

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING _____ BOROUGH COUNCIL WORKSHOP

Date: August 12, 2019

Roll Call:

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| <u> x </u> Suzanne Pittella Touch | <u> x </u> Tammy Gore, Mayor |
| <u> x </u> Pete Merkel | <u> x </u> Doreen O’Neil, Secretary |
| <u> x </u> Jim Meals | <u> x </u> Andy George, Esq. |
| <u> x </u> Chris Young | |
| <u> x </u> Ralph Touch | |
| <u> x </u> Colin Boyer | |
| <u> x </u> John Rothenberger | |

Also Present:

- x **Craig Conrad, Public Works Director**
- x **Robert Weidner, Highway Commissioner**
- x **Chief Stinsky, Police Sergeant**
- _____ **John Manmiller, Fleetwood Fire Company Chief**
- x **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 President Suzanne Touch.

Police Department

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

Chief Stinsky reported that Safety Net Sanctuary contract was signed at the July 2019 borough workshop meeting. The contract is for a total of \$1000 for January thru December with auto-renewal each calendar year. Chief commented that Safety Net Sanctuary had been helping them out prior to the borough committing to the contract.

Chief stated that he is working on the budget.

On August 13, 2019 Chief Stinsky will be attending a free seminar on speed study training presented by PennDOT.

Chief Stinsky and Sergeant Ulshafer will be attending training August 28th/29th for NIBR. Currently using UCR which will be changing to NIBR.

Police Department – Continued

Ruscombmanor Township Patrolling

Chief Stinsky reported that if an alarm goes off for the watershed (borough property) in Ruscombmanor Township; the PA State Police are contacted instead of the Fleetwood Police. An agreement was drafted to allow Fleetwood Police to conduct police work on the borough property in Ruscombmanor Township which includes 100+ acres and the pump houses. The agreement would also allow the Fleetwood Police to take action if anything is seen during their travels to this area. Andy George, Esq. had sent a copy of the agreement the Ruscombmanor Township solicitor for their review.

Don (Ruscombmanor Township) will meet with Mayor Gore, Chief Stinsky and the Ruscombmanor Township supervisors to discuss.

Mayor Gore questioned if there was any liability if something were to occur if the Fleetwood Police take action during their travels to this Fleetwood property. Ralph Touch stated that the insurance carrier should be notified of this additional patrolling. Suzanne Touch will contact the insurance carrier to discuss the potential agreement on patrolling additional property.

Topton Police Request

Ralph Touch, John Rothenberger, Chris Young, Mayor Gore and Chief Stinsky had met to discuss. Topton had inquired with Chief Stinsky what the cost would be to have a Fleetwood police officer in the Topton borough for 40 hours a week for a year. Cost was discussed. Chief stated that he would need to work out the details (40 hours for patrolling, how would court time or overtime be handled). Also Topton would inherit the officer's legacy when the agreement ends. Colin mentioned that currently the Topton court cases are held in Oley.

Barry Isett & Associates (BIA) – Ryan Kern

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

MS4 Pollution Reduction

The plan is to have the draft to borough Council the first week of September 2019. Borough Council to provide comments/feedback then the report would be submitted to DEP. When the report is submitted to DEP a \$500 check needs to be included.

Willow Creek Restoration

Ryan reported that there were 5 bids for the Willow Creek restoration behind the band shell. The bids ranged from \$40,000-\$106,000. The DEP and USDA grants will cover the cost. Motion to award the bid to Stonewood Landscaping at a cost of \$40,000.

Made by: Chris Young

Seconded by: Pete Merkel

X Motion Carried

Motion Failed

Fleetwood Park – Restroom Facility

Waiting for site restoration which will begin early October 2019. Final payment is being withheld until the site restoration is completed.

East Vine Street

The East Vine Street curb project is completed and payment was made.

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

Reservoir

Don Miller (Ruscombmanor Township Board of Supervisors), Craig Conrad and Ryan (BIA) met to discuss plan for restoring a wall that is falling in and to realign 700-900ft of pipe. BIA is compiling the plan.

Tannery Parking Lot

Ryan reported that BIA started the bid package and specifications for the paving project.

Pete Merkel expressed concerns about some emails he had received about needing to have geotechnical boring done. DEP authorized permit without having to do geotechnical boring.

Ryan explained that geotechnical boring is done to check for voids underground, but it is not standard to do this for a parking lot. Ryan (BIA) will check if required to have the geotechnical boring done.

Bobby Weidner/Craig Conrad reported that in the 14 years since the building was taken down, there has been one sinkhole. The past 3 years there has been heavy equipment from RoadCon on this parking area during the 3 major PennDOT road constructions and there have been no changes in the surface of the parking lot.

The cost to do geotechnical boring would be \$7600 which includes the equipment rental. If it is chosen to do the borings, 11 borings would be done.

