

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

Date: January 6, 2020

Roll Call:

Suzanne Pittella Touch
 Pete Merkel
 Jim Meals
 Mark Watkins
 Ralph Touch
 Colin Boyer
 John Rothenberger

Tammy Gore, Mayor
 Chris Young, Borough Manager
 Doreen O'Neil, Recording Secretary
 Alex Elliker, Esq.

Also Present:

Craig Conrad, Public Works Director
 Robert Weidner, Highway Commissioner
 Steve Stinsky, Police Chief
 John Manmiller, Fleetwood Fire Company Chief
 Bill Leitner, Barry Isett & Associates
 Steven M. Chieffo, Magisterial District Judge
 _____, Reading Eagle
 _____, Patriot

The borough council reorganization meeting and monthly borough council meeting was held at 110 West Arch Street, Suite 113. Mayor Tammy Gore called the reorganization meeting to order at 6:31pm.

Reorganization Meeting:

Mayor Tammy Gore takes oath of office.

Mayor Tammy Gore submitted signed copy of Affidavit of Residency and took the oath of office from Magisterial District Judge Steven M. Chieffo. The Affidavit of Residency document for Mayor Tammy Gore will be filed along with an approved copy of the January 6, 2020 minutes in the Fleetwood Borough office.

Borough Council Members take oath of office.

Borough Council Members Jim Meals, Ralph Touch, Pete Merkel, Suzanne Pittella Touch, Mark Watkins, Colin Boyer and John Rothenberger submitted signed copies of Affidavit of Residency and took the oath of office from Mayor Tammy Gore. The Affidavit of Residency documents for these council members will be filed along with an approved copy of the January 6, 2020 minutes in the Fleetwood Borough office.

Mayor Tammy Gore took Roll Call.

Nomination and Election of Suzanne Pittella Touch as President.

Nomination Motion: Made by: Jim Meals Seconded by: Pete Merkel
Nomination approved by all Council members.

Nomination and Election of Pete Merkel as Vice President.

Nomination Motion: Made by: Suzanne Touch
Nomination approved by all Council members.

Nomination and Election of Jim Meals as Pro Tem.

Nomination Motion: Made by: John Rothenberger
Nomination approved by all Council members.

Mayor Tammy Gore turned over the meeting to Council President Suzanne Pittella Touch.

Motion to appoint Mike Fella to the Vacancy Board.

Made by: Ralph Touch
 Motion Carried

Seconded by: John Rothenberger
 Motion Failed

Motion to appoint Joel Raifsnider and Steven Schlegel to the Zoning Hearing Board.

Made by: Ralph Touch
 Motion Failed

Seconded by: Jim Meals
 Motion Failed

Motion to appoint Megan Young Kraft to the Fleetwood Recreation Board.

Made by: Jim Meals
 Motion Carried

Seconded by: Pete Merkel
 Motion Failed

Motion to appoint Daniel Horman to the Fleetwood Borough Authority.

Made by: Pete Merkel
 Motion Carried

Seconded by: Ralph Touch
 Motion Failed

Motion to appoint Kevin Breisch and Pete Laucks to the Fleetwood Planning Commission.

Made by: Ralph Touch
 Motion Carried

Seconded by: Jim Meals
 Motion Failed

Motion to appoint Mike De Lay to the Civil Service.

Made by: Mark Watkins
 Motion Carried

Seconded by: Jim Meals
 Motion Failed

John Rothenberger: Abstained

Motion to appoint Herbein & Company, Inc. as the Fleetwood Borough Auditor.

Made by: Ralph Touch
 Motion Carried

Seconded by: Pete Merkel
 Motion Failed

Motion to appoint Kozloff Stouidt Attorneys as the Fleetwood Borough Solicitor.

Made by: Colin Boyer
 Motion Carried

Seconded by: Ralph Touch
 Motion Failed

Motion to appoint Arro Consulting as the Fleetwood Borough Water/Sewer Engineers.

Made by: John Rothenberger
 Motion Carried

Seconded by: Pete Merkel
 Motion Failed

Motion to Appoint Barry Isett & Associates, Inc. as the Fleetwood Borough Plumbing/Electrical Inspector, Building Inspection & Zoning.

Made by: Ralph Touch
 Motion Carried

Seconded by: John Rothenberger
 Motion Failed

Borough Council Meeting:

Guests: See Attached list.

2012 Municipal Record Disposal

Motion to approve resolution to authorize the disposal of 2012 municipal records.

Resolution: 2020-01-06-00

Made by: Ralph Touch

Motion Carried

Seconded by: John Rothenberger

Motion Failed

Richmond Township Contract with Fleetwood Police Department

Contract is the same as last year, except for the dollar amount.

Motion to approve resolution for Richmond Township to be patrolled by Fleetwood Police Department in 2020.

Resolution: 2020-01-06-01

Made by: John Rothenberger

Motion Carried

Seconded by: Ralph Touch

Motion Failed

Fleetwood Police Patrol Borough Owned Property in Ruscombmanor Township

This resolution amends the original inter-municipal agreement for the Fleetwood Police department to patrol the borough owned watershed property in Ruscombmanor Township.

Motion to approve amendment and sign the 'First Amendment to Police Authority Inter-Municipal Agreement documents.

Resolution: 2020-01-06-02

Made by: John Rothenberger

Motion Carried

Seconded by: Jimmy Meals

Motion Failed

Conditional Use of Property

Documents were signed for the Conditional Use of Property at 236 South Richmond Street. This location is currently a church which is being purchased and converted into apartments. Refer to the December 9, 2019 minutes with details from the public hearing.

Fleetwood Police Coverage Agreement with Topton

Topton provided their ordinance to be signed by Fleetwood Council regarding the Fleetwood Police department patrolling in the Topton borough. Fleetwood Police started patrolling in the Topton borough on 01-02-2020.

Motion to sign Topton's ordinance which includes verbiage for the Fleetwood Police coverage agreement.

Made by: John Rothenberger

Motion Carried

Seconded by: Jimmy Meals

Motion Failed

Fleetwood Police Coverage in Ruscombmanor Township

Ruscombmanor Township and Fleetwood Borough Council are reviewing the police service agreement that would authorize the Fleetwood Police department to patrol all of the Ruscombmanor Township area. The agreement is similar to the agreement recently authorized between Fleetwood Police department and Topton Borough. If the agreement is approved by both municipalities, patrolling could start March 2020.

Barry Isett & Associates (BIA) – Bill Leitner

Tannery Parking Lot

Bill stated that BIA had received 7 bids for this paving project. Bill reviewed the document from December 23, 2019 regarding the bids for paving of the Tannery parking lot. Discussion of the bid amounts and the 2 alternate deducts and 2 alternate add items. Low bid was \$498,160.74.

Discussion of tentative start date; depending on weather, would start around March 30, 2020 and complete by July 30, 2020. If the weather is good, they may be able to start earlier. It was discussed that details need to be worked out as to the phases for paving the lot to still allow use of other areas of the parking lot to minimize the impact on residents and business customers.

Motion to accept the bid from Construction Masters Services, LLC, and include Add Alternate #4. With the understanding that Andy George, Esq. would review bid before final authorization is given to accept the bid.

Made by: Pete Merkel

Motion Carried

Seconded by: Ralph Touch

Motion Failed

Barry Isett & Associates (BIA) – Bill Leitner (Continued)

Barry Isett & Associates 2020 Municipal Fee Schedule

Motion to accept the BIA 2020 Municipal Fee Schedule.

Made by: Ralph Touch

Seconded by: John Rothenberger

 X **Motion Carried**

 Motion Failed

Tannery Parking Lot Lighting

Chris Young stated that three quotes were received for light poles in the Tannery parking lot. Attached to these minutes is a copy of the quote from Light Poles Plus. The quote for 10 lights is \$20,540.00. This is a separate cost from the Tannery paving project. It was noted that this company was used for the lights that were recently installed in the Fleetwood Park, but with higher candle power. Bill Leitner questioned if the bid included the electrical work; no, the Public Works crew will run the wiring. Craig Conrad said he is working with Met-Ed for a pole with a new service box.

Motion to accept the bid from Light Poles Plus.

Made by: John Rothenberger

Seconded by: Mark Watkins

 X **Motion Carried**

 Motion Failed

Police Department

Chief Stinsky provided overview to Council of the December 2019 police report. Copies of the report will be distributed this week.

Chief Stinsky stated that on December 19, 2019 a letter was sent to Civil Service to approve provisional appointment of Officer Arndt to a full-time position. Chief Stinsky asked Council to approve full-time position of Officer Arndt retroactive on December 29, 2019.

Motion to approve retroactive date of December 29, 2019 for Office Arndt.

Made by: Colin Boyer

Seconded by: Jim Meals

 X **Motion Carried**

 Motion Failed

Chief Stinsky mentioned that advertising for new officers was done; 13 applications were picked up, and 8 were submitted. On January 19, 2020 the physical test will be held at Kutztown University at 9:00am. The written test is scheduled for the same day at 1:00pm in the Fleetwood Community Center Cafeteria.

Chief reported that patrolling had begun in the Topton borough on 01-02-2020. New parking tickets have been ordered specifically for use in the Topton borough. Chief has received positive feedback for the Fleetwood Police having presence I the Topton borough.

Planning Commission

Sub-Division of 154 W. Main Street

The Fleetwood Planning Commission met December 19, 2019 to review the plans for the sub-division of 154 West Main Street. There were 2 concerns which are covered in Note #6 (installing iron rods/monuments at changes in property lines) and Note #11 (millings for driveways off West Main Street. Due to weather conditions these 2 notes will be addressed in the future. Russell Anderson (Planning Commission) recommended Council approve these sub-division plans including the recommendations of Planning Commission to resolve / fix the 2 concerns addressed in notes #6 and #11. It was stated that the Berks County Planning Commission does not need to review these sub-division plans. Mr. Scott Sweigart (C2C Design) is the engineer representing Mr. Moore who is looking to purchase the property and sub-divide.

Mr. Sweigart will send a letter to Fleetwood Borough once the pins are in place, along with a copy of the documentation records. Russell Anderson complimented Andy George, Esq and Barry Isett & Associates for their help with these plans. Attached are the minutes from the December 19th Planning Commission meeting.

Motion to accept the sub-division plans for 154 W. Main Street

Made by: Ralph Touch

Seconded by: Mark Watkins

 X **Motion Carried**

 Motion Failed

Emergency Management Procedures

Resident Denton Schucker inquired if the Emergency Management binder of procedures was updated. Chris Young mentioned it is up for review.

Water Committee

PennVest Loan

Pete Merkel, Craig Conrad, and Chris Young attended a meeting on December 11, 2019 with Arro Engineering, PennVest and DEP. During the meeting, plans were reviewed for the water main upgrade and the H2O grant availability. Arro Engineering is working on the application.

Tax Collection Committee (TTC) Resolution

Resolution from Maiden creek Township stating that Jim Meals will be the primary delegate.

Motion to accept the Maiden creek resolution and sign documents.

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Public Works

Craig Conrad reviewed the December 2019 Public Works report with Council. A copy of this report is attached.

Part-time Snow Plowing

Craig mentioned that 6 candidates were interviewed for the part-time snow plowing positions; 4 applicants were chosen. Review of the pay schedule for the 4 selected applicants. Craig mentioned that one of the selected applicants has heavy equipment experience; this person will be able to operate skid loaders, etc. The selected applicants are: Andrew Young, Brandon Dierolf, Tim Keeling and Michael Moyer. These 4 selected applicants will be scheduled for pre-employment testing and then attend training sessions.

Motion to hire the selected applicants, contingent on their passing the pre-employment testing.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Capital Projects

Chris Young provided a list to Council of capital projects/costs that was compiled by Chris and Jim Meals. There are significant projects to be done. There is money in the general fund. Discussion that projects would need to be prioritized and weather/timing would be a factor in the prioritization. The projects related to the pool would need to be started first, to ensure they are completed when the pool opens the end of May 2020.

Motion to accept and authorize proceeding with the listed capital projects on the attached document.

Made by: Jim Meals

Seconded by: John Rothenberger

Colin Boyer – Opposed. Does not agree with the projects related to the pool. Concern of the liability and expense of the pool that only serves a small portion of the community.

Motion Carried

Motion Failed

2020 Council Committees

Suzanne Touch reviewed the list of Council Committees and their members/chairperson. Chris Young will provide list to Council members.

The following are the 2020 Council Committees:

- Finance and Capital Committee
- Water and Sewer Department Committee
- Highway/Streets Committee
- Public Safety Committee
- Park and Pool Committee
- Personnel Committee
- Fleetwood Revitalization Committee
- Codes and Enforcement
- Communications Committee

2020 Borough Authority and Zoning Board Meeting Schedule

The Authority and Zoning Board committees will follow the same meeting schedule as was used in 2019.

2020 Borough Council Meeting Dates

Discussion regarding the meeting schedules and if workshop meetings are necessary. It was decided that dates would be set/advertised for both a Borough Council meeting and a Workshop meeting each month. If it is determined that a workshop meeting is not needed for a certain month, notice will be sent to Council members, Andy George, Esq. and a notice will be posted in the Community Center. Discussion of meeting date conflicts (Columbus Day and Memorial Day). Meetings are held in the Fleetwood Community Center, Room #113 at 6:30pm. For December 2020, the first 3 Mondays will be advertised in the event they are needed for budget discussions.

Regular Meeting

01-06-2020
02-10-2020
03-09-2020
04-13-2020
05-11-2020
06-08-2020
07-13-2020
08-10-2020
09-14-2020
10-13-2020 *(Tuesday)
11-09-2020
12-07-2020 and 12-14-2020

Workshop Meeting

01-27-2020
02-24-2020
03-23-2020
04-27-2020
05-26-2020 *(Tuesday)
06-22-2020
07-27-2020
08-24-2020
09-28-2020
10-26-2020
11-23-2020
12-21-2020

Motion to adopt the 2020 Borough Council meeting schedules and have Andy George, Esq. publish the meeting dates, including the dates for Authority and Planning commission which will be submitted to Andy's office.

Made by: Pete Merkel

Seconded by: Ralph Touch

X **Motion Carried**

Motion Failed

Chris Young will provide a copy of the meeting dates to Andy George, Esq.

2020 Paying Bills

Discussion if paying bills would be affected if workshop meetings are not held. Discussed that John Rothenberger could review and sign the checks when there is no workshop meeting. The bill schedule would be available the Thursday/Friday prior to workshop meeting date for review by Council. If any questions regarding the bills, the bill will be pulled and given to Chris Young with question regarding the bill.

Motion to authorized John Rothenberger to sign the checks (when no workshop meeting), but bills would still be reviewed by Council members.

Made by: Ralph Touch

Seconded by: Jim Meals

X **Motion Carried**

Motion Failed

Miscellaneous

Fleetwood Rotary Signs

Mayor Tammy Gore stated that the Fleetwood Rotary hung up their Rotary signs (Railroad crossing at FM Browns, Walberts Funeral Home, Premier Auto). They would still like to put up signage and include other organizations/churches at the four Welcome to Fleetwood signs. They may possibly attend an FCCO meeting to see if any other organizations want to put up signage. There was a comment that this new signage would need to meet the sign ordinance requirements.

Meeting Safety

Mayor Tammy Gore mentioned that safety needs to seriously be considered during meetings. Chris Young mentioned he spoke with Chief Stinsky regarding ideas and feedback.

Radar Speed Sign

Jim Meals mentioned that the radar speed sign has been ordered.

Fleetwood Rec Board Tree Lighting

Suzanne Touch said the event held in December was well attended. Next year the Rec Board will need to recruit volunteers for other organization to help at this event.

Miscellaneous (Continued)

Water Meter Replacement

John Rothenberger stated that this is the third year for the water meter replacements. Craig Conrad hopes to be done by end of February 2020 with the radio read water meters.

PSAB Magazine

Chris Young asked Council members who wanted to receive the PSAB Magazine subscription (John, Suzanne, Mark and Craig).

Health Care Amendment

Discussion that Andy George, Esq. had reviewed the municipal health care amendment.
Motion to sign the Municipal Health Care Amendment (PMHC) document.

Made by: **Jim Meals**

Seconded by: **Mark Watkins**

Motion Carried

Motion Failed

Curb Loans

Chris Young had Suzanne Touch sign documents for the curb loan agreements. These documents will be notarized.

Bills

Motion to ratify bills from the December 2019 workshop meeting that were paid.

Motion to approve paying the current bills.

Made by: **John Rothenberger**

Seconded by: **Ralph Touch**

Motion Carried

Motion Failed

Minutes

Motion to approve the December 9, 2019 borough council meeting minutes.

Made by: **Pete Merkel**

Seconded by: **Jim Meals**

Motion Carried

Motion Failed

Adjourn

Motion to adjourn meeting at 8:42pm.

Made by: **Mark Watkins**

Seconded by: **Ralph Touch**

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary