

**FLEETWOOD BOROUGH COUNCIL MINUTES**

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: March 12, 2018**

**Roll Call:**

Suzanne Pittella Touch

Tammy Gore, Mayor

Pete Merkel

Doreen O'Neil, Secretary

Jim Meals

Alex Ellicker, 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

Stan Wojciehowski, Barry Isett & Associates

Reading Eagle \_\_\_\_\_

Patriot \_\_\_\_\_

The regular monthly Borough Council meeting held at 110 West Arch Street, Suite 113 was called to order at 6:31pm by Borough Council Vice President, Pete Merkel.

**Guests:** See Attached list.

**Police Department**

Chief Stinsky provided copy of February police report to Council.

Chief stated that they are in the selection process of a full-time police officer. There are 9 applicants and the testing process will be done by April 14<sup>th</sup>.

The MVR systems were ordered for 2 of the police cars. When this equipment arrives, it will be installed in all cars.

There were two round-a-bout informational sessions held at the Fleetwood Grange on February 28<sup>th</sup>. There were approximately 175 attendees at the first session and 95 attendees at the second session.

The police department has received complaints of trucks speeding on Pine Street. The officers investigated and found the average automobile speed was 32mph and average truck (18 wheelers) speed was 22mph.

## **Police Department (continued)**

There is some aggressive driver funds available, so next week will perform watches for aggressive driving.

There is a shortage of crossing guards. Currently the Fire Police are assisting for 2 days each week and also the Police department is assisting. If anyone knows of someone interested in being a crossing guard, they should contact the Police department. Police will post crossing guard information on their Facebook page. Chief will talk to the Director of Safety at the schools, to see if they know of anyone interested in this position. Suzanne Touch will check with the PTA members to see if there is any interest in the crossing guard position.

There is an upcoming Hostage Negotiation class. Chief Stinsky and Officer Quinn will be attending this class free of charge.

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

### ➤ **MS4**

Bobby Weidner and Craig Conrad met with BIA last week to review draft for the MS4 annual report and lists of what still needs to be completed. The report is due by May 23, 2018.

### ➤ **Pollution Reduction Plan**

In the process of documenting the plans and looking at eligible grants for the redevelopment of streams.

### ➤ **Fleetwood Park**

Working on the surveying for the new restroom building. Need to look at topography to determine where the site location will be and parameters for sewer hook-up. The inside of the building was surveyed as to location of walls, windows, and equipment. The preliminary plan listing details and estimates will be submitted to Chris Young, Craig Conrad and Bobby Weidner by the end of March 2018.

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

Craig Conrad had letters sent out to residents along North Richmond Street regarding sidewalk and curbs. Information was given to the Streets Committee in regards to the trees along this section of roadway.

### ➤ **ADA Project**

This project is on hold until Spring 2019.

### ➤ **East Vine Street**

Residents on East Vine Street were sent letters in January regarding requirements for installation of curb and sidewalks.

### ➤ **Green-Light-Go**

Craig Conrad is handling this project.

### **Boy Scout**

Chris Taney (Boy Scout) was present to observe the meeting to earn Communication and Citizenship merit badge. Bobby Weidner will provide Chris Taney with information on the Spotted Lanternfly. If more information is needed Chris will contact John Rothenberger.

### **Agriculture/Zoning Regulations**

Paul Fretz (currently a senior at Delaware Valley University and graduate of Fleetwood Schools) inquired about the zoning regulations for residential and commercial greenhouses. Alex Ellicker, Esq. would need to review the ordinance to see what is permitted. Mayor Gore and Suzanne Touch mentioned that he may want to contact the Fleetwood Library and schools to see about providing education agricultural sessions. Craig Conrad will provide Paul with contact information for Christine (BIA) regarding the MS4 project.

### **Fleetwood Park – 2018 Summer Camp Program**

The 2018 Summer Camp program would be run by Lyn Sipos. This program would replace the YMCA Summer Program. Fees would be \$40 per Fleetwood resident child and \$90 per non-Fleetwood resident child.

How payments from participants will be handled still needs to be decided. Chris Young stated that he prefers that Lyn Sipos collect the payments or payments could be dropped off at the borough office, but all payments would be made payable to Lyn Sipos.

Motion to accept Lyn Sipos to run the Summer Program at the Fleetwood Park based on the attached plan and provided Lyn is able to secure proper insurance.

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

**X   Motion Carried                             Motion Failed**

### **Fleetwood Pool – 2018 Concession Stand**

Discussion to have Lisa Landis run and manage the Concession Stand for a rental fee of \$100 per month. The borough would have no obligations except to provide electric, water and functioning equipment. Her plan is to sell prepackaged items. Bobby Weidner mentioned the only working equipment is one refrigerator and 2 freezers (chest and side-by-side). Bobby said there are items in the concession stand that do not work. It was requested that Bobby notify Lisa what items are working and the non-working items be discarded. There was question if concessions could be sold from the side window on the public side of building. Suggestion to have Andy George, Esq. look at ordinance to see if selling from this side window is permitted. Chris Young had suggested to Ralph Touch that Lisa track sales and provide copy to them.

