

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING

 BOROUGH COUNCIL WORKSHOP

Date: December 9, 2019

Roll Call:

 x Suzanne Pittella Touch
 x Pete Merkel
 x Jim Meals
 x Mark Watkins
 x Ralph Touch (called in)
 x Colin Boyer
 x John Rothenberger

 x Tammy Gore, Mayor
 x Chris Young, Borough Manager
 x Doreen O'Neil, Recording Secretary
 x Andy George, Esq.

Also Present:

 x Craig Conrad, Public Works Director
 x Robert Weidner, Highway Commissioner
 x Steve Stinsky, Police Chief
 John Manmiller, Fleetwood Fire Company Chief
 x Ryan Kern, Barry Isett & Associates
 x Keith Dmochowski, Reading Eagle
 _____, Patriot
 x M. Ellen Valent, RMR, Computerized Reporting Services, Inc.
 x Mark Koch, Koch & Koch Attorneys at Law

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 November 2019 police report as per attached.

Chief Stinsky reported that two people had picked up applications for the part-time police officer position.

Chief Stinsky had received two applications for the full-time Administration Support position for the Fleetwood Police Department. Chief recommended Cynthia Stofanick for the position, with an employment start date of January 6, 2020. Motion to hire Cynthia Stofanick for the full-time Administration Support position for the Fleetwood Police Department.

Made by: John Rothenberger Seconded by: Colin Boyer
 X Motion Carried Motion Failed

Chief will be meeting with Ruscombmanor Township on December 11th at 7:00pm at the Ruscombmanor Fire Company to present proposal for Fleetwood Police Department to patrol all of Ruscombmanor Township.

Barry Isett & Associates (BIA) – Ryan Kern

Ryan reviewed the BIA Engineer's report with Council as per attached.

Public Hearing

The court reporter was M. Ellen Valent from Computerized Reporting Services, Inc.

The public hearing was for the Conditional Use application of Donald Fister for Faith Bible Church property located at 236 South Richmond Street. Attorney Mark Koch was representing Donald Fister.

Multiple residents from this area were present for the hearing.

Andy George Esq. started the public hearing at 6:55pm and read over the exhibits being presented to Fleetwood Borough Council regarding the Conditional Use application.

Donald Fister was sworn in at 7:01pm.

Items discussed during hearing:

- Don Fister has entered into an agreement to purchase the Fleetwood Bible Church. His plans are to convert the interior of the church into 10 apartments. There would be 7 – two bedroom units and 3 – one bedroom units.
- Drawings from Watkins Architect were presented at a Zoning Hearing Board meeting a few weeks ago.

Public Hearing (continued)

- There would be 20 parking spaces which will include ADA parking and ramp entrance to building. Requirement based on number of units is 18½ parking spaces.
- Units will have high-end Pella windows, stainless steel appliances, granite counters and high ceilings. Units will be an average of 1000-1500 sq. ft.
- There will not be any exterior changes to building.
- The property will be connected to the public water and sewer system.
- Based on recommendations from the Zoning Board hearing a few weeks ago
 - There will be no parking in Moss Alley
 - Trash area will be screened in
 - Lighting enhancements in parking lot and walkways.
- There is a screening process for potential renters.
- Management of the property will be handled by Donald Fister.

Comments to questions asked by Council:

- Parking spaces. Mr. Fister will be removing 3 of the existing spaces to accommodate ADA spaces. Lot will have 20 spaces of varying size.
- There will be 10 condensing units on the roof and 2 on the ground.
- Water service and capacity will be upgraded.

Resident, Chris Moyer questioned the parking on West Cedar Street so that the site-line to South Richmond Street would not be affected.

Resident, Sandra Heller stated that she had no issues with this property being converted to an apartment complex. There were no closing comments from Mark Koch.

Council went into executive session for deliberation at 7:31pm.

Council returned from executive session at 7:40pm.

Andy George, Esq. discussed with Mark Koch if ok to proceed with verbal decision and follow-up in writing; yes.

Motion to grant permission of Conditional Use for the property at 236 South Richmond Street to Donald Fister.

Made by: Colin Boyer

Seconded by: John Rothenberger

X Motion Carried

Motion Failed

Police Coverage in Tipton – Inter-municipal Agreement Ordinance

The Tipton police coverage by Fleetwood Police Department is effective January 1, 2020. The contract is for 3 years. Patrolling will be 40 hours per week.

Andy George, Esq. reviewed the items that he and Tipton Solicitor, Joan London had discussed.

