

**FLEETWOOD BOROUGH COUNCIL MINUTES**

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: April 9, 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

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 6:33pm by Borough Council Vice President, Pete Merkel.

**Guests:** See Attached list.

**Police Department**

Mayor Tammy Gore provided police report for March. The Pennsylvania State Police performed an audit of the Fleetwood Police department which produced a clean audit.

Chief Stinsky reported that seven applicants for the police officer position will be tested on Saturday, April 14, 2018. By the end of day Saturday, they will know how many of the applicants met the Civil Service Commission requirements. By the end of May the Civil Service Commission should be able to provide their recommendations.

Chief Stinsky reported that there was one application received for a crossing guard job. The police department is doing a kid count/evaluation of the volume of students crossing at the various intersections and time frames. The data collected will be evaluated to decide if any changes are needed in scheduling. Suzanne Touch asked Colin Boyer to include information regarding crossing guard positions in the Fleetwood Forum Newsletter. Chief Stinsky will provide information to Colin on 04-10-18 to submit to the Spring newsletter.

**Police Department (continued)**

Chief Stinsky reported that they had done a traffic evaluation on West Vine Street in the area of the old Fleetwood Elementary School. Chief reported that the painted curb areas are faded, drop-off signs are faded, and the curb is crumbling. Council asked Chief to draft a letter of these items and send it to Codes Committee and Council members.

Chief Stinsky reported that there will be a road construction update meeting with PennDOT on April 11, 2018 regarding the East Main Street project.

Chief Stinsky reported that the round-a-bout will start being used by the end of April 2018.

**Barry Isett & Associates (BIA)**

➤ **MS4**

The MS4 Annual report must be submitted by May 30, 2018. They are working on the draft this month and a copy of the manuals will be sent to the borough for comment.

➤ **Gravel Bar**

Craig Conrad to check with Bobby Weidner regarding the gravel bar in the Fleetwood Park and if the removal was done in 2008.

➤ **Fleetwood Park**

Preliminary design options were reviewed by borough park committee and BIA will be incorporating ideas into drawings. The new set of drawings should be available in 3-4 weeks.

It was stated that a sewer pump station will not be needed; it will be fed to the sewer land line.

BIA reported that they cannot be the code inspectors for the park renovations since they are the project engineers. Discussion on the options of who to use as the code inspectors.

Motion to use Code Masters (Lehigh Valley) as the code enforcement inspectors.

**Made by: Chris Young**

**Seconded by: Ralph Touch**

**X   Motion Carried**

**Motion Failed**

Stan (BIA) will send information to Chris Young.

➤ **ADA Project**

This project is on hold until Spring 2019.

➤ **East Vine Street**

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

## **Grand Central**

Grand Central owners (Keith and Diane Hawkins) had a letter to apply for a license from the LCB for use of sidewalk for transporting drinks to the outdoor seating area located behind the building. Grand Central owners stated to Council that table and chairs would not be on the sidewalk.

Motion to accept the submittal of the letter to the LCB for licensing the sidewalk along the west side of the Grand Central building.

**Made by: Ralph Touch**                      **Seconded by: John Rothenberger**

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

The letter was given to Andy George, Esq to send to the LCB.

## **Resident Questions:**

- When would work begin on East Locust Street on the areas that were outlined with paint? Craig Conrad reported that the painting was done for him to measure the areas that need to be replaced.
- Resident questioned the orange spray paint circles that were placed around holes in the 500 block of East Locust Street. Craig mentioned that he will be having discussions with PennDOT on April 10<sup>th</sup> to see if any plans on them assisting with the patching of these pot holes.
- What is the status of the new water main slated to be installed on East Locust Street? Craig stated that the new 12” water main will be installed from Franklin Street to Walnut Street. A grant was submitted for this work and he should hear in August 2018 if the grant application was approved.
- On West Main Street, the plastic expansion joints are popping up and littering street/sidewalk. Craig mentioned that these are meant to pop-up and the road construction crew needs to clean up.
- What is the status of the sidewalk on West Main Street that was vandalized? Someone had vandalized the cement while it was curing. Craig will check with Brandon (PennDOT) on who is fixing this vandalized cement work.

