

**FLEETWOOD BOROUGH COUNCIL MINUTES**

BOROUGH COUNCIL MEETING                       BOROUGH COUNCIL WORKSHOP

**Date: July 8, 2019**

**Roll Call:**

<input checked="" type="checkbox"/> Suzanne Pittella Touch	<input type="checkbox"/> Tammy Gore, Mayor
<input checked="" 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	
<input checked="" type="checkbox"/> Colin Boyer	
<input checked="" type="checkbox"/> John Rothenberger	

**Also Present:**

Craig Conrad, Public Works Director  
 Robert Weidner, Highway Commissioner  
 Chief Stinsky, Police Sergeant  
 John Manmiller, Fleetwood Fire Company Chief  
 Ryan Kern, Barry Isett & Associates  
 Marge Rumbaugh, 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 President Suzanne Touch.

**Police Department**

Chief Stinsky provided overview to Council of the June 2019 police report as attached.

Chief Stinsky reported that Safety Net Sanctuary is having their final State Dog Law inspection on 07-09-19. Safety Net Sanctuary had done various renovations to meet the requirements and be compliant. Chief reported that he has been in contact with Safety Net Sanctuary regarding what their yearly fee would be for allowing the Fleetwood Police Department to bring lost dogs to their facility until the animals’ owner can be located. They are asking for \$1000 per year donation. If the volume of dogs increases that the police take to this facility, then they would address a possible increase to the borough (this contract would cover the Fleetwood Borough and Richmond Township). Chief noted that the contract verbiage has January 1, 2019 thru December 31, 2019; he has contacted the Safety Net Sanctuary owner to discuss the borough only paying \$500 since halfway through the year, or would they change the contact to be July 1, 2019 thru June 30, 2020 with a donation of \$1000 for the year. Chief is waiting to hear back from them.

Motion to authorized Suzanne Touch to sign the contract (with donation cost not to exceed \$1000) after Andy George, Esq. reviews the contract .

<b>Made by: John Rothenberger</b>	<b>Seconded by: Chris Young</b>
<input checked="" type="checkbox"/> Motion Carried	<input type="checkbox"/> Motion Failed

## **Police Department - Continued**

It was discussed that the option the ARL was offering would require a \$16,000 fee per year which was extremely high considering the average number of dogs was 7 that were taken there in a year by the Fleetwood Police.

Chief Stinsky reported that the auction for the used police vehicle ended on 07-08-19 at 5:00pm. The highest bid was \$4600.

Motion to approve the sale of the used police vehicle to the highest bidder in the amount of \$4600. If something falls through with this first bid, authorize Chief to accept the second highest bidder.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**X   Motion Carried**

**Motion Failed**

Officer Focht was certified on truck inspections. There will be a truck detail inspection on July 17<sup>th</sup> in Richmond Township. Trucks from 222 will be re-routed onto Farmer Drive for the inspection.

Chief Stinsky reported that they will not be holding a National Night Out (NNO) this year. Others were backing out, they will reevaluate in 2020 if NNO will be held.

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

BIA submitted their report to Council. The following items were discussed:

### **MS4**

Performed inspection with Bobby on 06-24-19. BIA is preparing the report.

### **DEP**

\$500 is due to DEP by September 30, 2019.

### **Fleetwood Park – Restroom Facility**

Ryan reported that BIA issued the complete and punch list. The ventilation system needs to be evaluated/adjusted before final payment is made. Some of the site problem items will be postponed until after Summer 2019 per Borough Council.

### **East Vine Street**

The East Vine Street project is completed and final payment is due.

### **Reservoir**

Ryan reported that the emergency permit was received for the driveway pipe. Craig is getting bids. There is a 90-day follow-up for the final official permit.

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

**Fleetwood Park – Willow Creek**

On July 2, 2019, DEP met with Kap Stauffer and Christine (BIA). It is approved for the borough to begin work in restoring the bank along the creek that eroded away during 2018 storm. The kick-off of this project will be end of July – beginning of August 2019.

Ryan mentioned needing authorization for BIA to send advertisement to publish bid specs for the creek bank restoration. Would like to start advertising July 15, 2019, with the intent to award the bid at the August 12, 2019 borough meeting. This project is being funded by USDA and DEP.

