

**FLEETWOOD BOROUGH COUNCIL MINUTES**

BOROUGH COUNCIL MEETING                       BOROUGH COUNCIL WORKSHOP

**Date: May 14, 2018**

**Roll Call:**

<input type="checkbox"/> Suzanne Pittella Touch	<input type="checkbox"/> Tammy Gore, Mayor
<input 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 checked="" type="checkbox"/> Ralph Touch (via conference call)	
<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  
 John Manmiller, Fleetwood Fire Company Chief  
 Ryan Kern, 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 6:32pm by Council Member Chris Young due to absence of President and VP.

**Guests:** See Attached list.

**Police Department**

Chief Stinsky provided Council with the police report for April 2018. Chief Stinsky and Sergeant Ulshafer attended annual clean track training. Two bullet-proof vests were purchased. The Memorial Day parade will begin at 9:00am at the Fleetwood Legion. The parade route will begin at the Fleetwood Legion on East Arch Street, proceed to North Franklin Street, to West Main Street to the Fleetwood Park where the ceremonies will continue. Fleetwood Carnival will be held in July. East Main Street (Phase 3) road construction is scheduled to be completed late October 2018. The round-about is scheduled to open on Wednesday, March 16<sup>th</sup>. The lights will be removed Friday, May 18<sup>th</sup> between 7pm and 10am. Chief Stinsky met with the Fleetwood School Board and Northern Berks regarding security at the schools. Chief also met with Superintendent, Greg Miller in regards to the condition of the curb at 109 West Vine Street in front of the Fleetwood Elementary building. A plan is in place to replace the curbing, however, the time frame is unknown.

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

### ➤ **MS4**

The draft of the MS4 report is being reviewed along with the ‘Operation and Maintenance’ and ‘Elicit Discharge and Elimination’ manuals.

### ➤ **Pollution Reduction Plan**

BIA and Craig Conrad met with DEP on May 14, 2018. There were discussions regarding the Willow Creek pedestrian bridge and creek bed.

### ➤ **Fleetwood Park**

Concession Stand renovations and new Restroom facility. Working on getting service approvals. Craig Conrad talked with Richmond Township’s Engineer regarding fees. Working on finalizing plans for sewer hookup.

### ➤ **ADA Project**

The borough is exploring options.

### ➤ **North Richmond Street**

Ryan Kern (BIA) and Craig Conrad met last week to do a walk through looking at trees and slate curbing. It is recommended to have the slate curb replaced. The birch tree that is along the curb/sidewalk line needs to come down. Robert Weidner provided Ryan with documents detailing construction of curbing code. Ryan mentioned there is concern of two large trees whose root structure could be affected when road work begins. For now these two trees will remain and will evaluate when road construction is started. Chris Young mentioned about sending letters out to the residents in this area explaining that some curbing will need to be replaced and that road construction and paving will be done next year.

Colin Boyer questioned if curb does not meet code, does it get replaced and by whom? Also if existing curb that is good condition is damaged during construction, who is responsible?

### ➤ **East Vine Street**

Ryan Kern (BIA) mentioned that BIA has received some calls from residents regarding clarification on the curb/sidewalk letters that were sent out.

## **Eagle Scout Project – Nathan Orth**

Discussion with Council that he is looking for approval to remove 4 bushes from the Fleetwood Avenue Park. In addition he would mulch a path leading to the pine tree and have memorial plaque placed in front of pine tree. Nathan will be contacting Weaver’s Hardware to check on possibility of donating mulch for the project. The plaque is from a project that the Future Business Leaders did as a memorial to servicemen. Robert Weidner has the plaque and would cement it in. Nathan said this project would be started as soon as possible provided that Council approves. Agreement and approval from Council members for Nathan to proceed with the project.

**Executive Session**

Council went into the first Executive session at 6:52pm and returned at 7:34pm.

**Public Safety – Full-time Police Position**

Discussion that Civil Service has two current part-time officers applying for the one full-time police officer position; Officer Moris and Officer Button.

**Roll-Call Vote:**

Jim Meals – Officer Button

John Rothenberger – Officer Button

Colin Boyer – Officer Moris – Commented that he knows both officers who are qualified, but feels Officer Moris deserves the position because he had the highest exam score.

Ralph Touch – Officer Button

Chris Young – Officer Button

Motion to hire Officer Button as a full-time police officer of the Fleetwood Police Department.

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

  X   **Motion Carried 4 to 1**

       **Motion Failed**

Council informed Chief Stinsky to allow Officer Moris to stay in current part-time position.

**Public Safety – Part-time Police Position**

Motion to hire Officer Angela Arndt as a part-time police officer of the Fleetwood Police Department at a rate of \$21 per hour provided the psych, medical and drug tests are passed.

**Made by: John Rothenberger**

**Seconded by: Colin Boyer**

  X   **Motion Carried**

       **Motion Failed**

**Pool and Park**

Summer Playground Agreement – Andy George, Esq. did not receive an email from Ralph Touch. Ralph will re-send email to Andy so this can be discussed at the May workshop meeting.

**Grand Central**

In regards to last borough meeting where owners had letter to apply for license from PLCB for use of sidewalk to transport drinks to the outdoor seating area behind the building. Andy George, Esq. stated that letter was submitted to PLCB, but was denied since there is no actual seating on the sidewalk. Council was in agreement to have Andy George, Esq. rework the letter and send to the PLCB.

