

**FLEETWOOD BOROUGH COUNCIL MINUTES**

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: February 12, 2018**

**Roll Call:**

Suzanne Pittella Touch

Tammy Gore, Mayor

Pete Merkel

Doreen O'Neil, Secretary

Jim Meals

Andy George, Esq.

Chris Young

Ralph Touch

Colin Boyer

John Rothenberger

**Also Present:**

Craig Conrad, Public Works Director

Robert Weidner, Highway Commissioner

Steve Stinsky, Police Chief

John Manmiller, Fleetwood Fire Company Chief

Ryan Kerr, Barry Isett & Associates

Reading Eagle, Taylor Delehanty

Patriot \_\_\_\_\_

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.

**Guests:** See Attached list.

**Police Department**

Chief Stinsky provided copy of January police report to Council.

Chief stated that Sergeant Geisinger has retired from the Fleetwood Police force. Chief has worked with the Fleetwood Police Civil Service Commission and is hoping Council will approve promoting officer Dale Ulshafer to the Sergeant position.

March 15<sup>th</sup> is the deadline for applications to be submitted for the full-time police officer position. Chief mentioned he has gotten some applications for part-time police officer positions. Chief mentioned that the tentative completion date for the East Main Street construction project is October 27, 2018.

The round-a-bout construction project at routes 662 and 222 will be starting around the end of March 2018. The tentative plan is to be completed by the second week of April 2018.

**Police Department (continued)**

PennDOT and the Fleetwood Police Dept are holding public meetings at the Fleetwood Grange on February 28, 2018 from 1pm-3pm and 6pm-8pm to discuss traveling through the round-a-bout. Chris Young will add this to the Fleetwood Borough website.

Andy George, Esq. provided resolution paperwork for the police contract with Richmond Township for January 2018 thru December 2018. The monthly payment from Richmond Township to the Fleetwood Police department is \$37,835.50.

Motion to sign the resolution paperwork and have Chief Stinsky take along to the Richmond Township meeting tonight for signatures. **Resolution: 2018-02-12-01**

**Made by: Chris Young**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**\_\_\_\_\_ Motion Failed**

Chief Stinsky returned from Richmond Township’s meeting and informed Council that the Richmond Township solicitor will provide their own resolution for this contract.

Guests discussed the traffic violations occurring on East Locust Street since this road is being heavily used during the East Main Street construction project. The intersection of Ruth Road and Dryville Road was reported as another location where traffic violations are occurring.

**Civil Service Commission**

Chris Young mentioned that the Civil Service Commission recommends promoting Officer Dale Ulshafer to the position of Sergeant effective February 11, 2018.

Officer Ulshafer has been with the Fleetwood Police department since 1999, is a member of the Berks Drug Task Force and is a certified trainer for firearm handling.

Motion to approve promoting Officer Ulshafer to Sergeant.

**Made by: Chris Young**

**Seconded by: Colin Boyer**

**X   Motion Carried**

**\_\_\_\_\_ Motion Failed**

**Angelman Syndrome Proclamation**

The Mark family provided information about Angelman Syndrome. Mayor Tammy Gore read a proclamation to the Mark’s family stating that the Fleetwood Borough will annually recognize February 15<sup>th</sup> as ‘International Angelman Syndrome Day’. To show your support and awareness for Angelman Syndrome, blue should be worn on February 15<sup>th</sup>.

## **Barry Isett & Associates (BIA) – Ryan Kerr**

### ➤ **MS4**

The annual MS4 meeting was held. The MS4 permit expires March 31, 2018. BIA plans to be completed with permit application by February 23, 2018.

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

This project is on hold until 2019.

### ➤ **ADA Project**

This involves 6 corners on Washington and Spring Streets.

### ➤ **East Vine Street**

Residents on East Vine Street were sent certified letters in January regarding the requirements for installation of curb and sidewalks. There were two residents who did not accept the certified letter.

### ➤ **Green-Light-Go**

A change order was sent to Telco. The borough will pay Telco for the work and then the borough is responsible to contact the state for monies.

### ➤ **Fleetwood Park**

Chris Young mentioned that he will be meeting with BIA representatives on February 13<sup>th</sup> to discuss concession stand and bathroom renovations in the Fleetwood Park.

