

## FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: September 13, 2021 – In-person meeting, held in Café  
Council meeting is recorded and posted on website after 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 (Call-In)  
 Andy George, Esq.  
 Craig Conrad, Public Works Director  
 Robert Weidner, Highway Commissioner  
 Steve Stinsky, Police Chief

### Also Present:

John Manmiller, Fleetwood Fire Company Chief  
 Ryan Kern, Barry Isett & Associates

The borough council meeting was held at 110 West Arch Street, in the cafeteria to allow for social distancing as needed. President Suzanne Touch called the meeting to order at 6:31pm.

### Recording of Borough Meeting

A public notice sign was posted at the cafeteria entrance to notify attendees that the Fleetwood Borough Council meeting was possibly being recorded.

During rollcall, Doreen O’Neil asked each Council member/borough employee if they would be recording the meeting tonight. Chris Young stated that he would be recording with audio/video to be posted on borough website. The four guests in attendance were asked if they would be recording; they all stated they would not be recording.

### Barry Isett & Associates (BIA)

#### BIA Report

Attendance of a BIA representative is on an as-needed basis for future borough council meetings.

**Guests:** See attached list.

#### Fleetwood Public Library

Stacy Laucks thanked Council for their support of the Tigers in the P.A.R.K (Play Activities Reading for Kids) program this summer. The program was 3-days a week for 7 weeks. Monday was story time held at the Locust Street Part, Wednesday was story time, activity stations, and presentations in the Fleetwood Park, and Friday was field trips to locations in Blandon/Maidencreek, Richmond Township, and Fleetwood. The program was family oriented; parents and grandparents attended with their children. The program was a great way to be interacting with the community. Mayor Gore congratulated them on the success of this great program.

*Where is Forward?* Stacy explained this is another program being run by the library. There is a survey on their website regarding the weaknesses and strengths of the community. They have received 183 responses so far. Stacy invited Council members to attend one of their conversation meetings to hear what the community has to say. Meeting spots can be reserved on the library website for Sept 18<sup>th</sup> at 9:30am or Oct. 7<sup>th</sup> at 7:00pm.

Lee Turner provided list of overwhelming statistics from their summer reading program. She noted that the library’s new location encourages people to visit. Lee thanked Council members for their support with the Fleetwood Library.

Stacy mentioned that their pre-school program in the park is occurring. Last week Chris Young gave an overview about the Rec Board and the Park. Upcoming events will allow the preschoolers to meet Craig Conrad and Bobby Weidner to learn about equipment and what Public Works does for the community. During safety week, Chief Stinsky will have an officer meet with the preschoolers.

## Guests - Continued

### Fleetwood Historical Society

Russell Anderson mentioned there is a meeting on Wednesday, Sept. 15<sup>th</sup> at 7:00pm that will cover the various Fleetwood Celebrations.

## Police Department

Chief Stinsky provided overview to Council of the August 2021 police report. A copy of the August 2021 report will be provided to Council by end of this week.

Chief reported:

- It was on this year's budget to purchase a vehicle. Chief had the opportunity to see 3 equipped demo vehicles. Looking to purchase a Chevy Tahoe this year which will replace the pick-up truck. This vehicle would be through a lease plan which gives a year deferment on making payments which would not be until September 2022. There is a plan to also purchase a vehicle next year to replace an existing vehicle.
- Officers are doing well. Officer Carr is helping part-time to fill shifts. Officer Kendall will start patrolling with other officers.
- Initiated the hiring process. Chief has reserved room at Kutztown University for November 21<sup>st</sup> from 8:00am-11:30am for writing test and physical agility testing. Now that a date/location has been reserved, he can now start advertising.
- Chief explained that the borough has been broken into quadrants and assigned to different officers. On Wednesdays, the officers check their assigned area for any concerns, ordinance violations, etc., and address them.
- Annual training is starting this week on Tuesday and Thursday. Training will entail Taser recertification, de-escalation, firearm qualifications and night-fire.
- 12-hour shifts have started and receiving positive comments.

## Public Safety Committee - Ralph

### Felix Carr – Provisional Full-time Police Officer

Motion to hire Felix Carr as a provisional full-time police officer.

**Made by: Ralph Touch**

**Motion Carried**

**Seconded by: John Rothenberger**

**Motion Failed**

### Part-time Officer Wages

Motion to raise part-time police officer wages from \$21 to \$25 effective next payroll.

**Made by: Ralph Touch**

**Motion Carried**

**Seconded by: John Rothenberger**

**Motion Failed**

### New Police Department Vehicle

Motion to approve the new police vehicle lease.

**Made by: Ralph Touch**

**Motion Carried**

**Seconded by: Pete Merkel**

**Motion Failed**

### Police Department Vehicle to Fleetwood Fire Company

Motion to sell the current Police Department Ram pick-up truck to the Fleetwood Fire Company at Bluebook value of \$14,000.

**Made by: Ralph Touch**

**Colin Boyer: No**

**John Rothenberger: Abstained**

**Motion Carried**

**Seconded by: Jim Meals**

**Motion Failed**

### Crossing Guards

Mayor Gore explained that there was a problem getting crossing guards this year. There is a partnership between the borough and the Fleetwood School District. SOS is the company that hires the crossing guards. SOS administration came out for a short period of time at the Arch Street and Franklin Street (Rt. 662) location. It was determined that this is a high-risk area. They were looking for someone with a little more experience and training in this situation. They reached out the community and Melissa Rump was interested and is going through the training. Due to the high-risk area, it was decided it was worthy of an increase in pay for this location from \$15 an hour to \$18 an hour. Mayor Gore noted that if it is approved tonight, she will notify the school board; who has a meeting tomorrow night and they will also need to approve.

Motion to increase the crossing guard pay from \$15 an hour to \$18 an hour for the location at Arch and Franklin Streets.

**Made by: Ralph Touch**

**Motion Carried**

**Seconded by: Pete Merkel**

**Motion Failed**

## **Executive Session**

Council went into executive session at 7:11pm for a personnel issue. Recording was stopped.

Council returned from executive session at 7:30pm. The public borough council meeting resumed. Recording was started.

## **Legal – Andy George, Esq.**

### **Tannery Lot – Parking Space Lease Agreement**

Andy George, Esq. discussed that there was no formal lease agreement. The agreement would apply to an individual or a business that wants to lease parking space(s). Andy reviewed agreement items. There is a local business that wants to lease 7 spaces in the corner of the lot at East Locust and South Richmond Streets. It was noted that the borough would purchase and install the signs. The signs would specify the business name. Discussions on various scenarios of possibly painting numbers on the spaces, or provide the space # on the sign. The lease would be yearly. The person leasing the space(s) would be responsible for contacting the police if the space is being miss-used (by someone other than their customers/tenants/workers). Suzanne mentioned that we want to make sure all the ordinances are aligned with this parking space lease agreement. It was also mentioned that signage should be installed stating the borough/business is not responsible for damage/theft. The business that inquired will be notified that a review of the lease agreement and parking ordinances will done, and once it is aligned, they will be notified to see if still interested in entering into a lease agreement for the 7 specified/requested spaces.

Mayor Gore mentioned that in the future may want to look at installing charging stations. John Rothenberger questioned how long it takes to charge vehicle when/if considering installing charging stations. Andy was asked to revise accordingly.

### **County Dispatch Agreement**

Andy George, Esq. explained the resolution for the County Dispatch agreement. Charges for 2022 will remain the same as 2021. After 2022, the rates will increase. The yearly charges will be based on the cpi price index for the northeast region, as opposed to what they've done in the past which has been at the county's discretion. They now decided to have flat increases over time.

Motion to authorize resolution and sign County Dispatch agreement.

#### **Resolution: 2021-09-13**

**Made by: Ralph Touch**

**X   Motion Carried**

**Seconded by: John Rothenberger**

**Motion Failed**

## **Personnel Committee - Pete**

### **Community Center Ambassadors**

Pete Merkel discussed hiring part-time ambassadors for the community center. The applicants are Madeline Ammon, Katelyn Mileschosky, and Rachelle Atchina.

Motion to hire Madeline Ammon, Katelyn Mileschosky, and Rachelle Atchina as part-time ambassadors.

**Made by: Pete Merkel**

**X   Motion Carried**

**Seconded by: Ralph Touch**

**Motion Failed**

## **Codes – Ralph**

### **MuniReg Contract**

Ralph Touch discussed approving the MuniReg contract for vacant property service. Chris Young explained that the contract has been going back and forth since February; there have been changes on both sides. MuniReg helps enforce vacant property services.

Motion to approve the MuniReg contract for vacant property services.