Motion to approve Lisa Landis to run the concession stand at the Fleetwood Pool for the 2018 season.

**Made by: Pete Merkel                      Seconded by: Colin Boyer**

**X   Motion Carried                             Motion Failed**

**Fleetwood Pool – Pool Staff**

Discussion regarding the returning pool staff members and new staff members for the 2018 season. Attached to the meeting agenda is a list of these staff members.

Motion to accept suggested pool staff members for the 2018 season.

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

**X   Motion Carried                      \_\_\_\_\_ Motion Failed**

**Fleetwood Park – KIA Memorial**

The Fleetwood Legion has purchased Killed In Action banners. The Fleetwood Rec Board is purchasing the 4 poles to hang the banners. The Fleetwood Rotary will be installing the banner poles. The KIA Memorial will be completed for Memorial Day 2018.

Motion to approve the construction of the KIA Memorial in the Fleetwood Park.

**Made by: Chris Young                      Seconded by: Colin Boyer**

**X   Motion Carried                      \_\_\_\_\_ Motion Failed**

**Community Center Lease - District Justice**

Suzanne Touch is still in discussion with Christine Sadler regarding the lease agreement fees. It was stated that District Justice Gail Greth is pushing to stay in the Fleetwood Community Center. The Berks County Courts are considering purchasing a building to house the District Justice. The current lease agreement for the Community Center expires May 31, 2018. When the lease is up, then it goes to a month to month rate. If they sign a 5 year lease would propose 4% increase, and 3% increase if sign a 10 year lease agreement. Suzanne Touch will keep following up with Christine Sadler regarding District Justice office lease agreement.

Bobby Weidner mentioned that WebCemetaries is interested in more office space in the Community Center if it becomes available.

**Community Center – Gym**

Discussion regarding the current agreement with Surge Volleyball who rents the gym every evening except Friday. Surge has contacted the borough to also rent the gym on Friday evenings starting in Fall 2018. If Surge would not be able to rent Friday evenings, they would need move to another location. Loss of this lease agreement with the Community Center would result in a loss of approximately \$20,000. The Surge representative replaces lights, etc. and keeps the gym will maintained. Decision to allow Surge to rent Fridays, but there may need to be some exceptions to allow the Fleetwood Rec Board to hold dances for middle school students.

**Community Center – Beneficiary**

Someone contacted the borough about wanting to put the Community Center in their will to provide funds for maintenance to the building. Bobby Weidner and Craig Conrad will work with Kap Stauffer to provide a list of possible items to support building maintenance (roof, heating/AC, flooring, windows) and estimates. This list should be shared with the Community Center committee.

### **Community Center – Work Shop**

Public Works met with Pete Merkel, Colin Boyer and Ralph Touch to discuss drawings of options for what can be moved from the Work Shop to other rooms in the Community Center. Bobby Weidner mentioned the need for a large shed outside the Community Center to house equipment for maintenance at the Community Center along with snow blowers, etc.

### **Water/Sewer – Billing**

The office staff and John Rothenberger went through ordinances and resolutions and did not find anything recent regarding fees to turn service on/off at residence. The most recent ordinance indicates a fee of \$15. The Water Committee came up with protocol but the ordinances/resolutions were not updated to reflect the present fee of \$35. The Water Committee will highlight the ordinance changes and give to Andy George, Esq. to review and have further discussions.

There are discussions of adjusting Water and Sewer rates with no effect to the residential bills to better reflect expenses for each.

Motion to authorize advertising of new ordinance with new fee schedule once it has been updated and approved.

**Made by: John Rothenberger**

**Seconded by: Pete Merkel**

**X   Motion Carried**

**Motion Failed**

### **Water/Sewer – Payment Plan**

The office staff prepared and John Rothenberger presented a new form for water and sewer payment plans. It was stated that the fee schedule also needs to be cleaned up/revised. Attached is a copy of this new form.

### **Water/Sewer – Building**

ARRO has been in discussion with codes committee. They are planning on constructing a pole building down at the Sewer Treatment plant for Water/Sewer to use as a utility building.

### **Water/Sewer - East Main Street**

Craig Conrad has drafted a letter to be sent to residents needing upgrade to water service on East Main Street. The residence at 27 East Main Street has water service coming in which then branches to the residence at 25 East Main Street. Each of these residence have their own water meter, but they share one water line in from East Main Street. During the road construction project, this needs to be addressed so that the 25 East Main Street residence has their own water line coming in from East Main Street. Craig will discuss with residents of 25 and 27 East Main Street and then notify John Rothenberger.

### **Water/Sewer – Combined Funds**

It was discussed that Andy George, Esq. talked to Herbein Associates and it was recommended to keep as separate funds.

**MS4 Ordinances**

Craig Conrad and Suzanne Touch reviewed with Christine (BIA) as to what needs to be in report.