### ➤ **Access Road from Willow Crest Development to West Vine Street**

The Willow Crest development is in Richmond Township, not the Fleetwood Borough. This means that Council would have no say in what was developed/constructed for the emergency access road.. Council would need to go to Richmond Township to find out what the final plan was for what type of construction was to be done for this access road. The emergency access road was to be a permeable surface, but an asphalt surface was installed. Andy George, Esq will need to review and look into this to see if the access road was not built as required by the Conservation District.

## **Gerrymandering in Pennsylvania – Fair Districts in PA**

Guests mentioned that this is a non-partisan effort. They would like Fleetwood to be on board as a community to get these bills released from committee in Harrisburg.

The guests are not looking for a yes/no from each council person, but a resolution signed by Council stating that Fleetwood Borough is on board with getting these bills released.

President Suzanne Touch stated that Council would need to discuss and would provide information at the next Borough Council meeting.

### **Safety Committee**

Chris Young mentioned that there was an application submitted for ‘AJ 5K Run’ which is held in the side streets across from the Fleetwood Middle/High Schools. Chris mentioned that the Fire Police and Police department do not have any issues with allowing this run.

Motion to approve the ‘AJ 5K Run’ on May 19, 2018.

**Made by: Chris Young**

**Seconded by: Pete Merkel**

  X   **Motion Carried**

       **Motion Failed**

Chris will advise Police and Fire Police of this approval.

### **PSERS Conference Room/Office Area**

Chris Young mentioned that these 2 areas have been vacant since June 2016. The Fleetwood Library would like additional space to use for meetings, ‘Maker Space’ (Individuals give classes on various topics related to art). Chris had talked to Carin Mileschosky (Library Director) about charging the Library a reduced rate of \$400 per month to start. The Borough will pay for the electric and heat for these rooms. This additional room will allow for larger programs which will be an enhancement for the community.

Mayor Tammy Gore mentioned to Laura Walizer (Library Board Member) that the Library may want to look into the ‘Score’ program that is run by retired business owners; they may be able to offer ideas for additional meeting sessions for residents.

Motion to start leasing the PSERS Conference room and office area to the Fleetwood Library effective March 2018 at a rate of \$400 per month.

**Made by: Chris Young**

**Seconded by: Pete Merkel**

  X   **Motion Carried**

       **Motion Failed**

### **Fleetwood Library Possible Relocation**

There was discussion regarding the possible relocation of the Fleetwood Library from the 2<sup>nd</sup> floor to the 1<sup>st</sup> floor workshop area. Laura Walizer mentioned there is concern of asbestos in the water office area of the 1<sup>st</sup> floor workshop and this must be resolved before the Library applies for any grants. Bobby Weidner and Craig Conrad will get estimates for asbestos removal/remediation. Pete Merkel requested that Bobby and Craig get individual quotes/estimates for the removal of asbestos for each area versus one quote for all areas.

Chris Young mentioned that as the Library project moves along, Council will need to know what the plans are to account for budgeting as to what is needed for the remodel, heating/cooling, etc. Laura mentioned that they have 3 plans that were drawn up by Peter Laucks. They plan to have a meeting with residents to review options. Laura said it would be two years until the grant monies are received and they can move the library to the 1<sup>st</sup> floor.

Chris mentioned that Room 101 could be used as the workshop office and questioned if the PSERS area could be used by the Water Office and charge rent to the Water department.

Bobby Weidner and Craig Conrad to layout plan of where they could relocate supplies from the workshop to other areas of the community center. It was stated that it may be possible to sell some of the equipment in the workshop.

Bobby Weidner to switch keys to room 111 for the Library to be able to access starting March 1, 2018.

**Lease/Rental Contract for PSERS Room**

Motion to rescind the lease/rental real estate contract for this vacant space, now that the Library will be taking over the PSERS Conference Room and office on March 1, 2018.

**Made by: Chris Young**

**Seconded by: Jim Meals**

**X   Motion Carried**

**Motion Failed**

**Zoning Committee**

Chris Young mentioned that Alex Szoke is on the Zoning Committee as an alternate. He had received an email from Alex’s daughter containing resignation from Alex Szoke as the alternate on the Zoning Committee. Chris mentioned that Mike DeLay has expressed interest in filling this position.

