

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING BOROUGH COUNCIL WORKSHOP

Date: January 22, 2018

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"/> Andy 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
 John Manmiller, Fleetwood Fire Company Chief
 Reading Eagle
 Patriot _____

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

Public Works Director Craig Conrad and Highway Commissioner Bobby Weidner were unable to attend this meeting due to a water leak within the borough.

Guests: See Attached list.

Gerrymandering in Pennsylvania

A resident distributed documentation regarding ending gerrymandering in Pennsylvania. They explained there are two bills in Harrisburg that are being held-up in committee. They are asking Council to vote on a resolution stating that the Fleetwood Borough Council agrees to have these 2 bills released from committee. Information was also given to Andy George, Esq. to review and discuss with Council at a later time. Suzanne Touch noted to resident that they would not have an answer until the next workshop meeting in February.

Boy Scout – Troop 183

Sam Mitten from Troop 183 was present to observe the meeting to earn Communication and Citizenship merit badge. Sam will be contacting Mayor Tammy Gore and President Suzanne Touch to follow-up with additional questions.

Fleetwood Police Officers

Mayor Tammy Gore stated that Sergeant Geisinger retired effective 01-19-18. It is necessary to have a temporary officer fill in as a full-time officer.

Motion to approve having Officer Brandon Morris temporarily fill in as a full-time officer until a permanent full-time officer is hired.

Made by: Colin Boyer
 X Motion Carried

Seconded by: John Rothenberger
___ Motion Failed

Motion to advertise for a permanent full-time officer.

Made by: Colin Boyer
 X Motion Carried

Seconded by: John Rothenberger
___ Motion Failed

Fleetwood Borough Committee Appointments

Review of the committee appointments for 2018. Mayor Tammy Gore stated she would like to be part of the Public Safety committee and attend their meetings. Suzanne Touch will provide a copy of these appointments to Janice De Lay to be published.

Suzanne Touch mentioned that the Communication committee (Jim Meals, Colin Boyer and Suzanne Touch) will meet to discuss if the Fleetwood Forum newsletter publication should continue. It was discussed that this publication is a good way to keep residents informed.

Tammy Gore noted that the Fleetwood Rotary club would like to highlight a person in the next publication of the Fleetwood Forum. If it is decided to continue with the Fleetwood Forum, Suzanne noted that articles for the Spring edition would need to be to the publisher 6 weeks prior to the distribution of newsletter.

Dashboard

The Dashboard document will be updated with information discussed at each borough meeting and will contain list of priorities. Chris Young will manage the dashboard document. Council members were instructed to review the draft of the dashboard list, confirm committee owner, estimated date to be completed, etc and to notify Chris if any changes/additions. Chris will email the latest document to Council members. Chris will also publish a read-only version of this document on the shared server drive.

Emergency Service Fee Ordinance

The ordinance for the Emergency Service Fee Collection was published for the 01-08-18 meeting. There was discussion regarding the ordinance content. If the need for services occurs more than 3 times in a calendar year, fees would be charged to the individual. John Manmiller mentioned that this ordinance is for the business/individual that neglects to perform maintenance on a faulty system.

John also stated that for traffic accidents, this would allow them to recoup costs for supplies, etc from the insurance companies. The ordinance would provide backing with the submittal of costs.

Motion to accept the Emergency Service Fee Ordinance. **Ordinance #631.**

Made by: John Rothenberger
 X Motion Carried

Seconded by: Jim Meals
___ Motion Failed

Fleetwood Fire Company Annual Report

John Manmiller presented Council with the 2017 Fleetwood Fire Company Annual report. This report contains statistics of rescue services, fire services, EMS services, fire police services. For 2017, there were 432 calls for the Fire department. On average there are 12 volunteers per call and 2 trucks in service per call.

John mentioned there are few available drivers during the daytime hours. They are currently training other drivers. Driving a fire truck does not require a CDL license but does require training classes; the driver must know how to operate all gauges/equipment on the truck. The partnership with PennState Health for EMS Services is going well.

Common Parking/Shared Parking Ordinance

Andy George, Esq. discussed the purpose of this ordinance would be to allow partnership of businesses to allow parking on another business' lot. It would require the businesses to have a signed agreement and they would need to come before Council on an annual basis.

Chris Young asked Andy if it could be expanded to have a clause that would allow someone with a unique opportunity to come before Council to explain their situation so that Council could take into consideration.

Andy will amend this ordinance draft and circulate with Council and BIA (Barry Isett & Associates) for their comments.

Chris Young mentioned that he had met with officials from East Penn Mfg. (Deka) on 01-17-18 regarding their idea of using part of the Fleetwood Warehouse as a training facility. The training sessions could have up to 100 attendees. They currently have 28 parking spots but would need at least 50 spots. This would be an example where they could form a partnership with another business to have additional parking during these training sessions. The Codes committee would need to meet to discuss options for Deka of possible partnerships or options to purchase parking spots from another business.

Home-Based Business Ordinance

Andy mentioned that Harry from BIA has commented back on this ordinance draft.

Community Center Lease - District Justice

Discussion regarding the lease agreement for the District Justice offices that expires May 31, 2018. Suzanne Touch has spoken with Christine Sandler regarding the proposed lease agreement. Their proposal of 8% increase for the first year and a 3% increase for each of the remaining 4 years of the 5 year contract. They like the convenient location and that the police department is in the same building. Suzanne will contact Christine to discuss negotiations.

Community Center Lease – PSERS area

Jim Meals has not heard anything of other tenants being interested in the space that was previously occupied by the PSERS.