## **Locust Street Park Address**

At the March 26<sup>th</sup> Workshop meeting, it was agreed to identify the Locust Street Park as 600 East Locust Street. Chris Young mentioned that Berks County Communications recommended identifying this location as 550 East Locust Street.

Motion to change the address of the Locust Street Park to 550 East Locust Street.

**Made by: Chris Young**                      **Seconded by: Jim Meals**

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

## **Memorial Day Parade Route**

Chris Young mentioned that the Fleetwood Legion submitted plans for the Memorial Day Parade route. Chief Stinsky had approved. The parade would start at the Fleetwood Legion on Laurel Street, proceed to North Franklin Street, to West Main Street to the Fleetwood Park.

Motion to accept/approve this parade route.

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

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



**West Race Street Property**

Andy George, Esq. stated that the agreement for this property was signed and the title work is being performed.

**Richmond Township Agreement**

Andy George, Esq. reported that the Richmond Township agreement was fully executed.

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

Craig Conrad reported that he and Colin met to walk this area to evaluate trees, sidewalk and curbs. Colin noted there are some slate curbs, the trees are ok with the exception of one tree that is in the sidewalk along the curb. Colin thanked Craig for meeting with him on Good Friday for this walk-thru. Discussion regarding the slate curb stability once road is milled down. Council asked Craig Conrad to contact the BIA engineers and have them walk the area to evaluate and provide recommendations. Suzanne Touch asked Andy George, Esq. to look into ownership of curbs for municipalities. Craig Conrad to also discuss ownership of curbs with BIA engineers.

Craig Conrad mentioned that he was told the cost of ADA ramps does not need to address cost on Engineering. Pete Merkel mentioned that the borough is required to pay for ramps, the sidewalk and curb is owned by the borough. The cost of curbing is about \$92 a foot.

**Fleetwood Park**

Sycamore trees along West Main Street are being removed over the next three years. The trees are diseased and interfere with power lines.

Chris Young mentioned that the Fleetwood Rotary is looking to plant 40 trees in the Fleetwood Borough and the Oley Township. Tammy will check with the Rotary on plans.

**Fleetwood Park - DCED Park Grant**

There is an opportunity to apply for a DCED grant that requires a 15% match. Do we want to apply and try for grant monies to be used on a project over the next 3 years? There is no fee to apply. Chris Young suggested the 1<sup>st</sup> bridge (Maple and Arch Street) as a possible project if grant is approved. The bridge could be widened and make ADA compliant, however other projects would be considered. Discussed that if bridge cost is \$100,000 our cost would be \$15,000 over a 3 year period, and DCED would be paying \$85,000 toward renovations. Colin Boyer expressed concern of the funds that would be needed for the 15% match. Tammy Gore noted that the DCED likes to see continuation of improvements. It was mentioned that we don't want to miss out on grant opportunities that allow the borough to make improvements. Motion to give BIA engineers authority to write grant.

**Made by: Chris Young**

**Seconded by: Jim Meals**

**Opposed: Colin Boyer**

**X   Motion Carried**

**Motion Failed**

**Street Plans**

Craig Conrad reported that he is compiling a 10-year plan to get the borough streets back on track. This 10-year plan would be for 2019 thru 2029. Craig is waiting to see what PennDOT contributes to road work.

**Multimodal Grant**

Discussion that there is a Multimodal grant available at 30% match (\$100K - \$1 million project) for bike paths, etc. Council agreed there is no benefit to applying for this grant.

**Action Item List**

Council members reviewed the Action Item list and provided Chris Young with status.

**Police Department Clerk**

Ralph reported that Chief Stinsky proposed to increase the police clerk’s salary by \$3.00 an hour. Motion to approve increasing the police clerk salary by \$3.00 an hour.

