repave the trenches and reconstruction of ADA ramps. This phase is from August 21<sup>st</sup> thru October 16<sup>th</sup> 2017.

**Phase 2** is reconstruction of the roadway with 6-7" of asphalt.

Payment for both phases is being covered by the Water and Sewer departments.

### **Walnuttown Road**

Craig Conrad provided BIA with the signed contract for the ADA ramps and paving of Walnuttown Road. The reconstruction of the ADA ramps can be started now. The paving of Walnuttown Road would not be started until construction on West Main Street is completed. The approximate dates for the Walnuttown Road construction is September 30<sup>th</sup> thru October 31<sup>st</sup>, 2017.

BIA would provide construction inspections for paving of streets to make sure the correct materials are used. Cost is about \$2000 per week (would take about 2 weeks).

Payment for this would come from Liquid Fuels. Chris Young recommended Craig and Greg met to see what was done in the past and discuss with Ryan Kern (BIA) and report back to Council. Pete Merkel noted that he would vote for the BIA to oversee this, but maybe not have them there every day. Jim Meals to look at expenses to see what is allowed.

### **Codes**

**108 West Main Street** – Pete Merkel has spoken to the owners and a contractor is purchasing the property and will provide restoration.

### **Trees**

Discussion regarding low hanging branches over the roadways and sidewalks. The Shade Tree Commission does not have a policy for what to enforce. In the past the borough has used the PennDOT policy which is 14ft clearance on street side. The pedestrian side would be 9ft clearance. The resident is responsible for trimming the trees to these specifications. The borough office will send out letters to residents with trees not meeting these specifications.

### **Residence on North Richmond Street**

Photo was provided to Ryan Kern (BIA). The ordinance will be reviewed in regards to the storage of items on the porch. Ryan will coordinate with Larry (BIA).

### **Groff Building (2 East Locust Street)**

Chris Young will forward photo to Ryan Kern (BIA). The chimney at this property is falling apart; bricks are falling in and around the railroad tracks.

**Committee Statutes:**

**Tannery Lot**

Chris Young reported the cost to pave the Tannery Lot is \$500,000. Most of this is covered by a 75% grant that would need to be applied for. The borough’s portion of the cost is \$80,000 and is a one year program. The State needs the borough’s commitment that we are in for the \$80,000. The \$80,000 would be a Capital expense.

It was discussed if it was doable to have this paved in the allotted time frame. Craig stated paving cannot be done after November 1<sup>st</sup>. The BL Industries estimate covers drains and paving of the lot. The lot needs to be paved to comply with the remediation, but there is no deadline as to when the paving needs to be completed. Berks County is contributing \$36,000 towards this project. To be able to pave sooner, negotiations would need to be made with PennDot to have them store their road construction equipment elsewhere. If delay in applying for the grant, money may not be available and unsure as to how long the Berks County contribution will be available.

Motion to apply for the grant and have the \$80,000 added to the Capital for next year.

**Made by: Chris Young**

**Seconded by: Jim Meals**

**X   Motion Carried**

**Motion Failed**

**Residential Water Meters**

Craig Conrad reported that they have switched over 75 residential water meters to the AudioRead meter. Council approved having Craig proceed with replacing old meters with the AudioRead model. Craig noted that the purchase price for these meters is guaranteed for 2 years.

**Sewer Plant**

Discussions regarding sludge dryer for the sewer plant. The borough currently pays to haul sludge to Lehigh Valley. The cost of the sludge dryer is \$300,000-\$400,000 which would be covered by the Sewer Authority. Purchasing a sludge dryer reduce the amount of sludge that is currently being hauled. The reed beds currently at the sewer plant would cost \$150,000 to replace. The sludge dryer is still in an exploratory phase.

**Community Center Ambassador**

Discussion regarding hiring Andrew Milanek as the new Ambassador for the Fleetwood Community Center. Andrew has all his clearances. Currently John Manmiller and Kristen will be covering this position until Andrew is officially hired and fully trained. Motion to hire Andrew Milanek as the new Ambassador.

**Made by: Chris Young**

**Seconded by: Pete Merkel**

**X   Motion Carried**

**Motion Failed**

## **Committee Statues (Continued):**

### **New Public Works Employee**

Discussion regarding hiring a new public works employee. Public Works department currently had 5 employees. Having an additional employee, would allow for extra projects to be done and at a reduced cost. It was mentioned that it cost \$90,000 to have an outside contractor pave Ash Alley. If our Public Works employees did the paving with rental equipment, it would have cost \$10,000. Also, with all the road construction projects occurring within the borough, it's taking employees away from other projects. It was mentioned that 2 current employees may be retiring in 3-4 years.

The Personnel Committee recommends hiring someone who meets the necessary requirements, but when the next person retires, re-evaluate if need to fill that position. Pete, Jim and Chris are ok with this idea. Colin expressed concern regarding the cost of another employee and would like additional information before making a decision. Craig Conrad offered to meet with Colin to review what the projects/responsibilities are for the employees of the Public Works department. Colin will review documents from Craig. Chris stated there is no urgency, can table for further discussion at workshop meeting on August 28<sup>th</sup> and if approved, can advertise during the 4<sup>th</sup> quarter of 2017.

### **Street Repair Ideas**

Craig Conrad mentioned that he has ideas to save on costs for major street repairs (tar, chip and micro-surface) instead of reconstruction of the streets. The Water, Sewer and General accounts would split costs. Chris Young encouraged Craig to go to other boroughs/townships to see about renting the equipment and work as a team. Try to keep work in house and avoid outsourcing.

### **Payroll**

Auditors and Ralph Touch suggested circulating pay sheets along with the Treasury report for review. It was decided that this would start effective August 10<sup>th</sup>. The chairperson(s) will sign-off after reviewing the pay sheets.

Chairpersons responsible for reviewing the pay sheets for the different borough departments:

- Mayor Tammy Gore/Colin Boyer – Police Department
- Jim Meals/Ralph Touch – Streets Department
- Ralph Touch/Chris Young – Office Personnel
- Craig Conrad/Pete Merkel – Public Works Department

## **Committee Statutes (Continued):**

### **Borough Owned Trucks**

From the July 10<sup>th</sup> borough meeting Craig Conrad met with the Public Works employees. The employees were receptive to the change of not driving borough vehicles home and instead use their own vehicles. Discussion that this could change to an as needed basis; if there is an impending snow storm - workers would take trucks home. Craig has gotten a quote for the installation of electric door openers. The quote is \$8750, this cost would be split 3 ways between the Water, Sewer and Streets departments. Suzanne Touch will check with the insurance carrier to see if any changes are needed with this new borough policy.

Motion to purchase electric door openers for no more than \$8750 and effective August 21, 2017 the Personnel Manual policy changes regarding taking work trucks home.

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

### **Liquid Fuels**

The remaining funds from the Walnuttown Road construction project will be used for crack sealing (< \$10,000) and work needed on the catch basin at Dogwood Drive.

### **Safety Committee**

The Safety Committee has reviewed the book and policy. October 24<sup>th</sup> is the next Safety meeting. There is a grant that we could apply for. The grant is if the borough spends \$5000 in equipment, the grant will pay \$2500.

Craig Conrad questioned the following:

- **Safety Shoes** – Is this something the borough would take on for supplying one pair of safety shoes per year to the Public Works employees?  
Craig was instructed to send this to the Personnel Committee and put a line item on the budgets for this.
- **2-Way Radios** – Could they get these back into the trucks to have better communication between trucks versus using cell phones. This would be a great benefit when plowing snow. Craig was instructed to talk to Officer Mike Quinn
- **CDL Guidelines** – Should same guidelines be followed for person without CDL license?

### **Joint Comprehensive Committee**

Mayor Tammy Gore reported that no luck with getting meeting with this group. She and Chris Young will meet with Maiden creek Township to discuss a joint agreement with them with pool, police, library and equipment. Meeting needs to occur soon, as the discussion of Fleetwood Pool rates for non-borough residents will take place September/October 2017.

## **Committee Statutes (Continued):**

### **Pool**

Craig has gotten two quotes for ADA Lift Chairs versus ramp repairs. These two lift chairs would satisfy the ADA requirements. Cost for the 2 chairs is \$9686 (\$4843 each), plus \$213 for batteries and chargers; cost is under \$10,000. At the end of the pool season the lift chairs can be removed and put in storage for the winter months.