Pete requested that all parties (Ryan – BIA, Kevin – BL, Pete Merkel, Chris Young, other Council members) meet to discuss. A meeting will be scheduled the week of August, 19, 2019 around 5pm.

Discussion on what the time line is to use the grant money for this paving project. Pete Merkel mentioned that he thought it was the wrong time of the year to be starting this project. Discussion on getting Fall bids for a Spring start time. Ryan (BIA) recommended going to bid November-December 2019 for a March 1, 2020 start. Ryan mentioned that bids are usually good for 90 days. Ryan recommended having BL Industries do a budget with prevailing wage. Chris Young will contact BL Industries to see how quickly they can provide this now that the scope of the project has been accepted.

Guests: See Attached list.

Maintenance Management System

Denton Schucker member of the Sewer Authority committee stated that they were reviewing issues with the Vine Street pumping station that has been in service for 30 years and found no purchasing or maintenance records. Denton suggested to Council that the borough look into a computer system for tracking purchases/maintenance on equipment, trucks/plows, etc.

Craig Conrad mentioned that they have started working on a GIS system where they can add notes regarding maintenance done on streets, etc. Chris Young mentioned that the borough could look into other software systems as it gets closer to the next budget year. For now an Excel spreadsheet could be maintained to track purchases/maintenance on equipment.

Borough Manager Position

Denton Schucker expressed his concerns to Council that he thought they were moving too fast on this position. Suzanne Touch mentioned there are items that are not getting the attention they should be. Mayor Gore stated there is an open spot on the ballot for November and need to have someone to help organize and keep track of items. Mayor Gore mentioned that at PSAB meetings, most municipalities have borough managers. Colin Boyer stated that he has the same concerns as Mr. Schucker; Colin would like to see a secretary for the police department be added to the personnel.

Sewer Authority

Denton Schucker mentioned some concerns of the authority agreement not being followed. They meet every 2 months – the next meeting is Tuesday, September 17th and asked if Council members could attend. John Rothenberger, Pete Merkel and Chris Young will attend this upcoming meeting.

Borough Office Staffing

Lorrie Collinge will no longer be employed at the borough office effective 08-31-19; she is moving out of the area. One of the tasks that Lorrie addressed was water bills (refer to next section Borough Water Bills).

Pete Merkel and Kap Stauffer interviewed and selected someone to replace Lorrie as the Fleetwood Borough Office Administrative Assistant. This person will be part-time (working 4 hours in the afternoon).

Motion to hire Lori Barber as the part-time Administrative Assistant pending her passing the necessary requirements.

Made by: Pete Merkel

Seconded by: Chris Young

X Motion Carried

Motion Failed

Borough Water Bills

There was discussion of who would handle the water bills once Lorrie Collinge leaves her position. Dallas Data Systems, Inc. does outsource billing and it is the recommendation of the Water/Sewer committee to let Dallas Data Systems, Inc. handle the water bills for one year and re-evaluate after one year to decide if we continue with them, or bring back in-house. Attached to these minutes is the statement of work from Dallas Data Systems, Inc. that was reviewed by the Water/Sewer committee and Andy George, Esq. The cost to outsource with Dallas Data Systems is \$1500 a month (\$18,000 per year). Dallas Data Systems will handle water billing, process water meter readings and questions. The borough office staff will process any water bills that residents bring into the borough office. It was noted that Dallas Data Systems does this type of billing for 12-18 municipalities.

It was also discussed that Dallas Data Systems, Inc. also has an Express Bill Pay option for an additional \$1300 per year (service fees and .34 per transaction). Residents can setup payment from their bank accounts or credit cards, and would be able to review their bills online.

Dallas Data Systems would email Craig Conrad and office staff when shutoffs are required. The borough's payment plan was shared with Dallas Data Systems, who then provided their suggestions/recommendations.

Motion to accept the one year agreement with Dallas Data Systems Inc. to handle the water billing and activate the Express Bill Pay option for residents.

Made by: John Rothenberger

Seconded by: Pete Merkel

X Motion Carried

Motion Failed

Community Center Rental by Coast Guard

Scott Ballantyne has requested to rent either Room #113 or the cafeteria (depending on the number of attendees) in the Fleetwood Community Center with the borough receiving 20% of the gross intake. The classroom/cafe rental would be used for training captains of the Coast Guard about 4 to 5 times a year.

Motion to approve rental of Room #113 or the cafeteria to the Coast Guard at 20% of gross intake.

Made by: Ralph Touch

Seconded by: Colin Boyer

X Motion Carried

Motion Failed

East Vine Street Curb Construction

Kap Stauffer has invoices and agreement from Andy George, Esq. The agreement and invoices are for residents on East Vine Street that need to reimburse the Fleetwood Borough for curb work.

Motion to approve sending the bills and agreement to residents who need to reimburse the borough for curb work that has been completed.

Made by: John Rothenberger

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Fleetwood Public Library

Discussion regarding the rental lease and rental cost for the Library.

Three motions made:

Motion to charge the Fleetwood Public Library \$20,000 per year for their rental.

Motion to authorize Andy George, Esq. to update the Fleetwood Public Library lease agreement.

Motion to authorize donation of \$20,000 to the Fleetwood Public Library from the Fleetwood Borough.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Warehouse Roof

Discussion regarding the ratification of the warehouse roofing costs \$65,000 vs \$75,000.

Motion to spend \$65,000 for the warehouse roof costs from Capital budget. This cost includes replacement of roof and wood.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Borough Manager

Pete Merkel stated that the position of Borough Manager was advertised for one week in the Reading Eagle and Indeed. There were 20-30 applications. Applications were reviewed by Pete and the Personnel Committee and 3 applications were selected to be interviewed. The Personnel Committee will hold interviews next week with these 3 applicants. Details and recommendations following the interviews will be made at the August workshop meeting followed by a vote at the September borough council meeting.

Borough Manager Ordinance

An ordinance to create the Borough Manager position was circulated at an earlier meeting.

Motion to accept the ordinance to create the Borough Manager position.

Ordinance: #639

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Bills

Motion to pay bills from the July workshop meeting and the August bills from tonight's meeting.

Made by: John Rothenberger

Seconded by: Jim Meals

Colin Boyer: Abstained, he did not have enough time to review bills prior to vote.

Motion Carried

Motion Failed

Minutes

Motion to approve the July 8, 2019 borough council meeting minutes.

Made by: Ralph Touch

Seconded by: Chris Young

X Motion Carried

Motion Failed

Capital Budget

Jim Meals requested any new capital budget entries be sent to him. Jim will add the Tannery parking lot project for \$100,000.

Fleetwood Forum Newsletter

Doreen mentioned that a second email notice was sent out to the various FCCO organizations regarding submitting an article for the winter newsletter, but there have been no responses yet. First email was sent July 13, 2019; second email was sent August 11, 2019. Email stated that articles need to be submitted by September 23, 2019 for the newsletter to be published November 15, 2019. The list of organizations that emails were sent to were: Breakfast Bros., Historical Society, Senior Citizens, Lions Club, Rotary Club, Library, Theatre, Fire Company, Grange, Legion, EMC, and Rec Board.

Suzanne Touch asked if the YMCA was contacted, no. Ralph Touch provided Brandon Shurr's email to Doreen.

Chuck Ebersole Proclamation

Mayor Tammy Gore provided copy of the proclamation that was presented to Chuck Ebersole on June 1, 2019 in recognition of his 34 years of service with the Fleetwood Area School music department.

South Franklin Street Properties

Discussion regarding the properties of 309 and 321 South Franklin Street. People had complained to Judy Schwank's office regarding the tall grasses/weeds. It was stated that the borough is working on it and has cut the high grasses/weeds.

Point of Sale Ordinance

Colin Boyer mentioned discussion at the July workshop meeting which John Savant (Reading-Berks Association of Realtors) attended to discuss point-of-sale ordinance. Attached to these minutes are documents from John. John shared his opinion of the Ordinance Compliance Act. Council will revisit this subject based on review of the recommendations.

Borough Meeting Agenda

Colin Boyer requested that the borough meeting agenda be sent out prior to the borough council meeting; possibly the Friday before the Monday meeting to allow all Council members to review and be prepared for discussion of topics.

Willow Creek Restoration

Craig Conrad reported that during a pre-bid meeting for the Willow Creek restoration it was determined that roots from a pine tree along the creek (at the curve of Arch/Maple Streets) would be impacted by the restoration. The tree was on the park property line. The residents of the adjacent property were spoken to about the tree being taken down. Now that the tree has been removed, the resident has asked the borough to replace the tree to fill the void and block their site line of the dumpster area located in the park. Discussion was held. Council is going to consider the request after the project is completed.

Eagle Scout Project – Gazebo by Pond

Craig Conrad reported that the restoration project has been completed. Weaver's had donated paint and AD Moyer Lumber provided lumber at half price to the Scout (Aiden). The borough had supported this project. However, supplies ran low and the parent had to purchase additional supplies so the Scout could finish the project. They are now asking Council if they can be reimbursed for their additional expense of \$212.53. There was a suggestion that the Scout could send letter/photos and provide presentation to local organizations in attempt to solicit funding assistance, and a presentation to Council of what was done would be beneficial.

Motion to adjourn meeting at 8:55pm.

Made by: John Rothenberger

Seconded by: Ralph Touch

X Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary