

**FLEETWOOD BOROUGH COUNCIL MINUTES**

     BOROUGH COUNCIL MEETING

  X   BOROUGH COUNCIL WORKSHOP

**Date: February 26, 2018**

**Roll Call:**

  x   **Suzanne Pittella Touch**

  x   **Tammy Gore, Mayor**

  x   **Pete Merkel**

     **Doreen O'Neil, Secretary**

  x   **Jim Meals**

  x   **Andy George, Esq.**

  x   **Chris Young**

     **Ralph Touch**

  x   **Colin Boyer**

  x   **John Rothenberger**

**Also Present:**

  x   **Craig Conrad, Public Works Director**

  x   **Robert Weidner, Highway Commissioner**

  x   **Steve Stinsky, Police Chief**

The regular monthly Borough Council workshop meeting held at 110 West Arch Street, Suite 113 was called to order at 6:38pm by Borough Council President, Suzanne Touch.

**Guests:** Members of Fair Districts PA addressed Council.

Motion to make Councilmember Boyer the temporary recording secretary in lieu of Doreen O'Neil for this meeting only was made by C. Young and seconded by P. Merkel. Motion approved unanimously.

**Safety Committee:** Motion to approve spending of the budgeted police capital expense of roughly \$10,000 for video cameras being added to two police vehicles. The budget already reflects the cost- this is a motion to approve the budgeted spending. Motion made by J. Meals, seconded by C. Young. Motion approved unanimously.

**Streets Committee:** Emergency road work expenses. There was a discussion about the recent emergency street repairs. C. Boyer asked who approved the expenses and why he wasn't informed about the repairs until Feb 12<sup>th</sup> notwithstanding the fact that he is now on the Streets Committee. It was noted that P. Merkel, C. Young, J. Meals approved the expenses with consultation with the Solicitor. It was also noted that not informing all the new streets committee members was an oversight as the new committee assignments were recently made.

Motion to ratify the emergency street repairs expenses of up to \$110,000 was made by J. Meals and seconded by C. Young. Motion approved unanimously.

C. Conrad noted that he wants to hold off on bids for the installation of handicap ramps until later. They are not needed right away because the road work that makes them mandatory may be delayed or modified.

C. Conrad noted that a grant for the Locust Street water main project (from Franklin to Willow Sts.) was submitted.

C. Conrad noted that Locust Street has been severely damaged because of the Penn Dot project.

C. Conrad noted that the Green Light-Go project is still on track.

C. Conrad announced that Emily Schaeffer from Fleetwood School District won 1<sup>st</sup> Prize in the Schuylkill Street Art Contest relating to MS4. Emily's design was made into a decal.

Chief Stinsky gave the following report:

Brandon Dalia from Penn Dot offered to get portable speed bumps for various locations in the Borough. Councilmembers agreed that the Chief should explore this and to coordinate with Public Works.

Memorial Day Parade: Police Dept. will approve a parade route if it is presented. He noted that the route may go partially onto Main St.

Chief noted that about \$3,800 of damage was done to a police car during a recent incident. The claim will be submitted to insurance. There were no injuries in this incident.

Chief signed a memorandum of understanding with the Fleetwood School District where police will have access to the video security system during police investigations.

Chief discussed various methods to enhance security in schools.

Council reviewed the itemized Council work list:

- Landlord billing: J. Rothenberger noted that this is still in progress but won't be ready until after the July billing.
- Playground plaque: Mayor Gore said this is still pending.
- Online payments for the Water Dept.: Pending but not until after July.
- Community Center carpet: Possible at the end of 2018 depending on Capital funding.
- Posting snow emergency routes: wait until the Penn Dot project is complete.
- Source Water Protection Plan: C. Conrad is handling – will complete in 2018.
- Comm. Center boiler removal: need to get quotes for asbestos removal. In 2016, the removal of both boilers was estimated to cost \$76k. Public Works will get separate quotes for the removal of each boiler.
- Maiden creek meeting: The comprehensive plan that includes the pool, police and library is TBD. Mayor Gore is the contact for the Borough.
- Alcohol in the Community Center: It was suggested that Council should pass a resolution regarding this issue. Solicitor will re-circulate the proposed resolution.

- MDJ Office Lease: S. Touch is in talks with Christine Sadler, Solicitor for the County. S. Touch noted that the Redevelopment Authority may be looking to purchase a building for the county to move county tenants into – including the MDJ. S. Touch will continue to negotiate.

**Capital Committee:** Council reviewed the Capital spreadsheet.

**Finance Committee:** C. Young spoke to R. Touch about Borough expenses and that the Auditors recommend the following changes be implemented:

- Expenses with a cost of \$3,000 or more require notice to the Finance Committee Chair who will verify that the items have been bought to a council meeting and are discussed. The only exceptions are repetitive costs, such as utilities, which occur regularly and are specifically identified in the budget.
- Process for requesting expense checks – Typically the requests will result in a check being available and signed at the next Borough Meeting. Check requests which occur between meetings will require authority from the Finance Committee Chair.
- If no one from the Finance Committee is available, then another person from council can be used.

The above recommendations were approved by Council unanimously.

**Rotary trees:** Fleetwood Rotary approached the tree commission with an offer to plant 40 trees in the Borough. The Park Committee will discuss planting the trees in the park along Park Road.

Motion made by C. Young and seconded by J. Rothenberger to slowly remove the Sycamore trees along Main St. in the park and to have them replaced by the trees supplied by the Rotary over approximately 3 years. Motion approved unanimously.

**Playground contract:** Need to wait for R. Touch.

**Water billing/shut off ordinances:** Need to review ordinances due to recent shut offs.

**Combine the Water and Sewer accounts:** This was not recommended by the auditors. Other suggestions were discussed. The Solicitor will speak to the auditors about this issue. It was suggested to change the water and sewer rates to have the distribution to even out. This will not be a net increase or decrease but to redirect different amounts to each account. Another suggestion was to table the issue until next year.

**New Borough email:** The new servers will be installed on Wednesday.

Mayor Gore noted that she will be filming a TV spot for PSAB.

**MS4 Steering Committee Ordinance:** This ordinance will allow Fleetwood to participate in the Steering Committee. It will cost \$700/year for 5 years. The first payment is due the first week of March. Solicitor recommends approving the ordinance. Motion to execute the ordinance was made by J. Rothenberger and seconded by C. Boyer. Motion approved unanimously.

**Shared Parking Ordinance:** The proposal was sent to both the Fleetwood and Berks County Planning Commissions. No comments are required, but they will have 30 days to comment.

**Home Occupation Ordinance:** the proposal was revised. The revisions will be distributed to Council for further discussions.

**Minutes from the Feb 12, 2018 Meeting:** C. Boyer noted that page 6 under Capital Budget the amount for the bathroom in the Park should be \$200,000 instead of \$12,000. Motion made to approve the minutes as amended was made by C. Young and seconded by J. Meals. Motion approved unanimously.

**Bills:** Motion to approve and pay the bills after they are reviewed was made by J. Rothenberger and seconded by P. Merkel. Motion approved unanimously.

P. Merkel noted that Wed., Feb. 28<sup>th</sup> there will be a meeting at the reservoir property with various agencies (Berks Nature and DEP). They will help us to secure funding/grants to rejuvenate the property.

Council went into executive session at 8:36pm to discuss a real estate matter. Executive session ended at 8:44pm.

Meeting adjourned at 8:44pm.

**Submitted by:**  
**Colin Boyer**