Community Center - Rep. Barry Jozwiak

Motion for President Suzanne Touch to sign documents permitting Rep. Barry Jozwiak to use space free of charge.

Made by: Chris Young

Seconded by: Colin Boyer

X Motion Carried

Motion Failed

Community Center Lease Renew – CemeteryWeb

Motion for President Suzanne Touch to sign the lease agreement for Eric Robuck/CemeteryWeb (Room 114A).

Made by: Colin Boyer

Seconded by: John Rothenberger

X Motion Carried

Motion Failed

Barry Isett & Associates Inc. Fee Schedule

Motion to approve the 2018 Barry Isett & Associates, Inc. fee schedule.

Made by: Pete Merkel

Seconded by: Chris Young

X Motion Carried

Motion Failed

A copy of this fee schedule was given to Janice De Lay for the borough files.

Capital Budget Report

Jim Meals will email the latest Capital Budget report to Council members to review for the February 12, 2018 borough council meeting.

ProChamps Contract

ProChamps is asking the borough to renew contract with them. They help with registry of vacant properties/abandon houses. The question is if Fleetwood Borough is utilizing ProChamps to the best ability. How do abandoned properties get on/off the list? Suzanne will contact ProChamps to get flowchart of the process.

Fleetwood Borough Server Lease Agreement

Discussion to allow Lynx to upgrade the Fleetwood Borough server at a cost of \$14,000. The email will be moved off the server and to the cloud which will save approximately \$5000.

Motion to authorize Lynx to update the server and move email to the cloud, provided Andy George, Esq. approves the contract after review.

Made by: Chris Young

Seconded by: Colin Boyer

X Motion Carried

Motion Failed

Fleetwood Park Pond

Discussion regarding the volume of algae that is on the pond each year. The Fleetwood Fish and Game Club received suggestions from a state biologist. Chris Young has passed this information to Craig Conrad and Bobby Weidner. Further discussion on this topic will need to wait as Craig and Bobby were still addressing the water leak issue in the borough.

Pete Merkel inquired if there was enough water flow coming into the pond. Chris stated that when BIA looked at pond, they said water flow was ok, the issue was the ducks/geese.

Herbein Audit

Motion to authorized President Suzanne Touch to sign paperwork.

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

Safe Digging Month

Motion to authorize President Suzanne Touch to sign proclamation making February ‘Safe Digging Month’.

Made by: Peter Merkel Seconded by: Jim Meals
X Motion Carried Motion Failed

Angelman Syndrome

Mayor Tammy Gore had received request to bring awareness to Angelman Syndrome. Angelman Syndrome Day is February 15, 2018. Tammy will write up a proclamation and it will be made official during the 02-12-18 borough council meeting. Chris Young will post information on the borough website.

2018 Council Declarations of Interest

Suzanne Touch distributed paperwork to council members.

Access Road from Willow Crest Development to West Vine Street

Tammy Gore questioned this paved roadway. There is a chain across to prevent thru-traffic. This was to be an emergency service access road into the development. She thought the plan was to have a permeable surface road not a paved road. Tammy will contact BIA for them to review the plans of what type of emergency service access road was to be constructed.

Executive Session

Council went into executive session from 8:30pm until 8:35pm.

Water and Sewer Funds

Pete Merkel mentioned that the Water and Sewer committee discussed that currently the revenue for water and sewer is kept separate, but is considering putting these together for accounting purposes. Pete stated that Andy George, Esq. had checked into this and it would be legal. Pete Merkel and Chris Young will meet with the accountants from Herbein to make sure they approve of this change.

Fleetwood Park Plan – Phase 1

Chris Young stated that the Fleetwood Park Phase 1 is for concession stand renovations and restroom construction. Chris has proposal from BIA for them to provide engineering services for this project.

Motion to authorize President Suzanne Touch to sign the proposal from Barry Isett & Associates (BIA) to move ahead with the engineering services for construction plan for this project.

Made by: Chris Young

Seconded by: John Rothenberger

X Motion Carried

Motion Failed

Green Light Go Grant

Motion to authorize Craig Conrad to work with Telco for the permanent red light fixture at Main and Franklin Streets.

Made by: Chris Young

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Animal Rescue League Contract

Colin Boyer stated that there is a budget line item for this contract fee of \$1000. This contract would eliminate individual pick up fees.

Motion to approve signing contract.

Made by: Colin Boyer

Seconded by: Pete Merkel

X Motion Carried

Motion Failed

Handicap Parking Applications

Colin Boyer notified council that there are currently 5 temporary handicap permits. Four of these permits came up for renewal in January 2018, all 4 reapplied. Colin reviewed and placards are up-to-date - Colin approved.

Colin noted that reminders were sent to residents regarding the need for them to reapply for handicap parking permits if they were still needed.

Burglaries of BB&T and Turkey Hill

Colin Boyer reported that the person involved with the robberies at BB&T and Turkey Hill in 2017 has pled guilty.

Legality Question

Chris Young asked Andy George, Esq. to check into a legality question.

Bills

Motion to pay bills for December 2017.

Made by: Jim Meals Seconded by: John Rothenberger

X Motion Carried Motion Failed

Minutes

Motion to approve the minutes from December 11, 2017 borough council meeting and the January 2, 2018 re-org meeting.

Made by: Peter Merkel Seconded by: Jim Meals

X Motion Carried Motion Failed

Motion to adjourn meeting at 8:57pm.

Made by: Jim Meals Seconded by: Peter Merkel

X Motion Carried Motion Failed

Submitted by:

Doreen O’Neil, Borough Secretary