

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING

 BOROUGH COUNCIL WORKSHOP

Date: March 9, 2020

Roll Call:

 Suzanne Pittella Touch
 X Pete Merkel
 X Jim Meals
 X Mark Watkins
 X Ralph Touch
 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 Dale Ulshafer, Police Sergeant
 John Manmiller, Fleetwood Fire Company Chief
 X Brad Smith, Arro
 _____ Barry Isett & Associates
 _____, Reading Eagle
 _____, Patriot

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

Police Department

Sergeant Ulshafer provided overview to Council of the February 2020 police report as per attached. Police car is being equipped. Fleetwood Legion has asked for permission for the 2020 Memorial Day parade which Council will discuss later tonight. March 2, 2020, the Fleetwood Police Department started patrolling in Ruscombmanor Township.

A resident inquired about a parked car on North Richmond Street (100 block) that was damaged during an accident in that block. The rear wheel is bent out and concern of safety. Sergeant Ulshafer will have the officer who handled the crash report speak to the vehicle owner to have them contact their insurance company for status.

A resident inquired about the utility pole in the 100 block of South Richmond Street. There was an accident there a few weeks ago. A new pole was erected, but the old one is leaning against the new pole and there is concern of stability for the old pole. The old pole is also blocking the handicapped access point on the sidewalk. Chris Young mentioned that the Public Works crew was out to look at old utility pole today. They placed a call to Med-Ed about the status of pole. It appears that Service Electric Cable and Verizon need to switch over their wires from old pole to the new pole.

A resident of South Richmond Street mentioned to Sergeant Ulshafer about high speeds on South Richmond Street around 9:30pm/10:00pm in both directions. Sergeant Ulshafer will discuss this with other officers and have police monitor this area.

Discussion about selling used police department laptops after removal of hard drives; and sell to officers if interested.

Average price on Ebay is \$50-\$90.

Motion to sell these old laptops for \$50.00.

Made by: Ralph Touch

Seconded by: John Rothenberger

 X Motion Carried

 Motion Failed

Mayor Tammy Gore swore in Officer Maria Ruiz-Cabrera. Officer Ruiz-Cabrera will be a full-time police officer for the Fleetwood Police Department.

Barry Isett & Associates (BIA) – Not in attendance.

Arro Engineering – Brad Smith

Fleetwood Borough received a \$125,000 grant towards the replacement of water main section on East Locust Street between South Franklin and South Walnut Streets. The budget for this project is \$370,000. This will also include two new fire hydrants. The water main in this area is 12” but is old and needs to be replaced. It will be replaced with a 12” line. Pete Merkel mentioned he will be meeting with Ed at Sunsweet on 03-10-2020 to discuss this project and that there will not be any service disruption to Sunsweet during this project.

Motion to authorize Arro Engineering to put this project out for bid.

Made by: Pete Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Guests: See Attached list.

Russell Anderson mentioned to Council that the contractors installing the conduit and raising transformers for the Richmond Commons electric lines are very nice and a good group.

Planning Module – 236 S. Richmond Street

Discussion on Planning Module for 236 S. Richmond Street (Church property being converted to apartments) regarding tapping into the Fleetwood Water/Sewer lines.

Discussion on the Water/Sewer tap-ins impact fee letter. Chris Young to review wording of ordinance regarding additional EDU connectors. Craig Conrad will be doing flow test week of March 16th.

Motion to authorize Chris Young to sign the DEP planning module document.

Made by: Pete Merkel

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Public Works

Grease in Sewer Line

Craig Conrad reported that letters on this subject were compiled. They will take the letters to businesses and discuss the concerns of grease in sewer lines and educate them on how to check/correct grease traps.

Sewer Line Repairs

There was a meeting last week regarding the repairs. Budget is \$60,000.

Water Meter Upgrade

Craig Conrad reported that there were issues with the contractor who was installing the water meters. They missed scheduled appointments and made more than the 300 maximum appointments (had 300 meters in stock for this installation phase). These issues were resolved and the 300 meters were installed. Public Works will purchase 100 meters to finish out the project. Public Works will do the installation of these meters versus a contractor installing. Installation of the last 100 meters will complete the three year residential meter upgrade to enable radio-reads throughout the borough.

Items for Auction

Craig Conrad reported that the Public Works department has some items to sell. They would like approval to take these items to the Kutztown Consignment Auction at the end of March 2020.

Motion to authorize Craig Conrad to sell the equipment items on his list at the auction.

