

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

Date: April 13, 2020 – Zoom Meeting

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
 Steve Stinsky, Police Chief
 John Manmiller, Fleetwood Fire Company Chief
 Brad Smith, Arro
 Ryan Kern, Barry Isett & Associates
 _____, Reading Eagle
 _____, Patriot

The borough council meeting was held via a Zoom meeting due to COVID-19 restrictions. The meeting was called to order at 6:30pm by President, Suzanne Touch.

The March 23, 2020 workshop meeting was cancelled due to COVID-19 restrictions.

Police Department

Chief Stinsky provided overview to Council of the March 2020 police report as per attached. The first month of patrolling in Ruscombmanor Township is going well and there has been positive input from Ruscombmanor residents.

Chief Stinsky reviewed the COVID-19 operations that in place for the police department. They have an online incident reporting system for non-emergencies.

Chief Stinsky stated the overall call volume has decreased during the COVID-19 pandemic. Officers continue to patrol the borough and townships.

Chief mentioned he has been working with Chris Young for tracking expenses related to the COVID-19 pandemic. The police department is doing fine with supplies (gloves, masks, and sanitizer) and has received some items through the Berks County emergency distribution.

Chief mentioned that the police department received \$1150 in donations from the Legion groups (\$1000 from the Horace Kieffer Home Association and \$150 from the Legion). Chief will forward the letter from the Fleetwood American Legion to Suzanne Touch. Suzanne will compile a thank you note and send to Ricky Moyer (Fleetwood Legion Officer).

Barry Isett & Associates (BIA) – Ryan Kern

BIA report was provided to Council members prior to meeting.

Ryan reviewed the report regarding MS4 and WTP Stream Alignment at the Reservoir.

WTP Stream Alignment

Proposal for design and permitting with DEP was compiled. Proposal needs to be reviewed/approved by Council. During this discussion Craig Conrad was not available. Chris Young will add this line item to the May 11, 2020 meeting agenda when Craig can be present.

Fleetwood Pool Re-plastering Bids

BIA had received three bids for this project. Due to the COVID-19 restrictions of businesses, uncertainty of when/if pool will open for 2020 and the bid specs containing deadline dates, this project is to be put on hold and bids cancelled.

This project will need to be rebid when able to move forward with project, as bids are only good for 60 days.

Motion to place the re-plastering project on hold and cancel the bids that were received. Also authorized Chris Young to notify Mike Eversole (BIA) of this decision. Mike Eversole to contact the three bidders.

Made by: Ralph Touch

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

Arro Engineering – Brad Smith

PennVest

Discussion on resolution draft for the PennVest loan for water main project. The draft provided by Arro Engineering will be converted by Andy George, Esq. to be in the format used for Fleetwood Borough resolutions, resolution also needs to include signature line for borough president.

The signed resolution is needed by May 5, 2020 when Arro needs to have the application submitted.

Motion to accept resolution and authorize Suzanne Touch to sign resolution which Arro will submit with financial application to PennVest.

Resolution: 2020-04-13-01

Made by: John Rothenberger

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

There is also a letter of responsibility from Arro Engineering that needs to be updated to be on borough letter head. Chris Young has the document. Once document is on borough letterhead and signed by Suzanne Touch, the pdf can be emailed to Brad Smith (Arro).

Motion to authorize Suzanne Touch to sign the Letter of Responsibility and Chris Young to email to Arro Engineering.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

Guests:

No guests called into the Zoom meeting. The phone number to call in was advertised on the borough website and posted on community center doors.

COVID-19

Local Emergency Disaster Resolutions

Discussion regarding the three resolutions pertaining to declarations for the Fleetwood Borough local disaster emergency.

The initial resolution declaration was made by Mayor Tammy Gore on April 1, 2020.

The second resolution declaration was made by Mayor Tammy Gore on April 7, 2020.

These 2 resolutions were only valid for 7 days.

At tonight's meeting, another resolution was declared by Mayor Tammy Gore extending the local disaster emergency for the borough of Fleetwood until further action by the Fleetwood Borough Council.

Copies of these resolutions need to be sent to the Berks County Emergency Center for them to have on file.

Motion to accept the initial emergency disaster declaration made on April 1, 2020 and authorize Suzanne Touch to sign resolution.

Resolution: 2020-04-13-02

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

COVID-19 (Continued)

Local Emergency Disaster Resolutions (Continued)

Motion to accept the second emergency disaster declaration made on April 7, 2020 and authorize Suzanne Touch to sign resolution.

Resolution: 2020-04-13-03

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

Motion to accept the extended emergency disaster declaration made on April 13, 2020 and authorize Suzanne Touch to sign resolution.

Resolution: 2020-04-13-04

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

Emergency Services

Andy George, Esq. mentioned that per list from Brian Gottschall, the Fleetwood Borough and the Fleetwood School District are on the list of being registered with Berks County Department of Emergency Services and having a named Emergency Management Coordinator.

Chris Young mentioned that Fleetwood's EMA ((Megan (Hinkle) Young)) works for the Montgomery County EMA and is very busy due to them being a hot spot. Due to this, Chris Young has been deputized to be the EMC for the Fleetwood Borough.

Fleetwood Park and Café Rentals

Chris Young discussed with Council members of refunding monies to people who had rental agreements for the Fleetwood Park or cafeteria in the Fleetwood Community Center. The standard cancellation policy requires 60 days notice. However due to the COVID-19 social distancing restrictions placed by Governor Wolf, events need to be cancelled that are inside of the 60 day window.

Events that have been cancelled are:

Breast Cancer – May 2020

Fish Rodeo – May 2020

Breakfast Brothers – May 2020

Rotary Car Show – June 2020

Wedding – June 2020

Surge Volleyball Tournaments

Motion to refund any monies for rental agreements that needed to be cancelled due to the COVID-19 shutdown.

Made by: John Rothenberger

Seconded by: Jim Meals

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

Fleetwood Pool

Colin Boyer inquired about the Fleetwood Pool opening since social distancing will not be able to be done. Mayor Gore noted that the borough would need to wait/decide as time goes on. Will need to wait for direction from Governor on how to proceed and see what the CDC guidelines would be if the pool could be opened.

Ralph Touch noted that some 2020 pool passes have been sold, but there will not be any additional pool passes sold, until more is known.

Fleetwood Park

The Fleetwood Park is open, but the playground equipment has been roped off since there is no way to disinfect or maintain the 6ft social distancing.

Toast the Town

On Wednesday, April 15, 2020 at 7:00pm the 'Toast the Town' event will be held. Neighbors are being asked to go out on the porch with their favorite drink to show support of the First Responders, Healthcare workers, etc. The Kutztown borough started this idea. The Fleetwood borough will be challenging another municipality to have a Toast the Town event.

COVID-19 (Continued)

Other

Suzanne Touch and Mayor Gore acknowledged the various chalk artworks that has been seen on sidewalks. Mayor Gore also mentioned residents should put out white lights to show support of the First Responders, Healthcare workers and support of the community during the COVID-19.

Benefits Update

Chris Young stated he had a meeting in March. It was found that the plan documents are not up-to-date with verbiage stating that eligible employees can have their benefits waived and opt for the cash option. There is no change to the plan as this cash option already exists, however the documentation needs to be updated to reflect what the current plan is.

Motion to update the verbiage on the 'Cafeteria Plan Description and Adoption Agreement' and 'Borough of Fleetwood Cafeteria Plan' documents and have Chris Young sign the updated documents.

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

Water Ordinance

Discussion regarding an update to the water ordinance for tap-in fees. The verbiage should be updated to state 'per EDU'. Current verbiage covers one fee per building, but should reflect per hook-up to cover apartment buildings.

Colin Boyer questioned if this would be retroactive. Andy George, Esq. said it would not be retroactive; it would go into effect when the ordinance is passed.

Motion to have Andy George, Esq. advertise and update the water ordinance verbiage to be 'per EDU'.

Made by: Pete Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

Bills

Motion to pay bills for the current month.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

Motion to ratify bills paid March 9th through March 23rd.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Verbal Acknowledgement from other Council members via phone/audio during Zoom meeting.

Minutes

Motion to approve the March 9: 2020 borough meeting minutes.

Made by: Colin Boyer

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Verbal Acknowledgement from other Council members via phone/audio during Zoom meeting.

Miscellaneous

Library Construction

Pete Merkel reported that the Fleetwood Library construction would have been finished by now, but the COVID-19 pandemic put a hold on this construction. The Library's capital campaign is inactive for now.

Jim Meals mentioned that the Fleetwood Lions Club is making a donation to the Fleetwood Library, but is unsure of the amount at this time.

Christmas Lights

Jim Meals reported that the Fleetwood Lions Club had made a commitment to the Fleetwood Borough to pay \$1000 for Christmas lights for 3 years. This is the second year of payment.

Arch and Richmond Streets Intersection

Mayor Gore inquired on the status of this project. Craig Conrad reported that there was a sag in the sewer line which caused backup into a resident's house. This sewer pipe sag was corrected and a temporary paving patch was done for now.

Miscellaneous (Continued)

Lights at Wetlands behind Fleetwood High School

There had been reports of the solar light not working. Chris Young and Bobby Weidner had contacted the light factory and a hard reset was done on the light. If there are still reports that lights are not working, then there is a still a problem. Suzanne Touch mentioned she would check with a resident that lives in that area to see if the light is working each night.

Taxes

Colin Boyer mentioned that at a commissioner meeting, Commissioner Leinbach had mentioned there was no intention of raising taxes next year. Colin noted that he felt Fleetwood should review/monitor the revenue. The April 15th tax deadline has been moved to July 15th due to COVID-19. Suzanne Touch agreed that this should be reviewed and also track the number of delinquent accounts.

Andy George, Esq. echoed Colin Boyer’s concerns. He stated that transfer tax for realty transactions could be an issue. Currently there are real estate transactions occurring via drive-up due to COVID-19. These transactions may be for real estate transactions that were scheduled prior to COVID-19 and may lessen. Chris Young mentioned that the requests for final water meter reads within the borough is still constant and does not currently appear to be impacted by COVID-19

Kozloff Stoudt Attorney Webinars

Chris Young thanked Andy George, Esq. for the webinars that were held last week. Andy mentioned that the webinars will be posted on their website if needed for reference.

Fleetwood Forum Newsletter

Suzanne Touch mentioned she would contact the publisher of the Fleetwood Forum Newsletter to check on the status. Pete Merkel mentioned he was contacted to approve his ad for the newsletter and the deadline for this approval was April 14, 2020.

Public Works

Craig Conrad had sent out the Public Works report to Council members.

Craig Conrad and Chris Young have been meeting to discuss expenses and what projects need to be done now and which projects can be postponed until next year.

Craig Conrad mentioned that he would like to bring in some of the part-time employees but with limited hours. These part-time employees would be responsible for cleaning up the park (pick up sticks, mow grass). Craig said during the COVID-19, he has 4 full-time employees now for water treatment work and other jobs. With the current work, these 4 full-time employees are not able to address the park clean-up and mowing of grass in various borough areas.

Craig also noted that even if the Fleetwood Pool does not open for 2020, the public work crew needs to remove the cover and drain pool.

Craig mentioned that they would start street sweeping. Street sweeping goes with the MS4 plan and needs to be done to stay compliant for MS4.

Adjourn

Motion to adjourn meeting at 7:52pm.

Made by: Colin Boyer

Seconded by: Ralph Touch

Verbal Acknowledgement from each Council member via phone/audio during Zoom meeting.

X Motion Carried

Motion Failed

Submitted by:

Doreen O’Neil, Borough Recording Secretary