**Made by: Ralph Touch**

**X   Motion Carried**

**Seconded by: Jim Meals**

**Motion Failed**

## **Water/Sewer - Pete**

### **Water Shut-off Process**

Pete Merkel mentioned that some time ago the borough stopped enforcing the water shut-off process through the transition to new software, and then Covid-19 hit. Chris Young mentioned that the federal law said there would be no utility shut-offs during a certain time frame during the Covid-19 pandemic. The last few months this order has been released and the borough is now able to do utility shut-offs. There was discussion of the new proposal that Chris had sent out prior to the meeting. The proposal would be to first focus on anyone owing more than \$500 and two quarters behind in payments. There are about 35-40 properties in this situation. Chris mentioned that every quarter when the water/sewer bills go out; a notice goes out to the owner requesting they contact the borough to start a payment plan. Some people have reached out regarding a payment plan and others have not made any communication to the borough regarding payments. Chris will provide an update at the November meeting.

#### **Phase 1:**

- Everyone will get the same letter; the first letter is a warning and will be sent out mid-September.
- On or around October 1<sup>st</sup> a certified letter will be sent out.
- On or around October 15<sup>th</sup> a placard stating ‘your water will be shut-off’ will be placed on the resident’s door if they owe \$500 or more and are 2 months behind.
- This phase will be used for the next 2 quarters to try and get people back in line and payment plans established.

#### **Phase 2:**

- In 2022 we revert to the same process we have.

Motion to reinstitute the new water shut-off process.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **Service Electric Lease Agreement**

Pete Merkel explained that Service Electric had a lease agreement with the borough for property along Clemens Road. The leased property was the location where Service Electric had an old satellite station. They approached the borough wanting to formally end the lease agreement. Craig Conrad mentioned that a few months ago Service Electric had contacted him asking what needed to be done for them to get out of the lease and clean up the site. Craig said a list of items of what we wanted to have done was given to Service Electric. Service Electric has accomplished those things. Craig worked with Larry at Berks Nature and Service Electric sent us a check to put in escrow to be used for trees and reseeded.

Motion to approve formally ending the lease agreement with Service Electric.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

### **Public Works Truck Sale**

Pete Merkel stated that Craig Conrad had posted the sale of the used truck on Municibid. Craig reported that the sale ended today at noon. The highest bid was \$10,950 by Floyd Mendenhall of Cedar Springs Construction in Pottstown.

Motion to award the bid to Floyd Mendenhall for the sale of the truck for \$10,950.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **Tool Cat Vehicle**

Pete Merkel mentioned that currently the borough owns a Bobcat skidloader. With the sale of the old truck, Craig would like to purchase a ToolCat (similar to an UTV). This is a versatile piece of equipment and similar to a small truck. It can be used with existing equipment. Craig would also like to purchase a snow blower that attaches to the ToolCat. Craig mentioned this piece of equipment could also be used to plow/blow snow and be used in the parks and smaller alleys. The cost of this vehicle would be \$59,480.41. Craig is looking at a 3-year lease of \$20,000 per year and then we would own the ToolCat.

The ToolCat would be useful for all departments. This is a year-round vehicle and would be tagged for use on the road.

The reason for the proposal now is that we can get a lease agreement on it with the CoStar pricing and then there is a 90-day turnaround. If this lease is approved, Craig can turn this around and get this on order to have by winter months to replace the old truck that was sold. This was not on the budget, which is why the proposal is for a 3-year lease.

Motion to approve the purchase of the ToolCat at a cost of \$59,480.41 with a 3-year lease.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

## **Water/Sewer - Continued**

### **Annrich Pay App**

Pete Merkel stated that this is a monthly pay app for the people doing the water main project on Franklin Street for \$188,080.39. The job is complete, but there will still be at \$20,898 retainer.

Motion to approve Annrich pay app of \$188,080.39.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **Water Tap-In Fee**

Pete Merkel mentioned that the Water Sewer Authority has certain duties. Pete asked them to make an outline for the next Authority meeting to have these duties defined, since they are not currently defined. The Authority needs to get the consumer's tap-in fees based on flow. There had been a meeting with Andy George and the Authority agreed to it. However, now the Authority is saying they don't determine tap-in fees for water. Andy George noted there is currently a Sewer tap-in agreement that goes through an analysis. Andy noted that there is no agreement/analysis document for water tap-in fees. Pete stated that the water tap-in analysis/fees needs to be put down on paper so everyone understands it. Guest Denton Schucker mentioned that with the borough's suggestion in the last year or so, there was an increase in the sewer-tap in fees and with the water tap-in fees. Denton mentioned that the sewer tap-in fees go to the Authority but the water tap-in fees go to the borough. Andy George mentioned that there should be a resolution that states the use of flow like the Sewer tap-in fees resolution.

