

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING

 BOROUGH COUNCIL WORKSHOP

Date: September 14, 2020 – Council Conference via Zoom with public phone-in

Roll Call:

<u> x </u> Suzanne Pittella Touch	<u> x </u> Tammy Gore, Mayor
<u> x </u> Pete Merkel	<u> x </u> Chris Young, Borough Manager
<u> x </u> Jim Meals	<u> x </u> Doreen O'Neil, Recording Secretary
<u> x </u> Mark Watkins	<u> x </u> Andy George, Esq.
<u> x </u> Ralph Touch	<u> x </u> Craig Conrad, Public Works Director
<u> x </u> Colin Boyer	<u> </u> Robert Weidner, Highway Commissioner
<u> x </u> John Rothenberger	<u> x </u> Steve Stinsky, Police Chief

Also Present:

 John Manmiller, Fleetwood Fire Company Chief
 Ryan Kern, Barry Isett & Associates
 Brad Smith, Arro
 _____, 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 6:33pm by President, Suzanne Touch.

Recording of Borough Meeting

All attendees were notified that this Zoom meeting was being recorded for borough documentation purposes.

Police Department

Chief Stinsky provided overview to Council of the August 2020 police report as per attached.

Chief reported the following:

- Probationary police officers are doing well
- Background investigation packets were sent out for 2 perspective part-time police officers
- Working on budget proposals with borough manager
- Investigation continues regarding the significant vandalism at the Fleetwood Park
- Application permit for closure of Main Street (between Richmond and Franklin Streets) on Oct 3rd for the Fall Fest was sent to PennDOT.
 - Covid-19 protocol will need to be followed
 - West Reading police offered to lend about 12 of their large heavy duty plastic barricades (that can be filled with sand/water) to be block off this area.
 - Chief Stinsky gave Bobby Weidner the contact information for West Reading's public works to coordinate the delivery of these barricades
 - Chief Stinsky spoke with Fire Chief John Manmiller regarding fire company assisting with filling barricades with water right before the event starts
 - Traffic flow/detour plans were reviewed with Fleetwood Fire Police – they are onboard with the plan
- Chief attended Ruscombmanor Township meeting last week – they are pleased with the police coverage
- Richmond Township is not having open meetings yet.

Barry Isett & Associates (BIA) – Ryan Kern

BIA report was provided to Council beforehand. BIA representative was not in attendance.

Guests:

Refer to attached list of guests who had called into the Zoom meeting.

109 East Locust Street

Guests Michael Fitzgerald and John Watkins reviewed the concept plans for renovate this church property into apartments. Based on the amount of parking, 9 spaces available; this was the best use for the property. Apartments are generous and will be high-end. The concept plan shows 3 apartments, each having 2 parking spaces. The owners have initiated the zoning process and wanted to make borough Council aware of the plan.

- 1) It was discussed that the project will not involve any changes to dimensions of the exterior of building, which may allow for the Land and Development plan to be waived as was done with the church conversion to apartments on South Richmond Street. It was decided that Council would not make a motion on this until an official plan is submitted.
- 2) Conditional use hearing before borough Council would be needed to accept the apartments in that zoning area. An application for this would need to be submitted by Michael Koch. The hearing needs to be held within 60 days of the application submittal.

Andy George, Esq. stated that he had done business with Michael Fitzgerald in the past, so papers would be drawn up for signatures to waive any conflict between them.

Doreen O'Neil took roll-call for verbal acknowledgement from each Council member that they have no concerns with changing the use of property for this address. It was a unanimous vote of 'no concerns' for this use of property.

Suzanne Touch – Yes

Peter Merkel – Yes

Jim Meals – Yes

Mark Watkins – Yes

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

Michael Fitzgerald asked Council if they would be in favor or waiving the Land Development plan with the understandings that there would be no outside dimension/structural changes. Changes would only be on the inside of the structure.

Motion to waive the Land Development Plan with the understanding that there are no outside dimension or structure changes.

Made by: Pete Merkel

Seconded by: John Rothenberger

X Motion Carried

Motion Failed

Doreen O'Neil took roll-call for verbal acknowledgement from each Council member regarding their vote on this motion via phone/audio during Zoom meeting.

Suzanne Touch – Yes

Peter Merkel – Yes

Jim Meals – Yes

Mark Watkins – Yes

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

Denton Schucker – Fleetwood Water Authority questioned if the 109 Locust Street church conversion to apartments would fall under the new tap-in fee rates for water and sewer. Suzanne stated yes.

Residents - 300 block of West Arch Street

Lori Readinger expressed concern of the condition of the entire road being in bad shape and the poor drainage on this section of road and many residents in this block had basement flooding. She inquired what the borough and water department planned to do about better drainage and what will be done about the creek. Can barriers be put up along the side of creek to prevent spilling over or maybe Ruscombmanor Township would need to dam the water up on mountain to slow down the water flow from top of hill into the Willow Creek.

Paul Noll suggested dredging the creek. During the August 4, 2020 storm at the 90° turn in creek at Maple/Arch Street a log got caught at this creek bend. When the log and accumulated debris broke lose that is what destroyed the footbridge. This blockage at the creek bend also forced water over the side of Arch Street and into some of the resident's backyard. Since the storm, the creek bed is now 3ft higher. . Consider dredging the creek bed below the 2nd foot bridge; there use to be a water fall in this area but with the build-up of the creek bed there are no falls. Resident feels something needs to be done in these areas – could it be researched of options, possibly a grant from EPA to address changes, create wetlands and build up sides of creek.

R. Yeager questioned if West Arch Street is on the list to be resurfaced (Maple St to Chestnut St). Craig Conrad stated that it is on the list to be resurfaced after the installation of new water lines are installed. Resident asked if additional grates can be installed at the Chestnut/Arch Street intersection to collect more water during heaving rains. Suzanne Touch asked Craig Conrad to discuss with the engineers to review plans and see if any additional storm sewer grates could be installed. Craig also mentioned that Willow Creek restoration plans are being looked at and what can be done with the grant money gotten from DEP and what other funding is available. Resident noted that during normal heavy rains the road floods and over the sidewalks; in the case of this large volume August storm, the street flooded over the sidewalks and into the yards.

Suzanne Touch asked Craig Conrad to follow-up with this at the next Council meeting regarding other options provided by engineers. Craig will be meeting with the engineers this week. Pete Merkel questioned if anyone knows if the flooding on West Arch in the Park was just the volume from the storm or is there something occurring upstream.

Fleetwood Authority/Fleetwood Borough Lease Agreement

Pete Merkel stated that the Authority role a valuable entity and needs to be kept in place. Pete reviewed the draft of the new Lease Agreement between the Fleetwood Borough and the Fleetwood Authority that he had sent out regarding the outline of what the Authority versus the Borough's responsibilities would be – see attached.

Pete stated that the Authority had reviewed the list which was revised. Pete noted that the borough needs to approve and then Andy George, Esq. and the Authority's solicitor would work out the remaining parts for the new lease agreement.

Jim Meals questioned how long this lease agreement would be good for. Andy George, Esq. noted it would need to be looked into but thought is to set to 30 years or the Fleetwood Borough could define the renewal timeframe, could also do an automatic renewal. Jim Meals asked if this agreement can be amended. Andy George, Esq. said there could be a provision in the agreement stating it can be amended but only in writing by both parties.

Suzanne Touch stated that since Council changes every 5 years, it may be a good idea to last 5 years automatically, then each Council gives opportunity for the Council that is present.

Motion to accept proposed outline of the Fleetwood Borough and Fleetwood Authority roles, and authorize Andy George, Esq. to move forward with the Fleetwood Authority solicitor and draft document.

Made by: Pete Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Doreen O'Neil took roll-call for verbal acknowledgement from each Council member regarding their vote on this motion via phone/audio during Zoom meeting.

Suzanne Touch – Yes

Peter Merkel – Yes

Jim Meals – Yes

Mark Watkins – Yes

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

Personnel Committee

Pete Merkel reported that Tim Koch will be retiring March 15, 2021. Pete reviewed that in the past there had been a Water person and a Sewer person in charge. John Kesseling had been the Water person. When John resigned, this position was never filled. Pete stated that a Water person is needed. Pete stated that Kevin Dunn who is currently employed by the Fleetwood Borough wants to be the lead Water person – which is fine. Pete noted we need someone to replace Tim Koch as the lead Sewer person. Pete reviewed the time line – September 15th advertise the position, Mid-October start interviews, November 9th approve/hire at Council meeting, Mid-November have the person start working with Tim and Craig Conrad. Mayor Tammy Gore questioned the need for two supervisors. Peter Merkel stated there is too much work for 1 person with all the paperwork for DEP, etc Chris Young stated that Craig Conrad is the sole supervisor, with a lead-person for Water and lead-person for Sewer. Craig Conrad stated it's next to impossible for 1 person to run these 2 entities.

Denton Schucker from Water Authority questioned the SOP's for this department. Suzanne Touch stated that SOP's are currently being compiled; these will be in place prior to the hiring of this new person.

Motion to advertise and start the process for Waste Water lead-person candidates.

Made by: Pete Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Doreen O'Neil took roll-call for verbal acknowledgement from each Council member regarding their vote on this motion via phone/audio during Zoom meeting.

Suzanne Touch – Yes

Peter Merkel – Yes

Jim Meals – Yes

Mark Watkins – Yes

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

Fire/EMS Run Cards

Ralph Touch stated there have been some issues with run cards which set up priority for emergency and fire visits. This is being worked out by Fire Company to Fire Company. It was stated that the Public Safety team would also be copied on these decisions.

Motion to allow Chris Young to sign the Fire/EMS run cards as discussions continue.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Doreen O'Neil took roll-call for verbal acknowledgement from each Council member regarding their vote on this motion via phone/audio during Zoom meeting.

Suzanne Touch – Yes

Peter Merkel – Yes

Jim Meals – Yes

Mark Watkins – Yes

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

Borough Managers Report – Chris Young

Finance Update

Chris Young had provided Council with YTD expenses. Chris asked if any questions to see him directly.

2021 Budget

Chris mentioned that all the department heads and committee chairs have received the budget worksheets for 2021. These worksheets need to be returned to Chris Young by 9-18-2020 to allow for report to be compiled and sent to Council for review at the October 2020 meeting. It may require a workshop meeting by Council to review the budget for a tentative budget in November and final budget approval in December.

#1 Footbridge at Fleetwood Park

The footbridge was destroyed during the August 2020 flood. This is not covered by insurance because it was damaged by items that were carried by water. The park team will be meeting in the next few weeks to discuss options related to the budget.

Sewer Flood Claims

All Sewer flood claims for residents were denied by insurance company.

Moss Alley/West Jackson Street

A resident in this area had fence damage due to a healthy tree (on borough property) that came down during the August 2020 storm. The Fleetwood Borough paid to have the tree removed. The resident has requested that the borough pay for the fence damage (\$781). The Fleetwood Borough insurance and the resident's insurance denied the claim. This was discussed and decision to tell the resident that the borough will not cover; Chris Young to notify resident.

Tannery Lot

The Tannery Lot project is completed. The grant was approved; the process to get the money is slow. The committee requested to have signs be posted to restrict commercial overnight parking.

East Locust Street

The four homes (addresses 111, 113, 115, 117) were destroyed by fire earlier this year.

The property owner of 111 has purchased the lot of 113. This property owner is looking to do a reverse sub-division and constructing a single-family home on the 111/113 property. The property will need to be re-surveyed, address zoning. The attorney of the home owner will be contacting the office of Andy George, Esq. It was mentioned that plans for this house would need to be submitted. Chris Young asked Council if there was any concern with having a reverse sub-division done. Craig Conrad questioned if this would involve and an abandon of water/sewer hook-up since they would only need one hook-up for that property. Chris Young noted that the demolition permit should have addressed this, but should follow through to make sure.

The property of 115 and 117 was sold and then re-sold for the re-construction of semi-home units at the addresses of 115 and 117. Chris Young is in contact with the new property owner and staying on top of this construction at 115/117.

Flu Shots

Chris Young was speaking with St. Joe's Penn State regarding getting flu shots. He is waiting for more information, but possible flu shot clinic to be held at Willow Creek Elementary. Cost of flu-shot is unknown at this time.

Borough Website

Chris Young noted that the Fleetwood Borough website was updated last week and the pages were merged. .

Public Works – Craig Conrad

East Locust Street

The 12” water main replacement project is in progress on East Locust Street. The new piping is in and will be filled up tomorrow and let sit for 24-hours. After the 24-hours, samples will be taken and when 2 good samples are gotten, will connect to houses.

Franklin Street Sidewalk

The sidewalk along South Franklin Street between Foundry Alley and East Locus Street will be replaced on 09-15-2020.

Catch-Basins

Starting working on cleaning out Zone 1 which has about 60 catch-basins; about ¾ done and then will move onto next zone.

H2O Grant

Applied for the H2O grant for the PennVest project; Craig was notified that Fleetwood will not be receiving anything for this grant.

Railroad Crossing – Franklin Street

Craig reported that this crossing will be repaired. It was to be started 09-15-2020 to 09-21-2020, but has learned this will not be started; and has no idea when it will be redone. The company that is doing the repair is not in the area yet. John Rothenberger mentioned to Craig that the Richmond Street crossing is starting to show wear. Craig said he can share with Norfolk.

East Vine Street

Mark Watkins questioned Craig about the ‘red’ pump station and if this is permanent should there a lean-to protect it from the elements. Craig Conrad stated that this pump is not permanent and will be removed one the East Vine Street pump station is re-constructed.

Bills

Ratify Bills Paid August 24, 2020

Motion to ratify the bills paid August 24, 2020.

Made by: John Rothenberger **Seconded by: Ralph Touch**
 Motion Carried **Motion Failed**

Suzanne Touch took roll-call for verbal acknowledgement from each Council member regarding their vote on this motion via phone/audio during Zoom meeting.

Suzanne Touch – Yes	Peter Merkel – Yes	Jim Meals – (dropped off call)
Mark Watkins – Yes	Ralph Touch – Yes	Colin Boyer – No
John Rothenberger – Yes		

Current Month

Motion to pay the current month bills.

Made by: John Rothenberger **Seconded by: Ralph Touch**
 Motion Carried **Motion Failed**

Suzanne Touch took roll-call for verbal acknowledgement from each Council member regarding their vote on this motion via phone/audio during Zoom meeting.

Suzanne Touch – Yes	Peter Merkel – Yes	Jim Meals – (dropped off call)
Mark Watkins – Yes	Ralph Touch – Yes	Colin Boyer – Yes
John Rothenberger – Yes		

Minutes

Motion to approve the August 10, 2020 minutes.

Made by: Mark Watkins **Seconded by: Ralph Touch**
 Motion Carried **Motion Failed**

Suzanne Touch took roll-call for verbal acknowledgement from each Council member regarding their vote on this motion via phone/audio during Zoom meeting.

Suzanne Touch – Yes	Peter Merkel – Yes	Jim Meals – (dropped off call)
Mark Watkins - Yes	Ralph Touch – Yes	Colin Boyer – No –had not reviewed them
John Rothenberger – Yes		

Miscellaneous

Anita Trinkets

Mayor Tammy Gore mentioned that they had held a grand opening at their new location of South Richmond Street. There is a banquet room upstairs that can be rented (60 person capacity). There is a spa and attorneys in the other office spaces.

Trick-or-Treat

Mayor Tammy Gore discussed with Council the Trick-of Treat nights for the borough. It was decided that trick-or-treat nights would be held on Friday, October 30th and Saturday, October 31st. Suzanne Touch suggested having a plan written up of ways to enjoy Halloween/Trick-or-Treating safely during the Covid-19 pandemic and post on the borough website. Suzanne Touch mentioned that the Fleetwood Rec Board is meeting next week to discuss other ideas, possibly a Trunk-or-Treat.

South Richmond Street Apartments

Colin Boyer mentioned he had been invited to tour the apartments that are currently being constructed in the prior church property on South Richmond Street. Colin stated they are very impressive and eventually the property owner will invite all of Council for a tour when construction is completed. Colin mentioned that the property owner was very happy to work with the borough.

Adjourn

Motion to adjourn meeting at 8:33pm.

Made by: Ralph Touch

Seconded by: Peter Merkel

Motion Carried

Motion Failed

Suzanne Touch took roll-call for verbal acknowledgement from each Council member regarding their vote on this motion via phone/audio during Zoom meeting.

Suzanne Touch – Yes

Peter Merkel – Yes

Jim Meals – (dropped off call)

Mark Watkins - Yes

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

Submitted by:

Doreen O'Neil, Borough Recording Secretary