FLEETWOOD BOROUGH COUNCIL MINUTES

X BOROUGH COUNCIL MEETI	NG BOROUGH COUNCIL WORKSHOP
Date: October 13, 2020 – Cou	ncil Conference via Zoom with public phone-in
Roll Call:	
x Suzanne Pittella Touch	_x_ Tammy Gore, Mayor
x Pete Merkel	_x_ Chris Young, Borough Manager
x Jim Meals	_x_ Doreen O'Neil, Recording Secretary
x Mark Watkins	_x_ Andy George, Esq.
x Ralph Touch	_x_ Craig Conrad, Public Works Director
x Colin Boyer	Robert Weidner, Highway Commissioner
x John Rothenberger	_x_ Steve Stinsky, Police Chief
Also Present:	
John Manmiller, Fleetwood Fire Company (Chief
x Ryan Kern, Barry Isett & Associates	
Brad Smith, Arro	
, Reading Eagle	

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.

Recording of Borough Meeting

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

Doreen O'Neil took roll-call for verbal acknowledgement from each Council member and borough staff member of their attendance and if they will be recording tonight's borough Council meeting.

Suzanne Touch – No Peter Merkel – No Jim Meals – No Mark Watkins – No Ralph Touch – No Colin Boyer – Yes John Rothenberger – No Craig Conrad – No

Mayor Tammy Gore – No Chris Young – Yes for the purpose of borough documentation

Police Department

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

Reading Mayor commented to Chief Stinsky what a great job and how sensitively Officer Button handled the investigation regarding a fatal motorcycle crash. Chief Stinsky will be presenting Officer Button a certificate for his work in this investigation.

Mayor Gore mentioned that Chief Stinsky was honored and presented the 'Chief Constable Commendation' award (which is the highest honor for law enforcement in the U.K). The award was for Chief Stinsky's successful crisis intervention with a young man in Fleetwood, UK.

Chief reported the following:

- Ongoing budget activities
- Sergeant Ulshafer and Officer Ardnt managed to attend the annual in-person training; other classes were cancelled due to Covid-19. The other Fleetwood police officers are now doing the training online.
- This week they are on the range with night fire and long gun qualifications

Mayor Gore mentioned discussion with Sergeant Ulshafer and wanted to make Council members aware:

- ➤ Chief Stinsky serves as the Commander for the Berks SWAT Team.
- > Sergeant Ulshafer will be the team leader of the Ground Tactical Unit starting at the end of the year.
- Mayor Gore mentioned that these roles are not paid for at the county level.

Police Department (continued)

November Elections

Discussions regarding upcoming elections, police presence. The polls will be located at the Fleetwood Community Center and Fleetwood Fire Company. It was stated that police cannot be present at the polls. Andy George, Esq. noted that the county usually sends out Constables to be present at the polling locations. Chief Stinsky is actively engaged with Emergency Management at the county level. Chris Young mentioned that social distancing will be enforced.

Fleetwood Park Vandalism

Pete Merkel questioned about the vandalism at the new restroom facility in the Fleetwood Park. Chief Stinsky noted that in the past week they have uncovered some information leading the police to the people who are responsible for the substantial vandalism at pavilion and restrooms.

Pete Merkel stated that if Chief Stinsky wants to purchase some cameras with higher quality/range, monies from the Sewer budget can be used.

Chief Stinsky stated that he had discussions with John Manmiller last week regarding other locations that cameras can be placed in the park.

Chris Young mentioned that he spoke with Officer Focht and **invoices** for the damages are being written up to be submitted to the parents.

Recruiting Officers

Colin Boyer questioned Chief Stinsky if he is still actively recruiting part-time officers; Yes. Chief said they are finishing up a background check on someone currently who would be part-time.

Motion to authorize Chief Stinsky to hire Drew Zebertavage as a part-time officer pending a successful completion of his background, physical, and testing.

Made by: Colin Boyer Seconded by: Ralph Touch

_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

 $Ralph\ Touch-Yes \qquad \qquad Colin\ Boyer-Yes \qquad \quad John\ Rothenberger-Yes$

Richmond Township

Chief Stinsky and Chris Young met with Richmond Township Supervisors a few weeks ago to discuss future budget proposals. Richmond Township supervisors expressed a great deal of support for the work and the product they are getting from the Fleetwood Police department.

Proposed 3 choices: 1) Full-time Criminal Investigator with full benefits, 2) Part-time Police Criminal Investigator (35 hours), or 3) A variation of 1 and 2

Richmond Township came back with response of willing to support a 35-hour part-time criminal investigator.

Barry Isett & Associates (BIA) – Ryan Kern

BIA report was provided to Council beforehand. Ryan Kern reviewed the BIA Engineer report as of 10-13-2020.

Drainage (West Arch Street/Maple Street)

An infiltration pit was dug in the area of the borough property at this park entrance to test drainage. Study results were received today with excellent results regarding the draining. Craig Conrad, Chris Young, Ryan Kern and Christine (BIA) will meet to review results and potential plans. Costs of these plans would be reviewed and decisions on how to move forward. Ryan mentioned they will be proposing to do a feasibility study for all of West Arch Street to see if other drainage can be added. Suzanne Touch questioned the next step – Ryan Kern stated that BIA will put together costs to do the feasibility study on behalf of the borough. Will have something for Council to review at next month's meeting and determine how to move forward. Ryan noted that this would help alleviate flooding under normal rain conditions, but not in the event of a storm event like occurred in August 2020.

Fleetwood Park - Area between Bridge 2 and Bridge 3

Mayor Gore questioned Ryan Kern on thoughts for resolving the creek bed/flow between these 2 bridges. Ryan stated that one of their environmental scientists has been in touch with Craig. Ryan stated they are looking to get permitting from DEP to be allowed to clean up that area and put the creek back to its original alignment (flow/banks).

Fleetwood Park - Bridge 2 Condition

Mayor Gore mentioned to Craig Conrad about a board in footbridge #2 that is broken through. Craig mentioned he was aware that it was worn, but not broken through; Craig will look at tomorrow to resolve.

Guests:

There were no guests.

Fleetwood Borough Agreement with Fleetwood Authority

Andy George, Esq. provided update that Emma Rose Boyle; who represents the Fleetwood Authority is in the process of preparing the agreement to document the relation between the Fleetwood Borough and the Fleetwood Authority. Once Andy receives the document, he will review and forward to Council.

Inter-municipal Agreement with Maidencreek Township

The agreement was done by Gene Orlando (represents Maidencreek Township). Andy George, Esq. received the agreement last week and is in the process of reviewing the document. This inter-municipal agreement is for the Public Works department of Fleetwood Borough and Maidencreek Township) – for sharing of equipment, labor, vehicles between the municipalities.

Mayor Gore mentioned that we have an inter-municipal agreement between Fleetwood, Richmond Township and Maidencreek – will this be part of that or will it be separate? Andy George, Esq. said that that agreement is a joint Comprehensive Plan which relates to land planning/uses. This inter-municipal agreement will be a stand-alone document related to Public Works.

Borough Managers Report – Chris Young Finance Update

Chris Young had provided Council with YTD expenses.

2021 Tentative Budget

Chris Young had provided electronic and paper copy of the tentative 2021 budget to Council members.

The biggest impact is the Public Safety section. Ralph Touch stated they took into account the recommendation from Chief Stinsky that Richmond Township was willing to contribute to the part-time criminal investigator and made corrections to the budget items. This leaves the budget a ¼ mil short. John Rothenberger reviewed that the committee reviewed the dollars for 2020 and where those stood and made adjustments for 2021. The items over a difference of \$10,000 are highlighted on the sheet. John noted that the biggest difference was the police budget; with Richmond Township sharing the cost of criminal investigator, it put us at an increase of about \$54,000 compared to last year. The full cost would be about \$107,000 but Richmond Township will be sharing the expense. The budget also had an increase for the Community Center for maintenance items that need to be addressed. Adjustments were made for the street lighting. Difference in the entire budget is \$277,000 between 2020 and 2021.

Mark Watkins questioned the increase of street lighting. Chris Young mentioned that it was a \$75,000 line item in budget each year. The yearend project was more than that so adjustment was made to cover the cost from Met-Ed. This is the cost of electricity. Chris mentioned he spoke with Met-Ed last week about a program to convert the street lights to LED lights. Chris said it will take a while to sort this out and at some point the borough would qualify to have them converted, but only certain areas would qualify at the time.

Mark Watkins inquired about the gas cost increase (general fund – police); increase due to more patrolling and more vehicles. Property and liability insurance – Chris mentioned it went down overall. If total all the liability insurance there is a net decrease. When insurance agents re-evaluated where they felt the amount should go, some went up/some down, and in this item for the community center it went up. John Rothenberger mentioned the insurance agent assigned a percentage to the location.

Pete Merkel inquired if it will be possible to find a criminal investigator to work 35-hours and no benefits. Chief Stinsky said it could be a challenge. Chief has spoken to other department chiefs, and if they need this type of person but not full-time, we may be able to loan them out to another department as needed.

Chris Young mentioned that he started initial conversations with Topton and Ruscombmanor about increased funding and didn't get an impression it would be a major issue.

Suzanne Touch questioned the next stop for the tentative budget once reviewed by everyone. Chris Young mentioned that if there are no questions/opposition to the 2021 tentative budget, it could be advertised for November meeting to adopt the budget or advertise for December to adopt the budget. It is up to Council members on how they want to proceed. Suzanne Touch asked if anyone wanted to make a motion to advertise the 2021 budget for November. Ralph Touch made motion, there were additional comments, questions. Is this motion just for the police budget or the entire budget; entire budget.

2021 Tentative Budget (Continued)

Colin Boyer commented if there was any reasonable expectation of the pool being open for 2021 season. Were the expenses for the pool considered? Ralph Touch mentioned that if the pool is not opened in 2021, there is no pool income and there are no expenses, so it's a wash. Ralph felt it best to keep in the budget since it is not a major impact to the budget costs. Mark Watkins agreed that at this time it's too early to make that call – not knowing what the status of the pandemic will be by Spring 2021. Colin Boyer inquired if the fire tax will be increased for 2021. Chris Young and John Rothenberger stated they were not aware of any plans for the fire company to request more funding that would increase the fire tax.

Motion to advertise the proposed 2021 budget for adoption at the November meeting.

Made by: Ralph Touch Seconded by: Colin Boyer 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

Chris Young suggested that with advertising the 2021 budget, the property tax should be increased a ¼ mil to have a balanced budget. Andy mentioned that the increase in property tax needs to be done by ordinance.

Motion to authorize Andy George, Esq. to create ordinance to increase the property tax a ¼ mil.

Made by: Ralph Touch 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

Public Works - Craig Conrad

Craig Conrad sent out the Public Works report to Council on 10-12-2020.

PennVest

The PennVest pre-bid meeting will be held in the Fleetwood Park on 10-20-2020 at 10:00am to allow for social distancing.

East Locust Street

Craig reported that the waterlines are connected to the homes (but not active). Letters were distributed to the residents informing them that on 10-21-2020 the water service will be shutdown from 4:00pm to 8:00pm to switch over the property to the new water lines. Residents were instructed to put some water aside for use during this time and also in the letter were water boil requirements.

Waste Water Personnel

Craig Conrad mentioned that applications for the position of Waste Water lead-person were received/reviewed. Of the applications received, it has been narrowed down to 3 applicants. Interviews will be occurring on 10-14-2020 with Craig, Chris and committee. Craig is hopeful that by the November Council meeting, he can make recommendation. John Rothenberger inquired about resumes for the applicants – Craig noted there were sent out, but he could resend if John did not receive.

Bills

Current Month

Motion to pay the current month bills.

Made by: John Rothenberger Seconded by: Pete Merkel
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

Bills (Continued) Ratify Bills Paid Sept 25 th Motion to ratify the bills pai Made by: John Rothenber _X_ Motion Carried Doreen O'Neil took roll-ca motion via phone/audio du Suzanne Touch – Yes Ralph Touch – Yes John Rothenberger – Yes	d September 25, 2020. rger Seconde Mo all for verbal acknowledgering Zoom meeting. Peter Merkel – Yes	Jim Meals – Yes	ember regarding their vote on this Mark Watkins – Yes d about via email with Chris Young
Minutes Motion to approve the Septe Made by: Mark Watkins _X_ Motion Carried Doreen O'Neil took roll-ca motion via phone/audio du Suzanne Touch – Yes Ralph Touch – Yes	Seconde Mo all for verbal acknowledg	ed by: Ralph Touch otion Failed gement from each Council mo Jim Meals – Yes John Rothenberger – Yes	ember regarding their vote on this Mark Watkins – Yes
	a lease opportunity for the		nunity Center. Could the Finance Team Ralph Touch will discuss following the
ideas/estimates for the prope Craig Conrad mentioned the at revisiting the 'Tiger' then bring the community togethe stated that the borough would	he is working with Spayderty at the corner of Main a 'Tiger' theme that Suzame with local business/orger. Tammy Gore mentioned need to purchase a Tige	and Franklin Street. nne discussed. Suzanne mentio ganizations to get feed-back. S ned the cost started at \$600 and	oject. He asked their estimator to provide and that she and Mayor Gore could look duzanne thought this may be a way to did then the cost to decorate. Tammy stated that since this is the main lace a Tiger statue.
	but said that he and the of		standable and readable. Chris Young players (Chief, Craig, and other Teams)
Adjourn Motion to adjourn meeting a Made by: John RothenberX Motion Carried Doreen O'Neil took roll-ca motion via phone/audio du Suzanne Touch – Yes Ralph Touch – Yes	rger Seconde Mo ll for verbal acknowledg	ed by: Mark Watkins otion Failed gement from each Council mo Jim Meals – Yes John Rothenberger – Yes	ember regarding their vote on this Mark Watkins – Yes
Submitted by: Doreen O'Neil, Borough R	ecording Secretary		