The cost to redo the ramp into the pool is \$50,000. There is a line item on the budget, but no dollars are listed. If the 2 ADA Lift Chairs are purchased, there would not be a need to repair the ramp.

Craig mentioned that the cost to re-plaster the pool is \$50,000 and \$2,000 per lane for tiles; there are 5 lanes. Craig noted that the best time to do this work would be prior to the pool opening season.

Craig needs to meet with Ralph Touch and Brian (BIA) to discuss what else is needed yet to fulfill the pool grant.

### **Fleetwood Forum Newsletter**

Suzanne Touch reported that the newsletter articles were submitted to the publisher. Once she receives back, she will share with committee for review/editing. She is looking for someone to take this over for future editions and will discuss more detail at the August 28<sup>th</sup> workshop meeting.

### **PSERS Rental Space**

Someone was interested, but changed their minds. Jim Meals is working with Mike Yourkavich.

### **Gym Rental**

Jim Meals reported that there is a group interested in renting the gym for basketball. Council suggested the person contact the borough office to check availability, if their time is flexible, may be able to rent different days/times. Also person can talk to Surge to see if any time available during open gym nights.

### **Green Light Go Grant**

The total cost for the permanent light is \$165,000. The borough will receive \$132,000 towards the cost provided the requirements are fulfilled. The requirements are an acceptance letter (which was compiled by Andy George's office) and an approved resolution. The \$33,000 that the borough is responsible will come from Capital and will be a line item for 2018. The construction for the light needs to be done by June 30, 2019 and the paid invoice back to PennDOT by August 31, 2019.

Motion to authorize signatures for the grant paperwork and to accept resolution.

### **Resolution: 2017-08-14**

**Made by: Chris Young**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**



**Committee Statutes (Continued):**

**Pond**

Craig Conrad reported that Dennis Bubbenmoyer had spoken with him, that the Fleetwood Fish and Game would pay for and install an aerator. Craig will get prices on running electric to the pond for the aerator. As has been discussed in the past, the aerator may help with the algae on the pond. One suggestion from the BIA engineer was to control or eliminate the presence water fowl (duck, geese, etc) at the pond as their waste has nitrates that leach into the pond and cause algae. There were discussions of installing signs instructing people to not feed the ducks and geese, and educate why the water fowl should not be fed. Colin will look for signs to purchase.

Motion to purchase and install signs at the pond informing people to refrain from feeding the ducks and geese.

**Made by: Chris Young      Seconded by: Colin Boyer**  
**X   Motion Carried                           Motion Failed**

**Commercial Property Water Bill**

Andy George, Esq. was notified of the very high water bill that occurred again. Craig Conrad will meet with the property owner to review the data that was logged,

**Sign Ordinance**

Andy George, Esq. reported that the sign ordinance was sent to Pete Laucks and Russell Anderson to review. Russell had come back with some questions which were discussed with Andy and all is ok. Andy feels the ordinance is at a good point to send to the Berks County Planning commission to review.

Motion to have Andy George, Esq. submit the revised Sign Ordinance to the Berks County Planning Commission for review.

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

**Handicap Parking Application**

Colin Boyer reported that an application was submitted for a handicap parking space in the 100 block of South Richmond Streets. However, parking on South Richmond Street is prohibited. There was discussion of possibly offering a handicap parking space on West Elm Street. John Rothenberger mentioned that there were discussions in the past to remove some parking on West Elm to allow emergency vehicles easier turning access onto West Elm Street. Colin will contact resident to discuss.

**Other:**

**PA Adult and Teen Challenge**

Guest Angie Jakubowski from Pennsylvania Adult and Teen Challenge is visiting Berks County Councils to provide an awareness to this facility and the treatments they offer - Drug Rehab, Alcohol Rehab, Medical Detox, and Withdrawal Management. The facility is located in Rehersburg, PA.

**Finance**

**Bills**

Motion to pay bills for July 2017. Ralph Touch to review bills that were paid.

**Made by: Chris Young**

**Seconded by: Pete Merkel**

**Motion Carried**

**Motion Failed**

**Minutes**

Motion to approve the minutes from the July 10, 2017 borough council meeting.

**Made by: Colin Boyer**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

Motion to adjourn meeting at 9:55pm.

**Made by: Chris Young**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

**Submitted by:**

**Doreen O'Neil, Borough Secretary**