

**FLEETWOOD BOROUGH COUNCIL MINUTES**

  X   BOROUGH COUNCIL MEETING

       BOROUGH COUNCIL WORKSHOP

**Date: September 9, 2019**

**Roll Call:**

    Suzanne Pittella Touch

  x   Pete Merkel

  x   Jim Meals

  x   Chris Young

  x   Ralph Touch

  x   Colin Boyer

  x   John Rothenberger

  x   Tammy Gore, Mayor

  x   Doreen O'Neil, Secretary

  x   Andy George, Esq.

**Also Present:**

  x   Craig Conrad, Public Works Director

    Robert Weidner, Highway Commissioner

  x   Chief Stinsky, Police Sergeant

    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 6:33pm by Vice-President Peter Merkel.

**Police Department**

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

Chief briefly discussed the following:

- There have been various complaints about customers who are leaving a Main Street business on Friday mornings. Police have had a greater presence in this area of the block and the municipal parking lot.
- There have been some issues with the student drop-off area of the Fleetwood High School. Chief had met with the school district; the school district has plans for adding a crosswalk and painting some lines.
- The free PennDOT seminar that Chief attended in August for training on speed studies was very beneficial.

Mayor Gore discussed with Chief Stinsky that a resident along East Vine Street inquired if they could put boulders behind their split rail fence as added protection. Discussion among Chief and other Council members and this should not be any problem. Mayor Gore to notify resident.

## **Police Department – Continued**

### **Topton Police Request**

Chris Young, John Rothenberger and Mayor Tammy Gore had met with Topton’s Mayor, and other Topton Council members in August to discuss agreement. Topton was agreeable with the plan to have a Fleetwood police office patrol the Topton borough for 40 hours each week.

Action items for Fleetwood Council:

- Discuss cost for 2020.
- Andy George (Fleetwood Solicitor) and Joan London (Topton Solicitor) to meet and discuss what is needed in ordinances and contract agreements.

Discussions at tonight’s meeting:

- Cost of \$145,000 to Topton Borough for 40 hours per week of Fleetwood police coverage. Overtime would be included and averaged out.
- This cost would cover the officer’s wages, pension and healthcare, plus load. When the officer retires, the contract is ended and the legacy costs are Topton’s responsibility.
- Andy George, Esq and Joan London to meet and work out legacy clause.
- Three year contract with year 2 and 3 costs being discussed as part of budget. Three years may be the max for the contract.
- Topton Borough meetings are also on a Monday night. If they request police to attend, either Chief Stinsky or another officer would attend their meeting.
- Discussion on the affect of the work load on Cindy who is currently part-time. Discussion on having a full-time police clerk or multiple part-time police clerks.
- Chief mentioned that a decision on how fines will be paid/received would need to be discussed. Chief mentioned that crime money is paid to the municipality and ORI is paid where fine occurred.
- Dispatch fees are not included in the \$145,000 cost. Andy to include clause in contract stating this. Chris Young asked Chief Stinsky to mention this to Topton when he goes back to their meeting later tonight. Richmond Township pays their own dispatch fees.
- Andy George, Esq. mentioned that his firm Kozloff Stoudt also represents Topton Borough so there is a conflict of interest. Andy stated that if there was a disagreement between Fleetwood and Topton, he and Joan London could not represent each of the municipalities. The municipalities would need to secure their own representation.

Motion to propose \$145,000 cost to Topton Borough for 40 hours per week of Fleetwood police coverage for the 2020 year. Also authorized Andy George, Esq. to start drafting contract and ordinance and waive the conflict in writing with Andy’s firm – Kozloff Stoudt.

**Made by: Chris Young**

**Seconded by: John Rothenberger**

**Colin Boyer – stated he is in favor of this plan, but only if it includes a full-time police clerk.**

**X   Motion Carried**

**Motion Failed**

### **Ruscombmanor Township Patrolling**

The intergovernmental police coverage agreement between Fleetwood Borough and Ruscombmanor Township is being addressed by Andy George, Esq.

Motion to advertise the Intergovernmental Police Coverage Agreement between Fleetwood Borough and Ruscombmanor Township

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**X   Motion Carried**

**Motion Failed**

## **Police Department – Continued**

### **Burglary**

Colin Boyer inquired about a burglary at the sewer plant. A piece of equipment was stolen. The piece of equipment was located in an area that was not under surveillance; the area is now under surveillance. The equipment was covered by insurance with a \$500 deductible. Colin requested a copy of the police report; Chief Stinsky will send him a copy.

## **Barry Isett & Associates (BIA) – No verbal report**

**Guests:** See Attached list.

## **Tannery Parking Lot**

There was a meeting on 08-19-19 with the engineers and Fleetwood received an estimate from a contractor, higher than the engineering estimate. More funding will be needed based upon this estimate. A letter was sent to DCED requesting additional funds and DCED will increase funding for paving the lot, but the extra funding is not to be used for lighting/landscaping.

1. Parking lot bid to include conduit, wiring, paving, curbing and line painting.
2. Separate bid would be needed for the lighting and landscaping. Could go for another grant later to cover these costs.
  - a. The cost per light pole is about \$2,000.
  - b. Ralph Touch suggested that maybe local organizations would be interested in sponsoring a light and have a name plate on the pole.

The plan is to have BIA do the spec bidding for the paving project listed in item 1 above. It was requested that the bids are itemized. It was discussed to send out specs November/December 2019 with possible start of project March 2020.

It was decided to do the geo boring study. Craig Conrad mentioned he had driven a roller around the entire parking area and there were no soft areas. The geo boring will be done next week.

Motion to authorize Chris Young to finishing signing paperwork and submit to DCED for additional funding. Motion to approve up to \$135,000 as costs to the borough for this paving project in addition to DCED grant.

**Made by: Chris Young**  
**X   Motion Carried**

**Seconded by: Pete Merkel**  
**Motion Failed**

## **East Vine Street – Curb Cost**

Discussion on cost per foot for the curb project. The cost of \$50 per foot will be billed to residents that had the borough contractor install curbing.

Motion to bill East Vine Street residents \$50 per foot for curb that was installed by the borough contractor.

**Made by: Jim Meals**  
**Colin Boyer – Voted No.**  
**X   Motion Carried**

**Seconded by: John Rothenberger**  
**Motion Failed**

## **Eagle Scout Project – Gazebo by Pond**

As a follow-up to last months discussion Craig Conrad reported that he had contacted the Eagle Scout regarding what was discussed at the August meeting, but has not heard anything, nor has the Fleetwood Lions Club.

## **Alex Szoke Highway Memorial Sign**

Chris Young mentioned that the signs are in place and still covered. Initially the signs were to be placed at Franklin/Main Streets and Richmond/Main Streets (00 block of Main Street). PennDOT placed one sign outside the borough across from the Fleetwood Park and the other sign at Franklin and Main Streets because the 00 block of Main Street is really State Route 662.

Chris mentioned that the event would need to be during the day on a Friday in September or October. PennDOT would make the arrangements.

## **Fleetwood Public Library**

The Library organization will be at the September workshop meeting to discuss plans for starting their renovation project in the old workshop area on the first floor of the Community Center. They also are helping with an Eagle Scout project to have plexi-glass doors over the tiger mural on the first floor up from the borough hall office. The Fleetwood school would have student artwork hung behind these doors and would be changed out periodically.

Mayor Gore mentioned about a possible project for tiger statues to be purchased and placed around town. She hoped that the library would take over this project. Craig Conrad suggested one location to place a statue on the east side of the Franklin/Main Street intersection and mulch/landscape that corner area.

## **Roller Agreement**

Discussion regarding the roller agreement purchase between Fleetwood Borough and Richmond Township.

Motion to adopt the Intergovernmental Agreement Ordinance of Fleetwood Borough with Richmond Township for the procurement and utilization of a 2016 BOMAG BW120SL-5 Roller, with the Fleetwood Borough portion not to exceed \$10,500.

**Ordinance #: 640**

**Made by: Jim Meals**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

Ordinance #640 paperwork was signed/sealed and returned along with the signed Intergovernmental Cooperation Agreement to Andy George Esq. following the meeting tonight.

## **South Franklin Street Properties**

Discussion regarding the property of 309 South Franklin Street. Fleetwood Police had gone to do a welfare check. There was no one residing there and there were signs of collapsed ceilings which could mean a more major issue with roof structure.

It was discussed that Chris Young would contact Larry (BIA) to contact the homeowner first and if no response, then Andy George, Esq. could proceed with paperwork for obtaining an administrative search warrant from District Justice Gail Greth.

Motion to pre-authorize Andy George, Esq. to address if needed to proceed with search warrant paperwork.

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

**Colin Boyer – Opposed**

**Motion Carried**

**Motion Failed**

## Rotary Sign

The Fleetwood Rotary Club had inquired about placing a Rotary Sign alongside the 'Welcome to Fleetwood' sign along Fleetwood Avenue. The design submitted is three posts that would hold the Rotary sign and other organization signs. There were concerns by Council of the appearance of the design of this structure to hold the signs. Colin Boyer inquired if this fits the borough's sign ordinance. Mayor Gore will take the concerns back to the Rotary Club and Colin Boyer requested she provide them with a copy of the borough's sign ordinance.

## Welcome to Fleetwood Sign (South 662)

There was a brief discussion regarding the condition of this sign. Chris Young will follow-up with the property owners where the brick pillars and sign are erected to see if the residents are willing to allow the borough to replace the sign.

## MMO – Minimum Municipal Obligation

### 1. MMO - Discussed the 2 suggested payments

- a. Minimum Obligation - \$213,000
- b. Based on Market Value - \$231,000

Motion to authorize electing Line 9 – Minimum Obligation of \$213,000 for the uniform police pension. Motion to also include authorizing electing Line 10 – Non-Uniform of \$47,616. Also authorize \$18,900 for the financial requirement for non-uniform defined contribution.

Authorize Suzanne Touch to sign these documents to be submitted on September 10, 2019.

**Made by: Chris Young**

**Seconded by: Ralph Touch**

**Colin Boyer – Opposed**

**Motion Carried**

**Motion Failed**

Colin Boyer stated that he agrees that this needs to be done, but cuts need to be made elsewhere to reduce overall budget costs.

### 2. MMO - Pension

Motion to authorize Suzanne Touch to sign the police non-uniform document. Document will be submitted to PSAB to pay the invoice.

**Made by: Chris Young**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### 3. Susquehanna Municipal Trust Agreement

Kap Stauffer had reviewed this agreement which handles workers compensation. Discussion on this and there is no deadline to have it signed/submitted. Andy George, Esq. will review the document.

### 4. Susquehanna Municipal

Chris Young and Ralph Touch to review the document/profile and get numbers back to Kap Stauffer.

## EMC Radio Approval

Discussion that the EMC (Emergency Management Coordinator) purchased a radio through the Fleetwood Fire Company.

Motion to authorize permission to the Fleetwood EMC to use radio to communicate with Berks County Communications.

**Made by: John Rothenberger**      **Seconded by: Jim Meals**

**Colin Boyer – Abstain. Does not want to vote on something he did not have chance to review.**

**Motion Carried**

**Motion Failed**

## **Fleetwood Authority**

Pete Merkel mentioned that the Fleetwood Authority needs to come up with a new lease for the Fleetwood Borough. Fleetwood Borough rents from Fleetwood Authority. The Fleetwood Authority Chapter needs to be amended by December 2021. Pete mentioned the next Authority meeting is September 17, 2019. John Rothenberger and Chris Young will attend this meeting with Pete Merkel. Pete provided more details about the Authority. The borough maintains the plant and pays for maintenance. The current document does not reflect that the Fleetwood Authority pays for items related to large capital projects. Pete provided a copy of the current documents to Ralph Touch to review. The goal is to define a new agreement between the Fleetwood Borough and Fleetwood Authority.

## **Capital Budget**

Jim Meals distributed a copy of the capital budget report to Council and items were discussed. Chris Young requested the Tannery Parking Lot be changed to \$134,000 for the estimated cost and to add the cost of the Roller that is being entered into an agreement with Richmond Township. It was requested that the line item for Traffic Light and Main/Franklin be removed from the Capital Budget, the cost of this light was covered by grant monies.

## **Willow Creek Restoration**

Craig Conrad stated that the Willow Creek restoration behind the band shell in the Fleetwood Park has been completed. The money to cover this restoration was provided by the USDA and DEP; there is no cost to the Fleetwood borough.

## **Maintenance Management System**

Craig Conrad mentioned that the Authority had discussions regarding a Maintenance Management System. The Authority did research and talked with other municipalities. It was recommended to reach out to government services and fill out a letter of intent, have Suzanne Touch sign the letter for Craig to implement. There is no cost for the government services to meet with Authority to assist and give suggestions. Craig explained the benefits of this type of system.

Motion to send application with letter of intent.

**Made by: John Rothenberger      Seconded by: Chris Young**

**Colin Boyer – Opposed**

**X   Motion Carried**

**Motion Failed**

## **Executive Session**

Council went into Executive session at 8:43pm regarding the Borough Manager contract.

Executive session ended at 9:10pm and borough council meeting resumed.

## **Borough Manager Contract**

At the August 26, 2019 workshop meeting it was voted/approved to hire Chris Young as the Fleetwood Borough Manager.

Motion to adopt the Borough Manager contract with regard to paragraph 7B being re-written by Andy George Esq. to define cause of termination as discussed.

**Made by: Ralph Touch**

**Seconded by: Jim Meals**

**Colin Boyer: Opposed**

**Chris Young: Abstained**

**X   Motion Carried**

**Motion Failed**

**Bills**

Motion to pay bills.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**X   Motion Carried**

**Motion Failed**

**Minutes**

Motion to approve the August 12, 2019 borough council meeting minutes.

Motion to re-approve the July 8, 2019 borough council meeting minutes which contains changes to verbiage that Andy George, Esq. provided in regards to the Community Parking lot section on page 3.

**Made by: Ralph Touch**

**Seconded by: Chris Young**

**X   Motion Carried**

**Motion Failed**

Motion to adjourn meeting at 9:12pm.

**Made by: Ralph Touch**

**Seconded by: Chris Young**

**X   Motion Carried**

**Motion Failed**

**Submitted by:**

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