Motion to accept Alex Szoke’s resignation and accept the appointment of Mike DeLay as the alternate on the Zoning Committee.

**Made by: Chris Young**

**Seconded by: Jim Meals**

**John Rothenberger – Abstained**

**X   Motion Carried**

**Motion Failed**

**Finance Committee**

Discussion that Ralph Touch would be removed as a signer. Signers will be Suzanne Touch, Chris Young, John Rothenberger, Janice DeLay and Kap Stauffer.

Motion to remove Ralph Touch as signer on Fleetwood Borough bank accounts.

**Resolution: 2018-02-12-02**

**Made by: Colin Boyer**

**Seconded by: Pete Merkel**

**John Rothenberger – Abstained**

**X   Motion Carried**

**Motion Failed**

**Disposition of Records from 2010**

Kap Stauffer requested disposition of certain 2010 municipal records.

Motion to approve resolution for disposition of records from 2010.

**Resolution: 2018-02-12-03**

**Made by: Chris Young**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**Motion Failed**

Andy George, Esq. will provide copies of this resolution to the borough office later this week for signatures.

**East Locust Street Water Main (between Franklin and Walnut Streets)**

Craig Conrad mentioned that the water main on East Locust Street between (Franklin and Walnut Streets) will need to be replaced in 2019 after the East Main Street construction project is completed. The cost for this is \$412,000. The borough would be responsible for \$61,800 (match of 15%). The fee to apply for the PA Small Water and Sewer Program Grant is \$100. John Rothenberger has drafted a letter asking for support of this grant for the borough. The letter will be printed on borough letterhead and sent to representatives to sign showing they support this. Mayor Tammy Gore, said she could hand deliver these letters to the representatives. Motion to adopt resolution to submit signed letters in support of grant for Fleetwood Borough.

**Resolution: 2018-02-12-04**

**Made by: John Rothenberger**

**Seconded by: Pete Merkel**

**X   Motion Carried**

**Motion Failed**

**Capital Budget**

Review of capital budget items with Jim Meals.

Add line item #11 for Sewer department for \$200,000 for bathrooms in the Fleetwood Park.

Add line item #12 for \$22,000 for carpeting in Community Center

The ADA project for the 6 locations for Washington and Spring Streets will be paid from Streets.

Tannery Lot Paving project – this will require an additional \$30,000 for paving. The Berks County Redevelopment rescinded on this payment to due to loss in legal case.

Jim Meals mentioned that for the MVR Equipment is \$14,000 budget. There is a \$7,000 line item for budget.

**Water and Sewer Funds**

At last month’s meeting Pete Merkel mentioned that the Water and Sewer committee discussed putting these together for accounting purposes. John Rothenberger will talk to auditors to verify that there are no issues with combing these accounts.

**Shared Parking Ordinance**

Andy George, Esq. mentioned that he revised the draft of this ordinance from discussions at the January 22, 2018 meeting. Andy had sent this ordinance draft to Harry at BIA to review.

Motion to authorize Andy George, Esq. to forward this ordinance draft to the Fleetwood Planning Committee and the Berks County Planning Commission.

**Made by: Chris Young**

**Seconded by: Jim Meals**

**X   Motion Carried**

**Motion Failed**

**Home-Based Business Ordinance**

Andy George, Esq. mentioned that he has revised draft of this ordinance and will circulate to Chris Young and Ralph Touch. The draft ordinance was revised based on comments from Harry (BIA).

**MS4 Steering Committee Ordinance**

Andy George, Esq discussed ordinance for borough to join the MS4 Steering Committee to meet and discuss educational requirements for the 2018-2023 MS4 permits.

The cost was \$500 per year, but has increased to \$700 per year with payment being due March 1, 2018.

There was discussion regarding the Source Water Protection group and cost being \$250 per year. The Source Water Protection group only protects the watershed.

Craig Conrad to check with Kap Stauffer if we've done the Source Water Protection before.

Craig thinks we do both the MS4 Steering Committee group and the Source Water Protection group.

Motion to advertise ordinance for the borough to join the MS4 Steering Committee group for 5 years with a cost of \$700 per year.

**Made by: John Rothenberger                      Seconded by: Colin Boyer**

**X   Motion Carried                                             Motion Failed**

**Police Pension Contribution**

Discussion regarding the police pension contribution for 2018.

Motion to accept resolution stating that the police pension contribution will be 6% for January thru December 2018.

**Resolution: 2018-02-12-05**

**Made by: Colin Boyer                                      Seconded by: Jim Meals**

**X   Motion Carried                                             Motion Failed**

**Health Benefits for Borough**

Chris Young mentioned that the Health Plan does not match the police contract.

Motion to amend the health group plan to match police contract.

**Made by: Chris Young                                      Seconded by: John Rothenberger**

**X   Motion Carried                                             Motion Failed**

**Mockenhaupt Benefits Group**

Chris Young mentioned that the MockenHaupt group came back with recommendations but needs Council's approval.

Motion to implement the recommendations from Mockenhaupt Benefit Group for 2018.

**Made by: Chris Young                                      Seconded by: John Rothenberger**

**X   Motion Carried                                             Motion Failed**

**East Main Street Construction Project**

Craig Conrad noted that he had sent out a report regarding the status of the project. The PennDOT project is moving along. The main gas line is in from Franklin Street to Beech Street, next is to work on gas services to the individual residences. The water lines to be installed in the next 1-2 weeks.

Craig discussed how the Pine Street re-construction escalated to a larger project. The water main that broke on Monday, January 22, 2018 was fixed by 11:30pm. The next day the road was blown-up and a contractor was secured for the following day to do emergency road repairs to make the road safe. These repairs were over \$100,000. A 1/3 of the costs will come out of the water fund. Council members thanked Craig for the choices/options that were made in repairing the water main break and repairs to Pine Street to ensure that it was safe to travel.

**EMA Coordinator**

Chris Young stated that the current EMA Coordinator, Jesse Zerbe would like to step down to Deputy EMA. Megan (Hinkle) Young would like to take the position of EMA Coordinator. Motion to accept Megan (Hinkle) Young as the EMA Coordinator and Jesse Zerbe as Deputy EMA.

**Made by: Colin Boyer**

**Seconded by: John Rothenberger**

**Chris Young – Abstained**

**X   Motion Carried**

**Motion Failed**

**Summer Playground Program**

Chris Young mentioned that he had not gotten documentation from Ralph Touch regarding the YMCA. It was found that in past years when the borough made donation to YMCA for their Summer Playground Program, they were not using the funds to support/benefit the children’s program, the funds were going to operating expenses.

Chris mentioned that Ralph has inquired with Lyn Sipos (who ran enrichment courses within the borough) if she would be interested in coordinating and running a Summer Playground program in the Fleetwood Park. She has all the clearances and it would not cost any more money. The donation from the borough to this program would go to supporting and benefiting the children. It was noted that a letter needs to be sent to the YMCA to cancel plan for their 2018 Summer playground program. Chris will follow-up with the YMCA.

**Spotted Lantern Fly**

John Rothenberger provided an update on the Spotted Lantern Fly and that Christian Leinbach is heading up research; ideas on tree removal, baiting certain trees with insecticide. The Department of AG is still requesting that they be notified when large egg masses are found. The Penn State AG Center has metal signs that become available January 31, 2018.

**Dashboard Action List**

Council members to review action list and email estimated dates to Chris Young, Chris will update the action list to be reviewed at workshop meeting February 26, 2018.

**Council discussion regarding Gerrymandering Resolution**

Council held discussion.

There was no motion made by any Council member to pass resolution.

**Motion Carried**                       **Motion Failed**

**Bills**

Motion to pay bills for January 2018..

**Made by: John Rothenberger**                      **Seconded by: Jim Meals**

**Motion Carried**                       **Motion Failed**

**Minutes**

Motion to approve the minutes from January 22, 2018 borough council workshop meeting.

**Made by: Peter Merkel**                      **Seconded by: Jim Meals**

**Motion Carried**                       **Motion Failed**

**Treasurer Report**

Motion to approve Treasurer’s report.

**Made by: John Rothenberger**                      **Seconded by: Chris Young**

**Motion Carried**                       **Motion Failed**

Motion to adjourn meeting at 8:53pm.

**Made by: Pete Merkel**                      **Seconded by: John Rothenberger**

**Motion Carried**                       **Motion Failed**

**Submitted by:**

**Doreen O’Neil, Borough Secretary**