Motion to authorize BIA to advertise bid specs for creek work; contingent on Borough Council’s review of bid specs.

**Made by: Chris Young**

**Seconded by: Ralph Touch**

  X   **Motion Carried**

       **Motion Failed**

**Guests:** See Attached list.

**Community Parking Lot (North side of Main Street)**

Gary Eberly, who owns property on the North side of Main Street that consists both business and rental units, asked Council to reconsider the decision and look at his suggestions/proposals regarding parking. Council informed Mr. Eberly that due to Mr. Eberly being represented by counsel, Council was reluctant to discuss the matter directly with Mr. Eberly. He did indicate that he is looking to obtain 3 spaces for use by his tenants and/or employees of the business on the municipal lot and is willing to pay the borough for these spots.

**Eagle Scout Project**

Aiden Kotsch explained to Council the plans for his Eagle Scout project. He will be restoring the gazebo by the pond in the Fleetwood Park. His plans are to strip off the bottom wood, install new lattice, and replace the supports for the benches. Aiden mentioned that he reaching out to businesses to assist with funding the project. His estimate for the project is \$500-\$600 or less. Council suggested that Aiden could reach out to the Fleetwood Lions Club and Fleetwood Rotary Club to see if they could donate towards his project. Chris Young also mentioned that after Aiden has solicited other groups for funding, he should notify Council what the remaining balance would be and the Parks Department could fund the remaining amount. Craig Conrad also suggested Aiden could contact Weaver’s Hardware to see if they could provide any discounts to his supplies. Council is in favor of this project and thanked Aiden for providing this service and addressing Council tonight.

Motion to authorize Aiden Kotsch to move forward with his Eagle Project of restoring the gazebo.

**Made by: Chris Young**

**Seconded by: Ralph Touch**

  X   **Motion Carried**

       **Motion Failed**

**Boy Scout Troop 183**

Two members from Boy Scout Troop 183 were present for this borough council meeting as a requirement for earning their Communication badge.

## **Ordinance for Borough Manager**

Andy George, Esq. had emailed a copy of the ordinance draft for Council to review.

There were discussions regarding the salary for this position. Andy George, Esq. said the salary can be set by a resolution. There had been discussions regarding an assistant secretary and assistance treasurer and the person to these jobs could be appointed with a resolution.

There are some jobs that Craig and Bobby do that should not be their responsibility and would be addressed by this person. The Borough Manager would help with adding efficiency to the office by doing various jobs, looking for grants, providing reports to Council, etc. It was stated that by adopting the ordinance gets the ground work started. In a few years Kap Stauffer may be retiring and Gina Sowers is resigning as of 07-12-19. The Borough Manager would take over these job responsibilities. Colin Boyer stated he is on board for employing a borough manager, but did not agree with voting on adopting this ordinance to be advertised after only having five days to review the draft. It was discussed that time line if a qualified person is found, would be to hire them by September 2019 so they can work with the team to learn the budget process. Discussion of the Personnel committee and Andy George, Esq. constructing a tentative job description (review of PSAB and LinkedIn descriptions); this job description will be discussed at the July workshop meeting.

The Personnel committee is to start addressing job description immediately. Chris Young requested that Ralph Touch fill his spot on the Personnel committee (due to current job schedule); which also consists of Pete Merkel and Jimmy Meals. Chris mentioned he can assist if needed. Once job description is defined, the job would be advertised. The Personnel committee would search for applicants and conduct interviews, then come back to Council with their recommendations.

Motion to adopt the ordinance for advertising in August.

**Made by: Ralph Touch**

**Seconded by: Pete Merkel**

**Colin Boyer: Abstain**

**X   Motion Carried**

**Motion Failed**

Discussion regarding the salary range for the Borough Manager position. Ralph explained that PSAB had done a survey of 126 boroughs and there was discussion the regarding the salary ranges.

Colin stated that the salary should be based on the persons qualifications/experience. He expressed concerns that every year Chief asks for a full-time secretary and the answer has always been no. But now looking to spend up to \$85,000 plus benefits for the borough manager position.

