

## FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING     BOROUGH COUNCIL WORKSHOP

**Date: November 13, 2017**

**Roll Call:**

<input 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 type="checkbox"/> Jim Meals	<input checked="" type="checkbox"/> Andy George, 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:**

Craig Conrad, Public Works Director  
 Robert Weidner, Highway Commissioner  
 Steve Stinsky, Police Chief  
 Barry Isett & Associates  
 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 6:34pm by Borough Council Vice President, Pete Merkel..

### **Police Department**

Chief Stinsky provided Council with the October 2017 police report. The new police uniforms have been distributed. Officers attended qualification training for night gun use. Chief reported there has been an increase in vehicle accidents in the borough and in Richmond Township. Police have had presence in Foundry Alley and have ticketed speeders.

The round-a-bout at 222/662 is almost done. The red light will remain in place until Spring 2018.

West Main Street construction (road and sidewalks) between Franklin and Richmond Streets will be completed on November 17, 2017.

Phase 3 (East Main Street construction) has been postponed until January 3, 2018. At that time East Main Street will be closed between Franklin Street and past the East Arch Street intersection. East Arch Street will become a dead end during this Phase 3 construction.

The car detour during Phase 3 construction is Franklin Street (Route 662) to Scheiry Road to School Road back to the Fleetwood-Lyons Road. The road construction crew will try to keep 2 cross streets open on East Main Street as long as possible.

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

No report.

**Planning Committee**

**Sub-Division**

Russell Anderson from the Planning Committee mentioned that the county had sent a letter to have a phrase added to drawings and need to have the drawings reaffirmed. Drawings regarding the sub-division of 401 West Greenway Street were signed and sealed. Russell will notify Kevin Mohn that signatures were obtained.

Motion for Vice President Peter Merkel to sign the drawings/map to re-affirm the Buss sub-division.

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

**X   Motion Carried                           Motion Failed**

**Committee Statuses**

**Non-Profit Alcohol Authority**

A local civic group had inquired about having alcoholic beverages in the Fleetwood Community Center during one of their events. Since last meeting, Andy George, Esq. has developed a Special Event Application. Andy recommended sharing this draft form with Chief Steve Stinsky. It was questioned what the LCB’s lead-time was. The LCB lead-time for non-profit groups is approximately one month.

Ralph Touch requested that wording be changed to reference no alcohol permitted in the Fleetwood Park.

**Phase 3 – East Main Street Construction**

A resident on East Vine Street expressed concern of the increased volume of traffic on East Vine Street once the Phase 3 construction of Main Street starts. It was stated that East Vine Street is not the designated car detour.

A resident of East Locust Street expressed concern of the parking restrictions on the unit block and 100 block of East Locust Street as to where residents can park. Another concern is that East Locust Street is already getting beaten up with the additional traffic that has been using this street during the Phase 1, Phase 2 and then with the upcoming Phase 3. He questioned if any chance that PennDOT would contribute money to help repair East Locust Street.

Pete Merkel mentioned that nothing has been worked out regarding using Groff’s property as a parking option, and there are no other parking options. Chris Young asked Pete to watch for Mr. Groff to discuss if parking at his property would be a possibility. Craig Conrad asked Pete to draft a letter to Mr. Groff and he would deliver it. John Rothenberger questioned if using the middle section of the Tannery parking lot could be an option.

## **Committee Statuses (Continued)**

### **Phase 3 – East Main Street Construction - Continued**

A resident from East Main Street questioned Council about the parking situation and are they permitted to park parallel in Foundry Alley. She has lawn care workers, visitors, etc and nowhere for them to park.

Chris Young mentioned there is no ordinance permitting or prohibiting parking in alleys, and at prior meeting it was discussed that the police would decide if alley way is blocked/restricting traffic flow.

Craig Conrad mentioned that an evaluation was done regarding traffic flow; 2 cars cannot pass with other cars parked parallel in alleyways.

It was discussed that may need to try for a few months and wait for feedback from the police and public works employees. The alleyway needs to remain open to allow emergency vehicles to pass through. Residents and drivers will need to use common sense and courtesy when traveling the alleyways. Ralph Touch did not feel that parking could be permitted on the alley.

A resident from North Willow Street inquired if the entire section of East Main Street would be closed starting January 3, 2018. Yes, this entire section will be closed. UGI work will start as soon as the entire section of roadway is milled down. After UGI is completed with their work, the next tasks are the water mains.

### **Rental Letter**

A resident inquired about a letter received regarding their rental property needing to be inspected. The inspection was done March 2016 and would be good until March 2018. Chris Young will look into why this resident received a letter.

### **Police Clerk**

Mayor Gore stated that a full-time police clerk position was discussed at the Richmond Township meeting. Richmond Township was open to further discussion on the subject if needed. Colin Boyer commented that at some point it needs to be determined if the police department need a full-time clerk. Chris Young mentioned that a full-time position will be about a \$40,000 increase (salary, benefits, workers comp).

Colin noted that Public Works recently hired a full-time employee. It was discussed that if Richmond Township would fund half of the expenses for the new position, then Council would consider. It was also mentioned that Chief Stinsky has mentioned a criminal investigator position (which would be an expense of around \$100,000 plus pension). Chief Stinsky would need to say which position is more beneficial to him and the police department.

### **Sign Ordinance**

Andy George, Esq. reported that he is getting closer with the final draft. Andy will email the final draft to Council for review before the December 11, 2017 borough council meeting.

## **Committee Statuses (Continued)**

### **Parking Spaces**

Colin Boyer mentioned that a local business wanted to put money into their business property, but were denied the request due to insufficient on-site parking. For the business to move forward, they would need to apply for a variance. Colin commented, that he wonders how many of the other businesses in the borough are compliant with parking spaces.

