

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING _____ BOROUGH COUNCIL WORKSHOP

Date: January 11, 2021 – Council Conference via Zoom with public phone-in

Roll Call:

- | | |
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| <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 (arrived later) | <u> x </u> Andy George, Esq. |
| <u> x </u> Ralph Touch | <u> x </u> Craig Conrad, Public Works Director |
| <u> x </u> Colin Boyer | _____ Robert Weidner, Highway Commissioner |
| <u> x </u> John Rothenberger | <u> x </u> Steve Stinsky, Police Chief |

Also Present:

- _____ John Manmiller, Fleetwood Fire Company Chief
 x Ryan Kern and Joe Hoffman, Barry Isett & Associates
 x Ed Overberger, Doug Kopp and 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 6:50pm by President, Suzanne Touch. Prior to this borough council meeting, there was a Conditional Use public hearing from 6:00pm to 6:45pm.

Recording of Borough Meeting

All attendees were notified that this borough meeting was being recorded for borough documentation purposes when they joined the meeting via the Zoom link.

Suzanne Touch notified all attendees that the meeting was being recorded for borough purposes and asked if anyone was recording the meeting – No Response from anyone.

Doreen O’Neil took roll-call for verbal acknowledgement from each Council member and borough staff members of their attendance. Since Suzanne had previously asked if anyone was recording the meeting, Doreen did not inquire about meeting recording as roll-call was taken.

- | | | |
|---|-------------------------------|------------------------------|
| Suzanne Touch – Present | Peter Merkel – Present | Jim Meals – Present |
| Mark Watkins – Not Present at the time | Ralph Touch – Present | Colin Boyer – Present |
| John Rothenberger – Present | Craig Conrad – Present | Chris Young – Present |
| Mayor Tammy Gore – Present | | |

The following were also included in the roll-call.

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|------------------------------------|--|------------------------------------|
| Andy George, Esq. – Present | Ryan Kern (BIA) – Not Present at the time | Joe Hoffman (BIA) – Present |
| Doug Kopp (Arro) – Present | Ed Overberger (Arro) – Present | Brad Smith (Arro) – Present |

2021 Appointments

- a. **Kozloff Stoudt Attorneys**, Andrew George, Esq. as Solicitor
- b. **BIA** as Borough Engineer for Plumbing/Electrical Inspectors, Building Inspection, Zoning and Codes Enforcement
- c. **ARRO** for Water and Sewer
- d. **Herbein and Company** as Auditor
- e. **Rec Board**: Members Janice De Lay and Suzanne Touch renew terms
- f. **Planning Commission**: Jim Meals renew term

Motion to approve the above 2021 appointments

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, except for item ‘e’(Suzanne Touch) – Abstained

Peter Merkel – Yes

Jim Meals – Yes, except for item ‘f’ – Abstained

Mark Watkins – Not in attendance

Ralph Touch - Yes

Colin Boyer – Yes

John Rothenberger – Yes, except for item ‘e’ (Janice DeLay) – Abstained

Andy George, Esq. on behalf of Kozloff Stoudt Attorneys thanked the borough for the re-appointment in 2021.

Police Department

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

Chief noted:

- Updated Council on the progress of 3 officers
- Police dept received a thank you letter from a Ruscombmanor resident for the departments help with a lost dog
- Officers took up collection to purchased gifts and groceries for a local family and delivered items on Christmas Eve.
- Two other officers assisted in a Toys For Tots event held by Central Berks in the Target/Exeter area
- Install of MVR equipment in the Tahoe were delayed due to a missing part.
- Had opportunity to buy 2 mobile radios for vehicles (normally priced \$7,000-\$8,000 each) at the cost of \$3,000 each from the Muhlenberg Township. Muhlenberg Township approved the sale on 12-21-2020.
- A few years ago radios were purchased through a Berks County contract that had 40% discount savings. That contract was expiring 12-31-2020. Beginning of December, Chief ordered a few additional batteries to take advantage of the discount.
- Reviewed the training schedules for the officers.
- Will provide Council with a comprehensive end-of-year report
- Chief is currently enrolled in a de-escalation instructor training class, to then institute this training in the department training courses. Officer Gallo servers as the main FTO, so Chief Stinsky plans on having Officer Gallo and Sergeant Ulshafer through this same instructor training.
- COVID-19 vaccines – There are 3 options for officers to receive the vaccine, Chief forwarded this information to the officers. Lehigh Valley Health, St. Luke’s, PennState St. Joe’s – The Chief has appointment scheduled and other officers are scheduling as fits their schedules.
- New red-light at railroad tracks at South Richmond Street and East Locust Street. Officers are monitoring the area these first few weeks. There were issues with cars queued up on S. Richmond Street that did not normally occur. Chris Young worked with PennDOT and Telco to adjust the timing of the lights and put diffusers on the lights at Richmond and Main Streets to avoid confusion of what people see with the two lights.
- Jim Meals questions the mobile speed radar sign – have we gotten any data or any areas identified. Chief has not had the time to fully evaluate all the data, but what has been seen is mostly one-offs; not a constant stream of people going 20mph over the speed limit.

Legal – Andy George, Esq.

Police Contracts

Andy reported on the status of the police contracts and that no action is needed since motions were made during the December 2020 meeting.

- Ruscombmanor Township contract was signed by them; no issues. Once receive back, then we can sign
- Topton has not signed yet; Chris Young mentioned this should be signed at their Topton meeting tonight
- Richmond Township; Andy noted they had a question which was addressed today, would expect that they would sign at their meeting tonight.

Record Disposal

Andy reviewed that per Kap Stauffer there are records (insurance claims, ledgers, tax records, etc) from 2013 that are up for destruction/disposal. Chris Young mentioned a copy of this was emailed to Council members earlier.

Motion to approve the disposal/destruction of the 2013 borough records.

Resolution: 2021-01-11

Made by: Ralph Touch

Seconded by: Jim Meals

 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 – Not Present at the time

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

Borough Managers Report – Chris Young

Budget Update

Chris will email Council the budget update later this week.

VPR (Vacant Property Registration)

Chris mentioned that the vacant property ordinance was enacted about 5 years ago. At that time, the borough agreed to manage it as the prior VPR firm was not a good experience and were had to work with. A new company Munireg is willing to take over tracking vacant properties and foreclosures, etc and notify the borough. Chris mentioned that as a borough we are not notified of foreclosures even though there is an ordinance. Chris recommended to Council to take on this new VPR firm – Munireg. There is no cost to the borough. There would be \$200 assessed to the loan agency - \$100 goes to the VPR and \$100 to the borough. There are only about 3 companies that do this type of work. Mayor Gore questioned if this firm is PSAB recommended - Chris asked Mayor Gore to check with PSAB if this firm is recommended. The firm keeps track of foreclosures and notifies the loan agency of the borough’s ordinance and that they need to register the property. The loan agency/bank sends \$200 to the borough. The borough keeps \$100 and forward \$100 to the VPR firm. Ralph Touch mentioned that the ordinance is in place. Chris noted that Munireg reviewed our ordinance and highlighted verbiage what was sent to Andy George, Esq. to review. Over the last few years the verbiage has been highlighted by the courts to not be in the ordinance. There is a chance the ordinance would need to be revised.

Motion to proceed with the new VPR firm pending information from Mayor Gore on response from PSAB or Andy George, Esq. on the use of this firm.

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

Jim Meals – Yes

Mark Watkins – Not Present at the time

Ralph Touch – Yes

Colin Boyer – No

John Rothenberger – Yes

Personnel Update

Lori Barber who is the water clerk in the borough office is leaving for a full-time position. At this time Chris is working with the Personnel Committee regarding replacement strategy. Chris will have ideas to propose to Council in the next month.

Subdivision

Chris mentioned upcoming discussion at the February 2021 meeting regarding sub-division which is with the Planning Commission for property at the end of East Vine Street.

PennVest Meeting

Chris mentioned there is a meeting this Thursday, January 14th based on the bids that were just opened for the water main project. Chris will have more information on this at the February borough council meeting.

Public Works – Craig Conrad

Craig sent out the Public Works report to Council 01-11-202 as attached. Craig expressed gratitude to the workers on his team who always step up when needed.

Traffic Light at Railroad Crossing – S. Richmond Street

Craig reported that PennDOT had notified him of putting the light into service; which has been running for about two weeks. The light has been installed, just not functioning for about 2 years. PennDOT and Norfolk Southern had spent money on having it installed.

Adam Stetler (PennDOT) was present when it was put into service; watched the cycles and felt it was working as intended. After the initial startup there were concerns. Craig and Chris Young talked with Adam Stetler (PennDOT) and Telco came out and made some timing changes. The purpose of this light was to keep cars off the railroad tracks. Craig mentioned that they are still working actively with PennDOT and if anyone has any changes/feedback, to let him know.

Chris mentioned that he had discussion with Adam and PennDOT on the day it went into service. Chris sent a letter to Adam's supervisor regarding the quick response from Adam to reacting to the issues.

John Rothenberger questioned Craig if with the changes to the timing of the lights at Main/Richmond and Main/Franklin Streets, has there been any impact to traffic flow during the East Penn shift changes. Craig mentioned that no matter what is done, when that large volume of traffic there will be some congestion. Craig feels the timing changes made to the light for night time are better; rather than sitting there waiting when there is no traffic coming the other direction, the time has decreased.

John mentioned there was a 2 minute wait on S. Richmond Street; with the change in timing it has decreased to 1 minute. There were concerns from the various First Responders that live above the railroad tracks of the timing when trying to get to the fire station for an emergency call; as First Responders cannot go through red lights.

Public Works Employees

John Rothenberger thanked Craig Conrad for a well done job by his workers during the past few weeks.

There was discussion of plan if there was a situation where all the workers for Water and Sewer services were not able to work. Craig Conrad mentioned that we have engineers who are licensed and also neighboring municipalities that are willing to step in and help each other out. Craig mentioned that this was discussed at a county meeting and exchanged information of who can help who. Pete mentioned that there needs to be a plan in the event of a serious situation.

Chris Young gave credit to Craig Conrad that back in March 2020 when learned of the Covid potential; Craig and Chris met to discuss and get a plan in place. Chris Young had reached out to other municipalities regarding the exchange of services with water and sewer if a situation should occur.

Craig mentioned that we have working municipality agreements with Richmond and Maiden creek Townships if a situation occurs and there are SOPs at the office.

Suzanne Touch thanked Chris and Craig for the teamwork done by the office and the water/sewer department. Pete Merkel expressed gratitude to Matt (new employee for only 1 week) – Craig said Matt is doing well with the job.

Bills

Current Month

Motion to pay the current month bills.

Made by: John Rothenberger

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 – Not Present at the time

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

Ratify Bills Paid December 28, 2020

Motion to ratify the bills paid on December 28, 2020.

Made by: John Rothenberger

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 (now in attendance)

Ralph Touch – Yes

Colin Boyer – Yes

John Rothenberger – Yes