**North Richmond Street**

ARRO Engineering has specs to advertise for bids for the new water main on North Richmond Street between Main Street and Washington Street.

Motion to authorize ARRO Engineering to advertise for bids.

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

  X   **Motion Carried**

       **Motion Failed**

### **Rental of Paving Equipment**

Craig Conrad discussed with Council the need to rent a paving machine and roller. This would be used for paving on East Buttonwood Street, East Race Street and Liberty Alley. This would be paid through Liquid Fuels and would save money.

Motion to allow Craig Conrad to rent equipment for paving these areas.

**Made by: Jim Meals**

**Seconded by: Colin Boyer**

**X   Motion Carried**

**Motion Failed**

### **Shared Equipment Purchase**

Craig Conrad informed Council that there were some discussions with Richmond Township regarding purchasing a used paving roller at a cost of \$20,000. The cost would be split between Richmond Township and Fleetwood Borough. Andy George, Esq. stated that there would need to be a municipal agreement regarding time usage, insurance, and maintenance of equipment. Craig will continue to gather more information and also get cost for a new roller.

### **Water Ordinances**

Pete Merkel sent out information regarding combining water ordinances. Kap Stauffer questioned Andy George, Esq. if it was better to have all sewer tap connections in one resolution/ordinance. Andy will review information. John Rothenberger will meet with Andy and Kap to discuss options.

### **Zoning Ordinance**

Andy George, Esq. mentioned that Berks County Zoning had responded to wording in the home based business ordinance draft. Section 404.2 contained wording which could be interpreted to allow self-storage units. Andy suggested to reword the ordinance so it would not be interpreted to mean 'self-storage units'.

Motion to have Andy George, Esq. change wording on home based business ordinance and then advertise the Zoning ordinance with revisions to parking, signs, and home based business for the July 9<sup>th</sup> borough council meeting.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**X   Motion Carried**

**Motion Failed**

### **Henckles and McCoy**

Discussion regarding the release and settlement agreement for 2 incidents where Henckles and McCoy caused damage to borough property (Incident in 2017 and Feb 20, 2018). The total from the two incidents is approximately \$18,000. Andy George, Esq. mentioned that he emailed both letters to Henckles and McCoy, he will continue talking to them regarding the release and settlement agreement.

**Fleetwood Forum Newsletter**

Colin Boyer reported that he got proof of newsletter this past weekend. Colin mentioned that there was no article from Chief. Colin will review proof and if looks good, he will notify publisher so it can be printed and distributed. Looking to get this sent out to residents before Memorial Day, since there is an article regarding Memorial Day ceremonies.

**Minutes**

Motion to approve the April 9, 2018 borough council meeting minutes.

**Made by: Jim Meals**                      **Seconded by: Colin Boyer**  
  X   **Motion Carried**                             **Motion Failed**

**Bills**

Motion to pay bills for April 2018.

**Made by: John Rothenberger**              **Seconded by: Jim Meals**  
  X   **Motion Carried**                             **Motion Failed**

**Budget**

Budget figures were emailed to Council members to review and make sure they are in-line.

**West Race Street Purchase**

Andy George, Esq. had paperwork for a resolution to authorize Suzanne Touch to sign documents at settlement for the purchase of the O’Keefe West Race Street property by the park. Motion to accept resolution authorizing Suzanne Touch to sign documents at settlement of this property.

**Resolution: 2018-05-14**  
**Made by: Ralph Touch**                      **Seconded by: John Rothenberger**  
  X   **Motion Carried**                             **Motion Failed**

Three copies of Resolution 2018-05-14 were signed. Two copies were given back to Andy George, Esq. One copy was given to Lorrie Collinge, borough office.

**Miscellaneous**

**Water Ordinance**

John Rothenberger questioned if the water ordinance could be changed. Andy George, Esq. will need to look into this. To have it be a resolution, need to update all items and rates at one time. Andy mentioned that for now may be best to set up cheat sheet of items/rates. If propose rate change and fees, then update ordinance.

## **Budget**

Colin Boyer questioned the busted Engineering budget. Some of the Fleetwood Park enhancements (concession stand and restroom facility) is capital and grant related. Chris Young will discuss with Kap Stauffer.

## **Server Room**

Robert Weidner notified Council of the following:

- New A/C is in server room
- Chestnut Street Property
  - Roof leak where dust collector is located. Cost is \$1,000 to remove the dust collector. Once it is removed the roof can be temporarily patched for an additional cost. Put in 2019 budget for new roof.

## **Fleetwood Pool**

Craig Conrad reported that the two lift chairs were installed and working. He is getting estimates for the steps from West Vine Street down to the pool building entrance.

## **New Alley**

Craig Conrad reported that PennDOT authorized RoadCon to install the guardrail at New Alley and Rout 662.

## **Audit**

John Rothenberger and Chris Young went over the audit from Herbein; no issues were found.

## **Executive Session**

Council went into a second Executive session at 8:28pm.

Chris Young called the meeting back to order at 9:00pm.

No further business.

Motion to adjourn meeting at 9:00pm

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

**X   Motion Carried**

**Motion Failed**

## **May 2018 Workshop Meeting**

Reminder that the May 2018 Workshop Meeting will be held on **Tuesday, May 29, 2018 at 6:30pm**. This is due to the Memorial Day Holiday on Monday, May 28<sup>th</sup>.

**Submitted by:**

**Doreen O'Neil, Borough Secretary**