

**FLEETWOOD BOROUGH COUNCIL MINUTES**

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: February 10, 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  
 Andy George, Esq.

**Also Present:**

Craig Conrad, Public Works Director  
 Robert Weidner, Highway Commissioner  
 Dale Ulshafer, Police Sergeant  
 John Manmiller, Fleetwood Fire Company Chief  
 Mike Eversole, Barry Isett & Associates  
 \_\_\_\_\_, Reading Eagle  
 \_\_\_\_\_, Patriot

The borough council meeting was held at 110 West Arch Street, Suite 113. President Suzanne Touch called the meeting to order at 6:30pm.

**Police Department**

Sergeant Ulshafer provided overview to Council of the January 2020 police report as per attached.

**Fleetwood Police Coverage in Ruscombmanor Township**

Ruscombmanor Township has signed the agreement/resolution to have a contract with the Fleetwood Police department to patrol their entire township. The 3-year contract goes into effect March 1, 2020. Ruscombmanor Township will pay \$145,000 per year for 40 hours of patrol time on a weekly basis. They will also pay \$15,000 annually for 3 years which covers the cost of a police vehicle. This contract is similar to the one between Topton borough and Fleetwood Police department.

**Resolution: 2020-02-10**

**Made by: John Rothenberger**  
 Motion Carried

**Seconded by: Jim Meals**  
 Motion Failed

**Barry Isett & Associates (BIA) – Mike Eversole**

BIA report was provided to Council members prior to meeting.

**Fleetwood Pool Plastering Project**

Mike Eversole (BIA) reviewed the pool plaster project and stated he needs Council's approval to put out documents for bids with a bid deadline of March 13, 2020 at 3:00pm. Bid spec would have 2 add-ons and 1 deduct item. Bids would be reviewed and awarded at the March 23<sup>rd</sup> Council Workshop meeting. Construction would begin March 31, 2020 (weather dependent) with a completion date of May 15, 2020 in time for the opening pool season. There is a late penalty of \$500 per day, if project not completed by May 15, 2020. Budget for this plaster project is \$75,000 to \$85,000. Project would consist of preparing the existing plaster and placing a new coating over the existing plaster. This process is guaranteed for 5 years. Estimated lifetime for this procedure is about 10 years. The last time pool had a plaster overhaul was in 2005. Motion to authorize Mike Eversole (BIA) to advertise for bids for the Fleetwood pool plastering project.

**Made by: John Rothenberger**  
 Motion Carried

**Seconded by: Jim Meals**  
 Motion Failed

**Guests:** See Attached list.

**Moss Alley**

Resident thanked Council for the work that was done on Moss Alley to resolve issues.

No parking on west side of Moss Alley. Stop signs placed at Moss Alley/West Poplar Street and at Moss Alley/West Pine Street. Speed Limit posted as 15mph.

**East Locust Street**

Resident discussed trees that were taken down and questioned if vinyl fencing or Cedar trees to provide cover around the water tank off Hickory St in the borough.

**Public Works**

Craig Conrad sent out a Public Works report to Council prior to the meeting.

**Grease in Sewer Line**

There have been blockages in the sewer lines starting at the West Main Street/North Richmond Street intersection down through to Vine Street. The blockages in this area have been caused by solid grease build-up that blocks the sewer line. Public Works cleans them using a jetting procedure. Discussion to compile letter to area businesses explaining the need for the businesses to have functional grease trap in their business; restaurants are required to have functional grease traps. Chris Young had talked with Harry (BIA) and the only inspection that is done regarding grease traps is when the restaurant initially goes into business.

Craig Conrad and Pete Merkel will compile letter and hand deliver to the local businesses that would be producing grease. Craig mentioned he would also gather articles related to this subject to be published in the Spring Fleetwood Forum Newsletter.

**Sewer Line Inspection**

There were 3 issues found during a sewer line inspection.

- 1 broken pipe in the area of the Fleetwood Pool
- 1 broken pipe in the Richmond Commons area that is waiting for a repair quote
- 1 sagging pipe in the areas of North Richmond Street (at West Arch Street intersection) down North Richmond Street to the Fleetwood schools.

**Penn Vest**

The Fleetwood Authority will be meeting on February 17, 2020 to discuss funding options for East Vine Street.

**Part-time Snow Plow Team**

Craig Conrad reported that the new part-time snow plow team was out plowing on January 8<sup>th</sup> and 18<sup>th</sup> and did well. Colin questioned the billing he saw for an outside plowing service ‘H&M Lawn Service’. Craig explained this company handles clearing the 2 parking lots at the Fleetwood Community Center.

**Sewer Authority**

Discussions regarding having Andy George, Esq, negotiate a new lease agreement with the Sewer Authority and provide draft for review. John Rothenberger mentioned that will need to check current ordinance to make sure it goes with the verbiage placed in the agreement draft. Andy mentioned that the ordinance/resolution needs to be done by end of 2020 to extend the Authority agreement past December 31, 2020; otherwise the Authority expires on December 31, 2020.

Motion to authorize Andy George, Esq. to negotiate new lease agreement with the Sewer Authority.

**Made by: Pete Merkel**

**Seconded by: John Rothenberger**

**X   Motion Carried**

**Motion Failed**

**Audit**

Herbein & Company sent a letter to Andy George’s office (Kozloff Stoudt Attorneys) requesting information from Andy’s office.

Motion to authorize Andy George, Esq. to sign letter from Herbein & Company.

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

**X   Motion Carried**

**Motion Failed**

### **Moss Alley**

Andy George, Esq. has completed the draft of the ordinance for Moss Alley. The ordinance includes the changes made on Moss Alley. No parking on west side of Moss Alley. Stop signs placed at Moss Alley/West Poplar Street and at Moss Alley/West Pine Street. Speed Limit posted as 15mph.

Motion to authorize Andy George, Esq. to advertise the Moss Alley ordinance.

**Made by: Colin Boyer**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

### **East Vine Street Curb Delinquent Payments**

Discussions regarding some residents on East Vine Street that are delinquent in payments for the new curb that was installed at their property.

Motion to authorize Andy George's office (Kozloff Stoudt Attorneys) to send final notices to East Vine Street residents that are delinquent on curb payments.

**Made by: Mark Watkins**

**Seconded by: Jim Meals**

**Abstain: Colin Boyer** - He did not think it was proper for him to vote on this. He said he received 95 feet of curbing and sidewalk replacement at no cost to him during the PennDot road project. He was not comfortable with voting on this since some people were charged for this and he received the same service at no cost for simply living on a state-owned street one block away.

**Motion Carried**

**Motion Failed**

### **Fleetwood Pool 2020 Rates**

Discussion regarding the pool rates for 2020; there are some increases. Mary Templin will be the Fleetwood Pool Manager for 2020. Chris Young will reach out to the people who managed/ran the Pool Concession stand in 2019 to see if they are interested in doing it again for 2020.

Motion to approve the 2020 pool rates as listed on the attached document.

**Made by: Mark Watkins**

**Seconded by: John Rothenberger**

**Opposed: Colin Boyer**

**Motion Carried**

**Motion Failed**

### **Fleetwood Park and Community Center 2021 Rates**

Discussion regarding the 2021 rental rates for the Fleetwood Park and Fleetwood Community Center.

Motion to accept the 2021 rental rates that include a 10% increase for the rental of the Concession Stand in the Fleetwood Park.

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

### **Fleetwood Library Donation**

Discussions regarding the tentative donation of \$50,000 to the Fleetwood Library. New outside doors needed to be installed for access to the boiler room which cost \$7,000 which would be part of the \$50,000 allocated.

Motion to donate \$43,000 to the Fleetwood Library with no contingency of what it is used for.

**Made by: Jim Meals**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Asbestos Removal**

Discussions of a small amount of asbestos that was found during the demolition of the workshop area that is being reconstructed for the Fleetwood Library. The asbestos was found in the glue that held the chalkboards on the wall and the glue used to hold down the old carpeting. The cost to alleviate the asbestos is \$3,500. Discussions that these monies would come from the Capital budget.

Motion for the Fleetwood Borough to pay \$3,500 to remove the asbestos.

**Made by: Colin Boyer**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

### **Personnel – Pension Addendum**

Discussion regarding the pension addendum for future new hires for the Fleetwood Borough. The current plan is anyone who obtains age 50 or above receives whatever was contributed to them. It was stated that an ordinance is needed to make this change.

Motion to authorize Andy George, Esq. to advertise the ordinance for the Pension Addendum.

**Made by: Pete Merkel**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

## **Personnel – PTO Policy**

Chris Young mentioned that the proposed new policy was discussed with the Personnel Committee. Proposal of new policy is to give part-time employees PTO credit for their part-time years of service as a Fleetwood Borough employee when they are hired as a full-time borough employee. This new policy if approved would be retroactive to January 1, 2020. There were various discussions among the Council members. It was noted that the Personnel manuals would be updated and be available for review/approval at the next borough meeting. For now it was decided that more discussions should be had to set up what guidelines/parameters would be used to determine the amount of PTO given to a part-time employee hired to a full-time employee. Chris Young will work through ideas to propose at next borough council meeting.

## **Fleetwood Borough Website Design**

Chris Young mentioned that he has been doing the design of the Fleetwood Borough website for years. He looked into bids for contracting with someone to take over the website design, as his software is now obsolete. He contacted 3 people; 2 provided bids.

- Sheila Sacks – Cost of \$4940. Sheila would design the site and train Chris Young on how to update the site. She could have the site completed by May 1, 2020. The current Fleetwood Borough website would stay active until the new one is completed. Sheila designed the Kutztown Borough website.
- National Vendor - \$10,000

Motion to accept proposal to have contract with Sheila Sacks to redesign the Fleetwood Borough Website.

**Made by: Pete Merkel**

**Seconded by: Jim Meals**

**X  Motion Carried**

**\_\_\_ Motion Failed**

## **Executive Session**

Council members, Andy George, Esq. and Sergeant Ulshafer went into executive session at 8:05pm for review of Civil Service test results and applications of police officers who applied for the 2 full-time positions. .

Council members, Andy George, Esq. and Sergeant Ulshafer returned from executive session at 8:26pm, and the public borough council meeting resumed.

## **Hiring of 2 Full-time Police Officers**

Discussions of hiring 2 full-time police officers, now that the Fleetwood Police department is policing the Topton borough and Ruscombmanor Township 40 hours weekly; in each of these municipalities in addition to the regular patrolling of the Fleetwood borough and Richmond Township. Civil Service presented the top three candidates to Council based upon testing scores.

Motion to hire Angela Arndt (who is currently a part time officer for Fleetwood Police) and Maria Ruiz-Cabrera as full-time police officers for the Fleetwood Police department pending results of their background checks.

**Made by: John Rothenberger**

**Seconded by: Colin Boyer**

**X  Motion Carried**

**\_\_\_ Motion Failed**

## **Future Fleetwood Police Department Positions**

Colin Boyer mentioned that with the increase in police officers, discussions should be started regarding additional positions since there are now 4 municipalities being patrolled by the Fleetwood Police department. Suggestions of other positions would be another Sergeant, a Corporal, and Criminal Investigator. Suzanne Touch suggested to Sgt. Ulschafer to discuss this with Chief Stinsky. Chris Young mentioned that he had spoke with Chief Stinsky and other discussions are occurring on how to expand the staff.

## **Relocating Fleetwood Police Chief/Clerk Offices**

Discussion that the Fleetwood Police department Chief and Clerk are looking to relocate their offices to room #115 in the Fleetwood Community Center. This relocation would free up desks in the existing police department offices for other officers. There was discussion that further expansion of the police department offices would be needed. This would require engaging an architect for proposal of design concepts that would then be reviewed by Council. Budgets would need to be taken into consideration. John Rothenberger noted that also need to consider the amount of space for housing the police cars. Room #115 was previously occupied by WebCemetaries.

Motion to approve having the Fleetwood Police Chief and Fleetwood Police Clerk offices relocated to room #115.

**Made by: Colin Boyer**

**Seconded by: Jim Meals**

**X  Motion Carried**

**\_\_\_ Motion Failed**

## **Fleetwood Forum Newsletter**

Suzanne Touch mentioned that ads for the 2020 Spring edition of the Fleetwood Forum Newsletter have been sold. Articles for this edition need to be sent to Suzanne by March 5, 2020 to allow time for the publisher to have the newsletters distributed to the Fleetwood residents the first week of May 2020. Doreen O'Neil noted that she would contact the various FCCO organizations for them to submit articles.

## **Tannery Parking Lot**

The Tannery lot will be paved June/July 2020. In the past there was discussion regarding permit parking for certain areas of this parking lot, with other areas being 2-hour parking for customers to use while at businesses. Chris Young has ideas for the permit parking but questioned about the cost for permits; looking for guidance from Council members. Need to consider how many 2-hour spaces are needed, what would the process be for applying for permit. There is an app to allow residents to apply online for permit, which would then allow police to run license plate to see if registered. There will be about 180 parking spaces on the Tannery Lot.

Chris also mentioned that Council may want to consider replacing some of the 2-hour parking spaces on the community parking lot on the north side of west Main Street to be permit parking.

It was decided that Pete Merkel, Ralph Touch, John Rothenberger and Chris Young will meet to discuss ideas bring proposals to Council.

## **154 West Main Street Sub-Division**

The final sub-division drawings were signed by Berks County Planning Commission and need to be signed by 3 Fleetwood Borough Council members.

Motion to approve 3 borough council members to sign the sub-division drawings. Drawings were signed by Suzanne Touch, Pete Merkel and John Rothenberger.

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

## **Capital Projects**

Discussions to increase the Community Center Capital Budget by \$6,000. This increase is needed to fix the water run-off problem at rear of Community Center. Refer to the attached proposal from Burkey Construction for scope of work; cost is \$5805.

Motion to add \$6,000 to the Community Center Capital Budget to cover fixing the water run-off problem.

**Made by: Jim Meals**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

## **Fleetwood Park Concession Stand**

Chris Young reported that internal construction has started and is being down by the Public Works crew. Roll-up doors were installed at the 4 concession stand serving windows.

## **Fleetwood Pool Restroom Plumbing/Floor**

Chris Young mentioned that the women's restroom floor will be cut-up to fix problems, repair and repaint the floor.

## **Alarm**

Chris Young mentioned that in prior meetings there were discussions regarding security during council meetings. Chris spoke with Security Service Company about options. They have a Panic Alarm that would send signal to Security Service Company which then contacts the police. The cost of this alarm is \$342.

Motion to purchase the Panic Alarm from Security Service Company.

**Made by: Jim Meals**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

## **Fleetwood Library Event**

The Fleetwood Library has requested to hold a Wine and Cheese event on March 20, 2020 in their maker space room #111. This event would be part of the kick-off campaign; businesses would be invited to see drawings/plans for the new area.

Motion to start process of additional approvals that are needed. Fleetwood Borough Council approved the Library to hold this event.

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

**Opposed: Colin Boyer**

**Motion Carried**

**Motion Failed**

### **Bills**

Colin Boyer objected to the \$956.25 bill from January 8, 2020 for removal of 5 dead Ash trees (in the flood plain) at North Richmond Street and Springfield Drive. The monies to pay this bill are coming out of the Park account, but this area is not listed as a park on any maps. It was discussed that this area is part of the Park system, but not a playground park. The developer had donated the land to the borough. Colin expressed concern that the owner of the business that took down these trees is a member of a borough committee. Colin stated that this should have been discussed with Borough Council members before contracting with the business to remove the trees.

Motion to ratify bills paid for the second half of January 2020 (Jan 27<sup>th</sup>) and to pay bills since then.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Minutes**

Motion to approve the January 6, 2020 borough re-organization and council meeting minutes.

**Made by: Pete Merkel**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Correspondence**

Doreen O'Neil notified Council that Arro and Kozloff Stoudt Attorneys had sent letters thanking the Fleetwood Borough for the reappointment of their services for 2020.

### **Fleetwood Fire Company**

Chris Young stated that John Manmiller, Chief of the Fleetwood Volunteer Fire Company will attend the March 9, 2020 borough council meeting to provide an update. If there are questions/further discussions that come out of this meeting, Council will have an expanded discussion with John Manmiller at the March 23, 2020 workshop meeting. The workshop meeting is taking place on March 23, 2020 to review the pool bids.

### **Civil Services**

John Rothenberger thanked the Civil Service committee for their work in recent police officer applications, interviews and testing.

### **Identity Theft**

Colin Boyer discussed concern of who can see confidential information about borough employees (SS#, etc). Colin suggested to Council that a policy should be compiled stating who can see certain employee data, also consider training of borough employees regarding handling of confidential data to avoid identity theft.

John Rothenberger, Kap Stauffer and Chris Young will review content of reports and decide what needs to be changed in reports/routing and process.

### **K9 Training**

Mayor Tammy Gore mentioned that on February 12, 2020 there will be K9 Search and Rescue training occurring in the Fleetwood Park.

### **Radar Speed Sign**

Jim Meals reported that the Radar Speed Sign was received. Chief Stinsky will decide where to place the sign.

### **Adjourn**

Motion to adjourn meeting at 9:17pm. Next meeting is Monday, March 9, 2020.

**Made by: Mark Watkins**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

### **Submitted by:**

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