Motion for proposed salary range of \$65,000-\$85,000 for this salaried position.

**Made by: Ralph Touch**

**Seconded by: Pete Merkel**

**Colin Boyer: Opposed**

**X   Motion Carried**

**Motion Failed**

### **Alex Szoke Street Naming Project**

Judy Schwank will state the process with PennDOT. Once approved, a ceremony date will be set. The ceremony will be in the 00 block of West Main Street (between the red lights) in the vicinity of the walkway. The name will be ‘Alex Szoke Highway’. It was discussed reaching out to various community groups (Rotary, Lions Club, FCCO, Historical Society, Breakfast Brothers, etc) to have representative(s) present for the ceremony/unveiling of the sign. Chris Young will email Judy’s office for available dates and circulate with the Szoke family members and groups.

### **Library Request**

This will be discussed at the July 2019 workshop meeting.

### **Water Bill Insert**

Suzanne Touch mentioned that she provided a document to Lorrie Collinge to be sent out with the August water bills.

### **Gina Sowers Resignation**

Chris Young circulated the resignation letter from Gina Sowers. Gina will be resigning as of July 12, 2019.

### **Forest Management Plan**

Motion to adopt the Forest Management Plan resolution.

**Resolution: 2019-07-08**

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**X   Motion Carried**

**Motion Failed**

Paperwork was signed by Suzanne Touch and Doreen O’Neil; need Mayor Gore to sign the documents. Once documents are signed, Craig will send a copy to Larry (BIA).

### **Inspection upon Sale**

Ralph Touch discussed the draft/work in progress ordinance for Inspection Upon Sale. This ordinance would ensure that real estate meets certain zoning and certain property maintenance requirements prior to property transfer. John Rothenberger questioned how it would be handled if a person wants to buy a property ‘as is’; discussion of having person get bond/escrow to have work done within 12 months. Ralph reminder Council that this is just a concept and will build off of suggestions and revise the draft as needed. Colin Boyer expressed concerns that some of the items in the draft could be a violation of a person’s rights.

### **Bills**

Motion to pay bills.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Colin Boyer voted no, but no discussion during meeting; he will address separately with Suzanne Touch.**

**X   Motion Carried**

**Motion Failed**

## **Minutes**

Motion to approve the June 10, 2019 borough council meeting minutes.

**Made by: Ralph Touch**

**Seconded by: Chris Young**

  X   **Motion Carried**

       **Motion Failed**

## **PennDOT Invoice**

Craig Conrad reported to Council that with the closing of this project and working with Arro; PennDOT was to reimburse the borough for the design work. Dave Rader (PennDOT) agreed this correct, but the request needs to be on special forms. This reimbursement will result in \$98,000 paid back to the Fleetwood Borough in 4-6 weeks from PennDOT.

## **Tannery Parking Lot**

Andy George, Esq. reported that the Zoning hearing held on July 2, 2019 was successful with the three variances all being accepted. Planning Commission and Zoning Board approved the final plans. Now that drawings/plans are finalized, this job can be put out for bids.

## **102 South Richmond Street**

Property owner will work with architect to layout plans to repurpose the building so it meets proper codes.

## **Pool Inspection**

Craig Conrad reported that the pool inspection was rescheduled for 07-12-19, if inspection is successful, this grant/project will be closed out.

## **Restore PA**

John Rothenberger attended a seminar at Albright College regarding restoring PA program. He stated it was very informative and will provide summary to Council.

## **Fleetwood Forum Newsletter**

Suzanne Touch mentioned that the winter Fleetwood Forum Newsletter would be sent out to residents 11-15-19. Articles need to be submitted to her and Jim Meals by end of September 2019 to allow time for drafting/editing to have it published to be sent out 11-15-19.

Doreen notified Suzanne that she would contact FCCO groups to have them submit articles. Suzanne will also check with the publisher to see if they can publish once a year instead of twice a year.

Motion to adjourn meeting at 9:36pm.

**Made by: Ralph Touch**

**Seconded by: Chris Young**

  X   **Motion Carried**

       **Motion Failed**

**Submitted by:**

**Doreen O'Neil, Borough Recording Secretary**