Made by: John Rothenberger

Seconded by: Jim Meals

Motion Carried

Motion Failed

Miscellaneous

- Craig Conrad reported that street cleaning will start on March 16th.
- Craig has a list of streets that are up for being repaved this year.
- On March 20th at 8:00am, there will be a tour at the Fleetwood Sewer Plant for the PA Sewer Plant operators, followed by a meeting held at the Fleetwood Bible Church at 12:00pm that day. Lunch will be served. Craig welcomed Council members and asked for headcount of who would be joining the tour/meeting/luncheon.

Pension Plan

Discussion regarding the addendum to pension plan for new hires over age 50 to be fully vested. This proposal comes from the Personnel Committee. The borough contributes 9% and applies to the defined contribution plan.

Motion to adopt the ordinance for the Pension Plan addendum and sign the trust agreement.

Discussions following the motion:

- Colin inquired if study was done regarding the potential cost to borough – Andy George, said no study was done.
- Mayor Tammy Gore inquired as to how many borough employees this affects – currently one employee.

Made by: Pete Merkel

Seconded by: Ralph Touch

Opposed: Colin Boyer – He voted no, since there was no study done regarding the cost effect to the Fleetwood Borough.
Ordinance #644

Motion Carried

Motion Failed

Traffic Ordinance – Moss Alley

Discussion regarding the proposed traffic ordinance for Moss Alley which includes:

- No parking on the west side of Moss Alley between West Poplar Street and West Pine Street
- Stop signs at Moss Alley and West Pine Street
- Stop sign at Moss Alley and West Poplar Street
- Speed limit posted for 15mph in Moss Alley

Motion to adopt the traffic ordinance for Moss Alley.

Made by: John Rothenberger

Seconded by: Jim Meals

Ordinance #645

Motion Carried

Motion Failed

Tannery Parking Lot and Parking Lot (North side of West Main Street)

Committee met to discuss plans/scenarios regarding parking/permits for these two lots and permit costs. Refer to attached 'Proposed Borough Parking Changes' document for details and costs. A map of the Tannery lot was distributed to Council members. There will be a discount offered for permit parking paid annually with guaranteed 3-year pricing. Colin Boyer inquired if this was discussed with residents; no. Craig reported that the Tannery Lot project is going well and weather dependent, paving may start April 8th. Colin questioned what the plan was to enforce the 2-hour parking. Plan is for the current part-time person to monitor these parking areas (not the police force). Chris Young mentioned software apps that are being looked at. The Fleetwood Bank will have an application to maintain the file with license information for their section of the parking lot. Person doing the metering can scan the license plate of cars in the Fleetwood Bank section to confirm it's an authorized vehicle.

Tannery Lot – (209 total spaces)

- Two-hour parking (24/7) along Foundry Alley (33) and along South Richmond Street (13)
- Fleetwood Bank (25) designated parking section per the lease agreement
- Permit Parking (138)

Main Street (lot behind The Shop) – (23 total spaces)

- Permit Parking (8)
- Two-hour parking (15)

Franklin and Main Streets Corner – (7 total spaces)

- Currently issued permits for residents

Motion to authorize Andy George, Esq. to revise ordinance. Motion also includes the approval of the borough parking plan and permit costs.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Codes – 43 West Main Street

Discussion that the property at 43 West Main Street was purchased by one person who had planned to lease the first floor to Grand Central Taproom (45 West Main Street). This cannot be done due to International Codes (ICC), could go for variance with Berks County Codes, but most likely would be denied.

The current plan is that both properties (43 and 45 West Main Street) would be under one deed and form an LLC. A land development plan would need to be generated, but is up to Council to decide if needed. The land development plan was waived for the 236 S. Richmond Street (church property being converted to apartments). Depending on the number of tables to be in the 43 W. Main Street property side, the LLC owners will need to apply for a parking variance. As of now there is nothing to be voted on by Council. The property owners would need to submit plans to be reviewed. Fleetwood Borough Council does not object to this plan.

Personnel

Part-Time Tier

A proposed chart was distributed to Council regarding standardizing categories/pay rates for part-time employees. Motion to approve the Part-Time matrix/rates as noted on chart.

Made by: John Rothenberger
X Motion Carried

Seconded by: Ralph Touch
_____ Motion Failed

Police Department Vacation

A copy of addendum to Fleetwood Police contract for vacation was distributed to Council. The police union approved the addendum March 7, 2020. Discussion was held by Council members.

Motion to approve the Fleetwood Police vacation addendum to their contract and authorize Pete Merkel (Vice-President) acting as President for tonight's meeting to sign documentation.

Made by: Ralph Touch
X Motion Carried

Seconded by: Colin Boyer
_____ Motion Failed

Temporary Employee Hires

Chris Young discussed with Council of hiring temporary employees (high school/college students) to scan various Fleetwood Borough paperwork to a digital format. Chris provided names of the proposed temporary employees. Motion to hire Carson Crossley, Eva Crossley, Meghan DeLay and Jia Gore as temporary employees of the Fleetwood Borough to scan paperwork.

Made by: Mark Watkins
Abstain: John Rothenberger
X Motion Carried

Seconded by: Ralph Touch
_____ Motion Failed

Fleetwood Fire Company Update – John Manmiller

This will be addressed at the March 23, 2020 Fleetwood Borough workshop meeting. The yearly report was provided to council. Chief John Manmiller was out on a fire call during tonight's meeting.

Memorial Day Parade

Review of the Fleetwood Legion's schedule for the Fleetwood Memorial Day Services on Monday, May 25, 2020.

Ceremony begins in the Fleetwood Cemetery at 9:00am, followed by parade down Main Street to the Fleetwood Park. A portion of the parade will disperse into the park, with other parade participants continuing to the St. Paul's Union Cemetery for a ceremony. Following this cemetery ceremony, participants will return to the Fleetwood Park for the main service and memorial dedication which will start at 10:00am at the Fleetwood Community Park band shell.

Motion to accept the Memorial Day plan/schedule from the Fleetwood Legion.

Made by: Pete Merkel
X Motion Carried

Seconded by: John Rothenberger
_____ Motion Failed

Tannery Lot Payment

Discussion to make payment for the first completed phase of the Tannery Lot project - \$53,658.77.

Discussion to sign approval for the change order request which is for 2 added light pole bases, one of the new bases is to relocate the existing Met Ed service line to a new pole at a cost of \$2,462.92.

Motion to pay the first payment of the Tannery Lot project and authorized Chris Young to sign the change order document.

Made by: Ralph Touch
X Motion Carried

Seconded by: Mark Watkins
_____ Motion Failed

Bills

Discussion regarding procedure of bill review. Colin Boyer objecting to the changes of invoice review. It was discussed that it had been suggested to him to come up with protocol. Pete Merkel suggested that Council members make arrangements to stop in the office during borough office hours and ask to see bills. John Rothenberger mentioned that options are being looked at for formal office training for protected information. It was stated that Kap Stauffer will have bills ready for review the Friday before regular monthly borough meetings and the Friday before workshop meetings. Colin Boyer requested to see bills for three specific companies. Chris Young proposed that Council members ask him specifically as to what bills they want to review, he will pull bill and retract any personal/protected information, so only to provide pertinent information about the bill.

Motion to pay bills for March 1st to March 9th and to ratify bills paid February 10th through February 29th.

Made by: John Rothenberger
X Motion Carried

Seconded by: Pete Merkel
_____ Motion Failed

Minutes

Discussion of minutes from February 10, 2020 meeting and the additional verbiage Colin Boyer requested to be added to the 'East Vine Street Curb Delinquent Payments' section as to why he abstained from the vote.

Motion to approve the February 10, 2020 borough meeting minutes with additional verbiage from Colin Boyer.

Made by: Pete Merkel

Seconded by: Jim Meals

Abstained: Ralph Touch – He was not present at February 10th meeting

Motion Carried

Motion Failed

Miscellaneous

Municipal Dinner

Mayor Tammy Gore mentioned to Council members that there is a municipal dinner scheduled for March 26, 2020. Any Council member interested in attending should notify Tammy so reservations can be made. John Rothenberger stated he had signed up to attend.

Fleetwood High School Mock-Trial

Colin Boyer recognized that the Fleetwood High School Mock-Trial group of students had won first place in the Region 5 District competition.

Water/Sewer

John Rothenberger mentioned that videoing of the sewer system for improvements are being done. Replacement of water mains and infrastructure enhancements are being addressed. Also with the majority of the water meters being installed, will make it much easier for Public Works to get readings.

Tannery Sidewalk – South Franklin Street

Discussion that the sidewalk along the South Franklin Street side of the Tannery Parking lot needs to be repaired. This was not part of the Tannery Parking Lot project. Craig Conrad will get estimates and compile plan for new sidewalk in this area.

BeneCon Healthy Employees Grant

Chris Young mentioned that the Fleetwood Borough had received a \$1,000 BeneCon Healthy Employees grant. This is grant is for ergonomic chairs, etc.

Adjourn

Motion to adjourn meeting at 8:10pm. Next meeting is Monday, March 23, 2020 which will be a workshop meeting.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

REMINDER:

Borough Council will meet on Monday, March 23, 2020 for a workshop meeting.

During this workshop meeting Fleetwood Fire Company, Chief John Manmiller will provide an annual update report. Bids for the pool re-plastering project will also be opened/discussed.

Submitted by:

Doreen O'Neil, Borough Recording Secretary