Motion to authorize the inter-municipal agreement for Fleetwood Police Department to patrol Tipton borough 40 hours per week.

Made by: John Rothenberger

Seconded by: Mark Watkins

Ordinance #643

X Motion Carried

Motion Failed

Budget

Andy George, Esq. stated that the budget was advertised. Chris Young stated there is no tax increase for 2020. The borough budget is \$2.523 million.

Colin Boyer commented that the Fleetwood Fire Company budget is not included in the budget advertising so residents are not able to review it. Colin mentioned that he feels the fire company budget should be part of the Fleetwood Borough budget. Ralph Touch stated that the borough does not own the fire company so their budget cannot be included in the borough's budget.

Colin questioned when the fire company budget would be available for review. Chris Young explained that the fire company prepares their budget in October. At the end of November they approve their budget. Once their budget is approved, a copy is given to Fleetwood Borough Council. On behalf of John Manmiller (who could not attend tonight), Chris Young had a copy available and was instructed by Suzanne Touch to put a copy of the Fleetwood Fire Company budget in the council member's mail bins.

Chris stated that John Manmiller, Fire Company Chief will give a presentation to Council in January/February 2020 regarding the projection of future trucks/equipment.

Motion to accept the Fleetwood Borough budget for 2020.

Made by: John Rothenberger

Seconded by: Jim Meals

Colin Boyer – Opposed – Feels Fire Company fire tax budget should be part of the Fleetwood Borough budget.

X Motion Carried

Motion Failed

Richmond Township Police Contract

Andy George, Esq. mentioned that this is ready to be advertised for adoption at the January 6, 2020 re-organization borough meeting. As of now there is a verbal agreement with Richmond Township.

Motion to authorize Andy George, Esq. to advertise the Richmond Township Police Contract for adoption at the 01-06-20 meeting.

Made by: Jim Meals
 X **Motion Carried**

Seconded by: Pete Merkel
 Motion Failed

Parking Ordinance

Discussion to revise parking ordinance to have no-parking along the west side of Moss Alley from West Jackson Street to West Poplar Street. Also to reduce speed limit in Moss Alley to 15mph per Chief Stinsky's suggestion after performing speed study.

John Rothenberger requested that a Stop sign be installed at the end of Moss Alley at West Poplar Street and at the Moss Alley and West Pine Street intersections (both sides).

Colin Boyer inquired if the Speed Limit signs could be posted, but not listed in the ordinance and if person exceeds the 15mph, it could be addressed as person not traveling at a safe speed. Discussion on this and since other amendments are being made for the Stop signs and no-parking, there is no additional cost to include the new speed limit.

Tentative adoption date for revised ordinance is February 2020 meeting.

Motion to authorize Andy George, Esq. to proceed with ordinance changes for no-parking on west side of Moss Alley, Stop signs at intersections listed above and new 15 mph speed limit for Moss Alley.

Made by: John Rothenberger
 X **Motion Carried**

Seconded by: Jim Meals
 Motion Failed

Parking on West Cedar Street

A resident requested Council to consider restricting parking on one side of West Cedar Street between South Richmond Street and Moss Alley. Discussion to have Bobby Weidner and Craig Conrad check if the 15ft set-back is painted and also check condition of curbs. Curbs may not be in proper condition which would then require curb replacement.

Water Committee

Water/Sewer Budgets

Water budget is \$1,111,008. Sewer budget is \$882,270.

Mark Watkins questioned about the reduction in electric for the water budget for 2019. Craig Conrad mentioned that the upgrade of pumps and less running time could have lessened the electric cost. The actual usage shown was YTD.

Motion to approve the Water and Sewer budgets for 2020.

Made by: Pete Merkel
 X **Motion Carried**

Seconded by: John Rothenberger
 Motion Failed

Sewer Budget

Pete Merkel commented that the intent is to have more defined roles for both the Authority vs Borough regarding who pays what. Once direction is known, the Authority solicitor and Borough solicitor should work on righting up a plan/agreement for the roles.

PennVest Loan

There will be a meeting on 12-11-19 at 10:30am in the Fleetwood Community Center, Room 113. Craig Conrad, Chris Young, and representatives from Arro, DEP and PennVest will meet to discuss what is needed for the water main upgrade loan and the H2O grant availability. This is a \$3.5 million water project and \$500,000 sewer project.

Public Works

Craig Conrad reviewed his report with Council. Leaf collection will continue until December 20th.

Chris Young thanked Craig Conrad for the donation of icicle lights and for Craig and Bobby stringing the lights at the band shell.

Snow Plowing

Craig mentioned that they had 3 part-time people who assisted with snow plowing (Ricky Moyer, Darrell Delong and John Manmiller). Ricky and Darrell no longer want to plow, so looking for 2 new part-time people. Craig will write up requirements; does not require CDL and borough pick-up trucks would be used for plowing. Chris Young will post on the borough website and Chief Stinsky will post on the Fleetwood Police Facebook page.

Public Works (Continued)

Tree Lighting

The Rec Board tree lighting event is Sunday, December 15th at 6pm. Bobby Weidner will set up the holiday inflatables on Sunday afternoon.

The restroom facility is currently locked following another vandalism that had occurred. The restrooms will be unlocked for this event and then locked following the event.

Codification

On 12-09-19 Chris Young sent out copies of the Codification Proposal for Code of Ordinances for Fleetwood Borough. Proposal is from American Legal Publishing Corporation. The base price is \$12,000 with additional costs based on services needed. Colin Boyer referred to page-3 of document and mentioned concern of attorneys not licensed in PA reviewing the ordinances for this project.

Motion to authorize sending the borough ordinances to American Legal Publishing Corporation for them to review and provide cost for the codification project.

Made by: John Rothenberger

Seconded by: Mark Watkins

Colin Boyer - Opposed

Motion Carried

Motion Failed

2020 Meeting Dates

January 6, 2020 will be the borough re-organization meeting.

Discussion if the January 13, 2020 borough meeting is needed. This was going to be the meeting to review and award bid for the Tannery Parking lot. Chris Young will check with Ryan Kern if awarding the bid could be done at the January 6th re-organization meeting.

January 27, 2020 would be the workshop meeting if needed.

Discussion to have the January meetings advertised and at the January 6th meeting determine meeting dates for remainder of 2020.

Mayor Tammy Gore asked to consider having 1 meeting per month. Discussion that dates for meetings could be determined and if not needed, a sign could be posted at borough that meeting(s) were cancelled.

Colin Boyer stated concern that Andy's office would block their schedule for two meetings each month and if workshop is cancelled same day, not fair to them. Andy expressed appreciation for that thought and said workshop meetings could be scheduled and Council could give him as much advance notice as possible. Chris mentioned maybe schedule workshop meetings as needed versus scheduling them throughout the year.

Motion to have Andy George, Esq. advertise the January 2020 meeting dates.

Made by: John Rothenberger

Seconded by: Mark Watkins

Colin Boyer - Opposed

Motion Carried

Motion Failed

Bills

Motion to ratify bills from the November workshop meeting.

Motion to approve bills for this December borough meeting.

Motion to pre-authorize Kap Stauffer to pay bills with Ralph Touch's review, until the end of year since no workshop meeting on 12-23-19.

Made by: John Rothenberger

Seconded by: Jim Meals

Motion Carried

Motion Failed

Fleetwood Library

Chris Young distributed copy of email from Lee Turner to notify the Fleetwood Borough Council that construction for the Fleetwood Library renovation in new location of Community Center is set to begin mid-to-late January 2020.

The start of this construction is contingent on securing permits and formal engineered drawings being received and approval by the borough.

Discussion that minutes need to reflect approval from Council as documentation back to the Fleetwood Bank. Pete Merkel will take these minutes back to the Fleetwood Bank.

Motion to allow the Fleetwood Library to start renovations January 2020 tentative of securing engineering drawings/permits.

Made by: John Rothenberger

Seconded by: Jim Meals

Peter Merkel – Abstained

Motion Carried

Motion Failed

Water Meter Purchases

Craig Conrad stated that water meter purchases are in the 2020 budget for the final phase. Installation of the new meters would occur after January 1, 2020. Council stated that they understand that the equipment was ordered in December 2019, but will be invoiced after January 1, 2020.

Tax Collection Committee (TTC)

Chris Young had received an email from Diane Hollenbach (Maidencreek Borough Manager). Jim Meals had been an alternate delegate for the TCC. Diane notified Chris that the primary delegate no longer wants this position. Diane requested to have Jim Meals be the primary delegate.

Mayor Tammy Gore will give dates to Chris/Diane for a meeting regarding the round-a-bouts.

Minutes

Motion to approve the August 26, 2019 borough workshop minutes.

Motion to approve the October 7, 2019 borough council meeting minutes.

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

Made by: Jim Meals

Motion Carried

Seconded by: John Rothenberger

Motion Failed

Adjourn

Motion to adjourn meeting at 8:59pm.

Made by: John Rothenberger

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary