

## FLEETWOOD BOROUGH COUNCIL MINUTES

  X   BOROUGH COUNCIL MEETING

       BOROUGH COUNCIL WORKSHOP

**Date: November 9, 2020 – Council Conference via Zoom with public phone-in**

**Roll Call:**

  x   Suzanne Pittella Touch  
  x   Pete Merkel  
       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.  
  x   Craig Conrad, Public Works Director  
       Robert Weidner, Highway Commissioner  
  x   Steve Stinsky, Police Chief

**Also Present:**

       John Manmiller, Fleetwood Fire Company Chief  
  x   Ryan Kern and Mike Eversole, 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 Vice President, Pete Merkel.

**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,

|                              |   |                                      |                          |
|------------------------------|---|--------------------------------------|--------------------------|
| <b>Suzanne Touch – No</b>    | <b>Peter Merkel – No</b>  | <b>Jim Meals – Not in Attendance</b> | <b>Mark Watkins – No</b> |
| <b>Ralph Touch – No</b>      | <b>Colin Boyer – Undecided</b>                                    | <b>John Rothenberger – No</b>        | <b>Craig Conrad – No</b> |
| <b>Mayor Tammy Gore – No</b> | <b>Chris Young – Yes for the purpose of borough documentation</b> |                                      |                          |

The following were also included in the roll-call and questioned if any intent to record the meeting

|                           |                             |                                 |                               |
|---------------------------|-----------------------------|---------------------------------|-------------------------------|
| <b>Chief Stinsky – No</b> | <b>Ryan Kern (BIA) – No</b> | <b>Mike Eversole (BIA) – No</b> | <b>Andy George, Esq. - No</b> |
|---------------------------|-----------------------------|---------------------------------|-------------------------------|

**Police Department**

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

Chief reported the following:

- Ongoing budget activities and discussion with Borough Manager, Chris Young
- Physical and background checks were completed and Chief is awaiting drug test results for the pending hire of part-time police officer, Drew Zebertavage

Mayor Gore questioned Chief Stinsky if findings regarding the loud bangs that residents are reporting on social media. Chief will review complaints and give Mayor Gore breakdown of findings.

Pete Merkel inquired about the heavy, oversized loads that are coming through Fleetwood. Do we know when this will end; has there been any signs of this impacting the condition of the newly paved roads from prior PennDOT projects in the borough? Chief Stinsky stated that he has not noticed any affect on the road condition. Chief mentioned that Officer Focht had checked trucks coming through the area and found all their paperwork and permits to be valid and issued by PennDOT. Pete questioned why these trucks aren’t allowed to travel through the construction zones versus traveling through the borough. Chief Stinsky noted that the construction zone lanes are narrower than normal; and are not able to accommodate the heavy/oversized trucks. Chief stated he will contact Brandon (PennDOT) to see when project is slated to be done. Craig Conrad noted that he has not noticed any changes in the road condition due to the additional truck traffic.



## Community Center Lease Agreement

Andy George, Esq. reviewed the lease agreement that was prepared for Kelckner Laucks Architects to lease Suites 208 and 209 in the Fleetwood Community Center. It is a 42-month lease that starts January 1, 2021 thru June 30, 2024. Andy provided summary of the various clauses in the lease agreement (payment start dates, rent costs and increases over the next years, improvements will be made by the tenant, if any asbestos is found during renovations – the tenant and landlord will negotiate to cover remediation – if the remediation costs is too expensive, there is an out-clause for the borough.

Motion to accept the lease agreement with Kleckner & Lauck Architects for Suites 208-209.

**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**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

## Inter-municipal Agreement with Maiden Creek Township

Andy George, Esq. reviewed the inter-municipal agreement with Maiden Creek Township. This inter-municipal agreement is for the Public Works department of Fleetwood Borough and Maiden Creek Township – for sharing of equipment, labor, and vehicles between the municipalities.

Motion to execute and adopt resolution

**Resolution: 2020-11-09**

**Made by: Ralph Touch**

**Seconded by: Pete Merkel**

**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**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

Motion to authorize signing the inter-municipal agreement with Maiden Creek Township

**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**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

## Personnel Committee

Pete Merkel mentioned that Tim Koch (Waste Water) will be retiring March 2021. Interviews were held with 3 applicants who applied for the position that Tim currently holds. Pete stated that Matthew Irving was chosen for the position. Pete and Chris Young have been in discussions with Matthew. Matthew Irving has accepted the job. Matthew will start the week of November 30, 2020. This will allow time for Tim to train Matthew, before Tim's March 2021 retirement.

Motion to hire Matthew Irving for the Waste Water position.

**Made by: Pete Merkel**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

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**Suzanne Touch – Yes**

**Peter Merkel – Yes**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

## Water/Sewer Budget Proposal

Pete Merkel reviewed the 2021 Water/Sewer budgets.

- Water budget is \$1,089,927.98 – balanced budget
- Sewer budget is \$1,107,696.18 – will have a short-fall

Pete mentioned that a new person is being hired for the Waster Water position. There will be labor expenses for 3 months for the current employee and the new hire employee. Pete and Chris Young had discussed and do not feel the need to increase sewer rates.

Denton Schucker (Sewer Authority) mentioned that the Sewer Authority is not done with their budget. There was mention that some items on the budget are not official. Chris Young mentioned that \$204,000 was approved by the Authority for projects and that is in the budget. Denton questioned why a lift gate for one of the trucks is not a sewer expense. Craig Conrad said the lift gate is for the Sewer truck. They use the truck to get loads of Polymer in 55gallon drums. It is cheaper for Public Works to pick up the product and they can return the 55 gallon drums.

Motion to accept the preliminary Water and Sewer budget proposals.

**Made by: Pete Merkel**

**Seconded by: Mark Watkins**

**X  Motion Carried**

**Motion Failed**

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**Suzanne Touch – Yes**

**Peter Merkel – Yes**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – No**

**John Rothenberger – Yes**

Motion to authorize Andy George, Esq. to advertise the 2021 Water and Sewer budgets.

**Made by: Ralph Touch**

**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**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

## Borough Managers Report – Chris Young

### Employee Benefits

Chris Young reviewed with Council that Public Work employees had requested to add Dental insurance, at the employee’s expense. There would be no cost to the borough for this dental coverage. The employee cost would be \$90ish/month for family coverage and \$20ish/month for single coverage.

Colin Boyer stated that this should be considered for next budget and paid by the borough. John Rothenberger questioned if the employee participation rate has an effect on the cost; No. John Rothenberger noted to see what the participation rate is and revisit this for reconsideration of dental insurance being covered by the borough for the 2022 budget year.

Motion to amend the Employee Benefit plan to include dental coverage at a cost to the employee.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**X  Motion Carried**

**Motion Failed**

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**Suzanne Touch – Yes**

**Peter Merkel – Yes**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

### Zoning Ordinance Review

Chris Young mentioned that the Zoning Ordinance is the number one item that the Code Committee is focusing on. There has been a number of variances coming through. Chris has gotten some weigh-in from Planning Commission and Engineers on potential changes. Chris asked Council members to review the ordinance and provide feedback of changes/additions to Chris by end of December 2020. Chris would draft an updated ordinance to then have available for review with Council sometime Feb/March 2020.

## **Borough Managers Report – Chris Young**

### **Met-Ed LED Program**

Chris Young reviewed the Met-Ed LED street light replacement program. There is a proposal that would allow Met-Ed to change out the majority of lights in the borough from the non-LED Sodium Vapor (SV) orange-glow lights to LED lights. The cost to replace these lights is incurred by Met-Ed as long as the lights meet the criteria for replacement (lights over 20/30years old). Estimate savings is \$20,000 per year if lights are converted to LED. Of the 300-some street lights in the borough, there are 200-some that currently qualify to be replaced. Chris Young explained that there are about 5 streetlights that don't meet the criteria but are in the areas where other lights would be converted to LED. To replace these 5 streetlights would cost approximately \$1375.

Mark Watkins questioned if we're sure there is no cost for the replacement of the 200-some that meet the criteria; there is no expense to the borough. Mark commented that the borough may want to consider replacing the remaining 100-some lights to take advantage of the cost savings. Chris Young said it would be about a \$30,000 to replace the remaining 100. The timeframes would need to be evaluated to see how close the remaining lights are to meeting the specs. Chris noted that the replacement of the 200-some lights would be done by Met-Ed in assigned projects of banks of 50 lights. Met-Ed determines the scheduling of when the lights would be replaced. Estimate time is 6 months for the 200-some lights.

Motion to have Chris Young proceed with notifying Met-Ed to proceed with the program to replace the 200-some street lights that meet the criteria, and the 5 random lights in the areas where others are being replaced.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

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**Suzanne Touch – Yes**

**Peter Merkel – Yes**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

### **Community Center Lighting**

Chris Young reviewed with Council that the current lighting in the Community Center is fluorescent T12 bulbs. Chris and Bobby Weidner have been discussing converting the interior lights over to LED. They had two firms provide estimates for replacing the lights. There are 256 lights to replace. Chris noted that not all the lights in the Community Center are on for the same amount of time each day. Estimate savings of \$41 per lamp fixture for the lights that are on 14-hours/day if they were to be converted to LED.

Chris explained this could be done in two phases.

Phase 1 – Convert interior lights to LED

- 107 – first floor
- 27 – offices, bathrooms, Police rooms
- 15 – 2<sup>nd</sup> floor hallway
- Cost to replace these lights is \$19,796. Estimate payback in 3 years. There was a second estimate of \$26,000 for same replacements.

Phase 2 – Convert remaining interior lights and the exterior lights to LED

Chris stated that this is no budget for this. The financial committee feels it makes sense to start converting the lights with the quick payback return. The thought is that \$10,000 for budget 2020 and \$10,000 for budget 2021. Once Phase 1 is completed, would consider Phase 2 for budget. Mark Watkins questioned if maintenance costs were factored into savings; no. Chris mentioned that maintenance for the current fluorescent lights is expensive. Estimates for the conversion to LED includes the removal and disposal of the fluorescent bulbs. The cafeteria would be part of phase 2. Colin Boyer questioned if the Gym was part of the conversion; no, it has new LED lights that Surge had installed.

Motion to convert the Community Center lights in two phases.

**Made by: Mark Watkins**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

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**Suzanne Touch – Yes**

**Peter Merkel – Yes**

**Mark Watkins – Yes**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

### **Santa Parade**

Chris Young stated that due to the COVID-19 restrictions the YMCA will not be doing the Holiday/Santa parade event. However, the Fleetwood Fire Company will be joining the YMCA to take Santa around town as was done with the Easter Bunny. This Santa parade event would be Saturday, December 12<sup>th</sup>. Craig Conrad offered to volunteer if any help is needed. Council approved the YMCA and Fleetwood Fire Company holding this event.

## Public Works – Craig Conrad

Craig Conrad sent out the Public Works report to Council 11-09-2020.

Craig reported that the East Locust Street project is coming to a close this week. Leaf clean-up continues with last pick-up being December 17<sup>th</sup>. The end date for the last pick-up may be adjusted depending on the volume of leaves at that time.

### PennBids – Large Water Project

Craig mentioned that there was an oversight with a date on the cover page of the initial bid for the pre-construction meeting date. The bid was taken down and reposted with the valid dates for bidding. Bids will be opened in December. There were discussions with Arro, Craig, Chris and Andy. It was decided best to start over with posting the bid and plan to open bids prior to the December Council meeting. This is a large project (\$3.5 million), and there is no rush. John Rothenberger questioned if Arro is aware of how the error occurred and Council's displeasure. Chris said they are aware and are covering the costs for the second round.

## Bills

### Ratify Bills Paid October 23, 2020

Motion to ratify the bills paid October 23, 2020.

Made by: John Rothenberger                      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              Mark Watkins – Yes  
Ralph Touch – Yes              Colin Boyer – Yes              John Rothenberger – Yes

### Current Month

Motion to pay the current month bills.

Made by: John Rothenberger                      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              Mark Watkins – No longer in Attendance  
Ralph Touch – Yes              Colin Boyer – Yes              John Rothenberger – Yes

## Minutes

Motion to approve the October 13, 2020 minutes.

Made by: Ralph Touch                                      Seconded by: Pete Merkel  
 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              Mark Watkins – No longer in Attendance  
Ralph Touch – Yes              Colin Boyer – Yes              John Rothenberger – Yes

## Miscellaneous

### Landscaping Main and Franklin Street

Pete Merkel mentioned that Spayd's landscaping provided an estimate of \$35,000. It was discussed that possibly landscaping this area could be done as multiple Eagle Scout projects and done in phases. Craig Conrad noted that do in smaller phases by Public Works - possibly take out the stones and fill-in with dirt/mulch and some greens.

### Water/Sewer Authority

Denton Schucker mentioned to Council that the Authority is looking for someone to fill the position of recording secretary starting in 2021.

### Fleetwood Rec Board

Suzanne Touch mentioned that the Fleetwood Rec Board held contests for House Decorating and Pumpkin Carving; winners will be announced shortly.

**Miscellaneous - (Continued)**

**Electric Car Charging**

Colin Boyer questioned if the borough has a policy for charging electric cars/charging stations. Concern as electric cars become more popular, people would take advantage and use the borough’s electric to charge their cars. Suzanne noted that this would need to be monitored.

**December Council Meetings**

There will not be a December 7<sup>th</sup> meeting unless something arises requiring the meeting.  
There will be a borough meeting on December 14<sup>th</sup> for bill paying.

**January 2021**

Since this is an odd-number year, there is no re-organization meeting.

**Adjourn**

Motion to adjourn meeting at 8:14pm.

**Made by: Ralph Touch**

**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**

**Mark Watkins – No longer in Attendance**

**Ralph Touch – Yes**

**Colin Boyer – Yes**

**John Rothenberger – Yes**

**Submitted by:**

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