**Zoning Ordinances**

Andy emailed draft of Home Based Business ordinance to Council members for review. Once draft is finalized, it will be advertised. The Zoning Ordinances will include Parking, Signage and Home Based Businesses.

**Special Event Permit**

Motion to accept and sign resolution for Special Event Permit Application.

**Resolution: 2018-03-12**

**Made by: Chris Young**

**Seconded by: Colin Boyer**

**X   Motion Carried**

**Motion Failed**

Resolution paperwork was signed/sealed and given to Alex Ellicker, Esq.

**Fleetwood Forum Newsletter**

Discussion regarding the continuation of the Fleetwood Forum Newsletter that is published Spring and Fall. Colin Boyer will be the coordinator of the newsletter. Suzanne Touch will share information with Colin of what needs to be done for the newsletter. It was stated that the article deadline for the Spring 2018 edition would be April 1st to allow 8 weeks for publication. It was stated that MS4 communication must be included in the newsletter. Doreen O’Neil mentioned to Colin, that she contacts the FCCO groups for articles which will be forwarded to him.

**Water Bill Insert**

Colin Boyer will be the person to address the insert letter for the water bills. The next water bill will be sent out in May 2018. This insert letter will contain pool information and fees, the summer concert series and document from Public Works.

**EMA Coordinator**

Motion to officially appoint Megan (Hinkle) Young as the EMA Coordinator. Jesse Zerbe will be the Deputy EMA.

**Made by: Chris Young**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**Motion Failed**

The Request for Appointment of Municipal Emergency Management Coordinator form was signed and given to Chris Young.

**Mockenhaupt Benefits Group**

Motion to authorize President Suzanne Touch to sign retirement plan paperwork from Mockenhaupt.

**Made by: Colin Boyer**  
**X   Motion Carried**

**Seconded by: Pete Merkel**  
**Motion Failed**

**Paperwork - Yellow Envelope**

Chris Young gave envelope with original paperwork to Suzanne Touch to give to the designated person.

**Bills**

Motion to pay bills for February 2018. .

**Made by: John Rothenberger**  
**X   Motion Carried**

**Seconded by: Chris Young**  
**Motion Failed**

**Minutes**

Motion to approve the minutes from February 26, 2018 borough council workshop meeting.

**Made by: Peter Merkel**  
**X   Motion Carried**

**Seconded by: Chris Young**  
**Motion Failed**

**Fire Company Roof Simulator**

Chris Young mentioned that the Fleetwood Fire Company would like to create a wooden roof simulator station behind the Fleetwood Borough Maintenance building (located by the pool). This would allow them to practice being up on a roof, but not actually at roof height. Permission granted by Craig Conrad, Bobby Weidner and Council members.

**Claims**

Craig Conrad mentioned that 2 claims have been filed to Henkels.

1. Craig has spoken to rep and claim for 218 East Main Street will be paid in full (\$13,000).
2. Claims rep will be calling Craig 03-13-18 regarding the claim for 212 West Main Street. Andy George, Esq. had sent letters regarding this claim.

**Streets/Water Mains**

Craig Conrad is compiling a 5-10 year plan regarding the state of streets and water mains in the Fleetwood borough. He is meeting with municipal service reps for ideas. Once the plan is compiled, Craig will share with Streets committee and then share with Council members.

**Fleetwood Reservoir**

Pete mentioned that he, Craig Conrad and Bobby Weidner met with Larry from Berks Nature and DEP representatives to tour the reservoir. They walked around property and made notes of stone walls that are falling down, dirt roads that could be fixed, and noted the natural forest is very nice. Larry made suggestion to create a management plan to fix roads and walls. Will need to form a committee of members from Ruscombmanor, schools and the Water Authority. Would cost \$15,000 to get plan in place and then could apply for grants.

**Water Waste Art**

Tammy Gore notified Craig Conrad that she would meet with him regarding the artwork to be used for Water Waste runoff areas.

**Digital Speed Signs**

Tammy Gore provided information to Craig Conrad.

**Special Permit Application Form**

Chris Young discussed with Alex Ellicker, Esq. to remove ‘Health/Code/Zoning’ and ‘Borough Manager’ from the form. Alex will revise form and resend the document to Chris.

**Blue Ribbons**

Tammy Gore mentioned that Chief Stinsky had inquired about hanging blue ribbons throughout the borough to show support of police officers. Council gave approval to get 100 blue ribbons, and noted that the old ones should be taken down. Tammy will notify Chief.

**Executive Session**

Council went into Executive session from 8:32pm to 8:49pm.

After Executive session, council meeting was called back into session at 8:49pm.

Motion to approve entering into a letter of intent for the purchase of real property located at deed/instrument #5330 0005 for the sale price of \$65,000.

**Made by: Chris Young                      Seconded by: Pete Merkel**

**Motion approved unanimously.**

**X   Motion Carried                             Motion Failed**

Motion to adjourn meeting at 8:53pm.

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

**X   Motion Carried                             Motion Failed**

**Submitted by:  
Doreen O’Neil, Borough Secretary**