**Made by: Ralph Touch                      Seconded by: Pete Merkel**  
**X   Motion Carried                      \_\_\_\_\_ Motion Failed**

Tammy Gore mentioned that may need to consider full-time police clerk. This would need to be approved by Richmond Township. It was noted that making position full-time would increase cost of benefits/pension and would also need to consider other office workers.

**Public Works – Items for Sale**

Craig Conrad provided Council with a list of items that could be sent to sale for April 13-14, 2018. Craig mentioned the items are not stellar, but could get some monies from the sales versus scrapping the items. See attached list of items for auction, old wooden tables will also be added to the list.

Motion to allow Craig to take items to auction.

**Made by: Chris Young                      Seconded by: Ralph Touch**  
**X   Motion Carried                      \_\_\_\_\_ Motion Failed**

**East Vine Street**

Chris Young mentioned that currently East Vine Street has temporary no parking on South side. Chief Stinsky had asked if Council wanted to rescind on this parking restriction since East Vine Street is closed due to the Richmond Township portion of the road being in disrepair.

Tammy Gore/Ralph Touch will contact Chief Stinsky that parking restrictions can be removed for now.

Tammy Gore mentioned that Judy Schwank is trying to get monies for Richmond Township to help with repairs to East Vine Street in Richmond Township.

### **Server Upgrade**

Chris Young reported that servers need to be upgraded, the Internet is slow and backups are not being completed in a timely manner, which is a risk. Chris suggested to get a 2<sup>nd</sup> Internet line at a cost of \$99/month which would be charged to the Fleetwood Police department.

Motion for borough to get dedicated internet line at \$99/month for the Fleetwood Police department.

**Made by: Chris Young**

**X   Motion Carried**

**Seconded by: John Rothenberger**

**Motion Failed**

### **East Arch Street**

Craig Conrad questioned Council that if the East Arch/East Main Street intersection opens, do they want to institute temporary no parking on the both sides of the unit block of East Arch (at Franklin Street) about half way back the block. This temporary restriction would be similar to what was done during previous road construction projects. Council asked Craig to discuss with Chief Stinsky and get his recommendation.

### **Walnuttown Road**

Craig Conrad reported that there is about a 500' long area around the Forest Street intersection that went bad since the recent paving of Walnuttown Road. Craig has been in contact with the paving company and they have agreed to mill the bad spots and put down a new coat at no cost to the borough. This road work would be done after the school year is over. Council gave Craig approval to proceed with this. Craig will share email correspondence with Council members.

### **Borough Meeting Agendas**

Colin Boyer requested having the meeting agenda sent out in before meeting. This will allow Council members to review topics and gather information when there is a topic requiring a vote. Chris Young asked Council members to email him agenda information by the Thursday prior to meeting dates. Chris will compile the agenda document and email to Council members the Friday prior to meeting dates.

### **Miscellaneous**

Tammy Gore mentioned that she is on the board of PSAB and it may soon be approved for municipal police to use radar.

Chris Young mentioned there is a Municipal Breakfast event on April 27, 2018 at the Straustown Fire Company at 8:00. If interested, notify Chris.

Chris Young mentioned that Tax Collection EIT is looking for someone from Fleetwood Borough, Maiden creek Township and Richmond Township to be a delegate. There was no interest in this position.

Chris Young reminded Council that the State Ethic Commission form is due.

**Bills**

Motion to pay bills for March 2018. .

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

**Minutes**

Discussion that the March 26<sup>th</sup> workshop minutes need to be revised to show that Robert Weidner was not in attendance.

Motion to approve the minutes from the March 12, 2018 borough council meeting.

Motion to approve the minutes from the March 26, 2018 workshop meeting minutes with the revision that Robert Weidner was not in attendance.

**Made by: John Rothenberger**

**Seconded by: Chris Young**

**Motion Carried**

**Motion Failed**

Motion to adjourn meeting at 8:29pm.

**Made by: John Rothenberger**

**Seconded by: Pete Merkel**

**Motion Carried**

**Motion Failed**

**Submitted by:**

**Doreen O’Neil, Borough Secretary**