There was brief discussion that the lease agreement between the borough and the Authority, which defines the Authority's duties has still not been signed.

Motion to grant Pete Merkel and Water Committee authorization to recommend tap-in fee rates for any new developments until a new ordinance is enacted, to then be brought back for review and a vote.

**Made by: Ralph Touch**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

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

### **Financial Status**

Chris provided documents to Council via email prior to tonight's meeting. Chris reported the financial status is good. The team leaders have their budgets with the date they need to be returned to Chris. The goal is to have a proposed budget by the October council meeting. Anyone from Council that has a budget item should notify Chris of the information. Colin Boyer inquired if the budget from the Fleetwood Fire Dept would be available by the October meeting; the answer is no, as they are going through the same process right now.

## **Public Works – Craig Conrad**

Craig reviewed his report:

- The water main project is still continuing through spring.
- Storm Ida
  - Craig was out of town during the storm, but had everyone aligned with their responsibilities. This list was shared with Council and Chief prior to the storm in the event any issues occurred; Craig noted the guys did a great job.
  - There was minimal damage from the storm.
  - There was an issue in Cambridge Court where a 30" pipe collapsed between two properties. This required digging down 17' to replace a 20' section of the 30" pipe. This required a contractor to bring in large equipment. The pipe is replaced, ground is reseeded and cement work has all been completed.
  - Suzanne inquired if any relief funds were available for this. Chris said there needs to be certain threshold before it kicks in. Craig has submitted the receipts to Chris. Chris noted that the last storm was worse and we did not receive any relief funds.
- Fleetwood Park
  - Colin Boyer inquired about the north side of the roadway had cones. Craig said there was section of roadway that was undermined again. He needs to discuss with Chris about what approach to take, may need to get more stones.
  - The first part of the park plan for the creek is from the band shell down. This is what was submitted to DEP.
  - To address the creek issues from the band shell up to Main Street would be a new project requiring a meeting with Ryan and Christine from BIA. Need to determine what would be involved and then grants could be applied for; which is not a fast process. John Rothenberger mentioned that part of the project should include addressing the depth of the creek.

## Miscellaneous

### Storm Awareness

Suzanne Touch mentioned she had discussed with Chris Young about the possibility of having a siren for storm awareness/tornado warning siren. Suzanne mentioned there is a cost to this for maintaining. It was mentioned that Kutztown has one of these sirens and during the last storm it went off unintentionally. Chris stated that during the tornado warning/flooding the Kutztown siren kept going off because the water shorted out the electrical connection to the siren. What opportunities do we have to make Fleetwood residents aware of severe storm warnings? Have public awareness campaign, explaining that people can up for National Weather service alerts. The alerts would come through their cell phones, or people could purchase weather alert radios. The alerts would be based on the National Weather Service versus someone in the borough translating the information from the National Weather Service and the putting out a SwiftReach call to resident.. In the event of a tornado, time does not allow for the translation of the alert for the SwiftReach call. There was discussion of putting a notice in the water bill to make people aware of the options for weather alerts. Suzanne asked Chris if he could put something together for next water bill mailer, and also post the information on the website. Chris could also put a notice on the digital sign to see website for storm warning information.

## Bills

### Current Month – September 13th

Motion to pay the current month – September 13, 2021 bills.

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

### Ratify Bills Paid August 23rd

Discussion regarding a bill for \$250 for the public utility commission for a violation of recording requirements that happened back in 2018. Craig mentioned there as a line marked in the field, but was not in the system until the next day. Motion to ratify the bills paid on August 23, 2021.

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

## Minutes

Motion to approve the August 9, 2021 borough Council meeting minutes.

**Made by: Ralph Touch**                                      **Seconded by: Jim Meals**  
**John Rothenberger – Abstain (was not at July meeting)**  
**X   Motion Carried**                                      **Motion Failed**

## Adjourn

Motion to adjourn meeting at 8:52pm.

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

## Submitted by:

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