There was discussion if there would be designated parking spaces on the Tannery Lot that could be rented by businesses. Chris Young noted that likely some apartments/rental units are not compliant with parking. Discussion of business parking ordinance.

Motion to authorized Andy George, Esq. to look into drafting a business parking ordinance.

**Made by: Chris Young**

**Seconded by: Colin Boyer**

**X   Motion Carried**

**Motion Failed**

### **Category 4 Casino - Gambling Expansion**

Council had received a letter from Senator Judy Schwenk regarding allowing municipalities to on list for possible gambling site for Category 4 Casinos. Municipalities have the option to prohibit/opt-out of having a Category 4 Casino within the municipality by adopting a resolution and submitting it before December 31, 2017.

It was discussed that Council would not adopt a resolution based on no valid locations for a casino, so would avoid the expense for solicitor to draft resolution. Agreement to not proceed with resolution to opt-out.

### **Joint Comprehensive Committee**

Mayor Gore stated that Maidencreek Township does not want to talk with Fleetwood Borough until March/April 2018. Ralph Touch questioned if a letter should be sent to Maidencreek Township regarding the increase in pool rates. It was decided to not send any letters. Richmond Township also does not want to meet.

### **Employee Manual**

Chris Young mentioned that he has copies of the Employee Manual updates. These updates bring the manual up-to-speed as of today. The Personnel Committee approves the adoption of these updates.

Motion to adopt the Employee Manual updates.

**Made by: Chris Young**

**Seconded by: Ralph Touch**

**X   Motion Carried**

**Motion Failed**

### **Open Code Issues**

Colin Boyer reported that a few of the codes issues on the document have been cleaned-up. Review of the various properties and issues were discussed along with solutions for the next step.

## **Committee Statuses (Continued)**

### **Fleetwood Historical Society**

Mayor Gore mentioned the Fleetwood History Society hosted an event on November 4, 2017. The event was the dedication of the official Pennsylvania State Historical marker for the Fleetwood Metal Body Company. The sign is located at the corners of East Locust Street and South Richmond Street. The Fleetwood Historical Society has been working on this project for almost 30 years. Mayor Gore stated that she presented a recognition plaque to the History Society on behalf of the Fleetwood Borough.

### **Bill for Services**

Chris Young stated that there has been a request to allow the Fleetwood Fire Company to bill for services. John Manmiller mentioned that with the road construction, UGI has struck 12 gas lines. When this occurs, the FVFC goes out on the call to make sure everything is ok and spends about an hour at the site each time. UGI bills the road construction contractor for the negligence act, but the FVFC does not receive any funds. It was mentioned that residences would **not** be billed for services.

Chris Young mentioned that the Fleetwood Police Department may want to be included for nuisance burglar alarms – this would be discussed with department at later date.

Motion to authorized Andy George, Esq. to draft a game plan for billing contractors for negligence acts, and also to include after 3 nuisance alarms the person would be billed.

**Made by: Chris Young**

**Seconded by: Colin Boyer**

**X   Motion Carried**

**Motion Failed**

### **Fleetwood Fire Company**

Colin Boyer asked FVFC Chief John Manmiller to write up status of the FVFC funds. John mentioned that it costs \$2500 per set of gear for each firefighter. FVFC currently has 50 firefighters that have gear. John explained that gear for interior firefighters cannot be more than 10 years old. They do cycle some of the older gear from interior firefights to exterior firefighters who remain outside manning the trucks/pumps.

### **Public Works**

Chris Young mentioned to Craig Conrad that the borough office had received a thank you email from a resident regarding a water issue that Craig resolved.

Craig Conrad provided update –

- Walnuttown Road paving is completed.
- East Vine Street construction (Phase 1) is complete until the East Main Street (Phase 3) project is completed; then East Vine Street construction will start-up.
- Working on leaf collection
- The new public works employee is doing well
- There are no equipment issues.

## **Committee Statuses (Continued)**

### **Finance Committee**

#### **Budget**

Chris Young distributed copies of the expense and revenue budget sheets to be reviewed. Chris mentioned that the budget does not account for the PSERS rental space that Jim Meals is working on finding a tenant to rent the space. The budget as presented represents a \$0.00 tax increase. It was discussed that there is less money being placed into the Capital budget for 2019 and this could cause ramifications in future years. The last tax increase was about 2 years ago. Mayor Gore mentioned concern that when there is a tax increase it may be significant, would it be better to have smaller tax increases?

Mayor Gore mentioned that she had a good meeting with Richmond Township and they unofficially approved the police budget. Richmond Township is voting on the police budget tonight to make it official.

Colin Boyer questioned about the budget having a line item for the Inspection expenses to keep track of what it is costing for the Rental and Business Inspections (Office Staff and Inspectors Income). It was discussed that it would be difficult to track when office staff answers phone calls related to inspections. Colin mentioned that if he wanted to know what it was costing to address rental inspections and process paperwork, there would be no costs documented. Chris Young mentioned that administration fees are tracked only for the Water and Sewer departments. Motion to have Andy George, Esq. advertise the 2018 budget, with no tax increase. The 2018 budget will be adopted at the December 11, 2017 borough council meeting.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**Motion Failed**

#### **Bills**

Motion to pay bills for October 2017.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**Motion Failed**

#### **Minutes**

Motion to approve the minutes from the October 9, 2017 borough council meeting.

**Made by: Ralph Touch**

**Seconded by: Chris Young**

**X   Motion Carried**

**Motion Failed**

Motion to adjourn meeting at 8:31pm.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**Motion Failed**

**Submitted by:**

**Doreen O'Neil, Borough Secretary**