

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: November 8, 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
 Brad Davis, Esq.
 Craig Conrad, Public Works Director
 Robert Weidner, Highway Commissioner
 Dale Ulshafer, OIC

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.

Barry Isett & Associates (BIA)

BIA Report

Attendance of a BIA representative is on an as-needed basis for borough council meetings. The BIA Engineer report was emailed to Council members this morning. If there is a need to have an engineer present at meeting, Chris Young should be notified to schedule them to be in attendance.

Guests: None.

Police Department

Sergeant Ulshafer (OIC) reviewed the October 2021 police report with Council.

Sergeant Ulshafer (OIC) reported:

- He has 23 years of service with the Fleetwood Borough Police Dept
- Looking at ideas for the police department to have more involvement with the community
 - New Facebook page
 - Coffee with a Cop events
 - Spotlighting officers
- He will be working with Chris Young (Borough Manager) discussing changes; more details to follow
- Sergeant Ulshafer (OIC) stated he would like to schedule a meeting with Council to discuss ideas/directions and then follow-up with the officers
- He will be evaluating traffic issues and ways to resolve and keep community safe
 - Compile list of complaints
 - Review data from the speed tracking sign
 - Jim Meals mentioned that in the past month, he has seen 3 people driving the wrong way in the 0 block of Locust Street that is a one-way street
 - Craig Conrad mentioned that signage was increased in this block; reflective signs are on both sides of street.
- He is looking to hire new part-time officers. Looking to get the word out on Facebook and other free advertisement networks. Also looking to hire a new criminal investigator.

Police Department (continued)

Colin Boyer inquired about Sergeant Ulshafter’s (OIC) status with BCERT (Berks County Emergency Response Team). Sergeant Ulshafer (OIC) stated he has been the team leader for the Tactical team of BCERT for 11 years and will continue to part of this team.

Pete Merkel inquired on the status of patrolling Maxatawny Township. It was mentioned that it looks to be diminishing.

There was mention of nuisance vehicles that are in back yards of properties or in the borough streets. Mayor Gore mentioned we are complaint driven so any issues of this sort should be reported to the borough office.

Legal – Brad Davis, Esq.

Fleetwood Library Lease

It was reported that Kourtney Bernecker, Esq. had provided a copy of the lease revisions to Council. The lease revisions were to clean up wording to have the new room number listed, etc. The Fleetwood Library is ok with the lease.

Brad Davis will notify Alicia to provide copies to Fleetwood Borough for signatures.

Motion to accept the Fleetwood Library revised lease agreement.

Made by: Ralph Touch

Seconded by: Pete Merkel

X Motion Carried

Motion Failed

Finance

2022 General Budget

The new budget revisions were mailed out 11-08-2021 to include changes that were made since the 10-12-2021 meeting.

There is no anticipated tax increase. Chris Young mentioned that there are no savings or grant monies to be used toward the 2022 budget.

Motion to advertise the 2022 budget to be voted on at the December 13th meeting.

Made by: John Rothenberger

Seconded by: Ralph Touch

X Motion Carried

Motion Failed

Personnel

Public Works Weekend Rotation

Pete Merkel reviewed that the Public Works personnel works 40 hours per week and required to work weekends. The proposed plan is to go to 7-day coverage with everyone working 40 hours per week, but alternating when they work weekends. Example would be a sewer employee may work Wednesday thru Sunday which would provide coverage on the weekend and they would be working 40-hours at straight time. Craig Conrad mentioned that with this new schedule it would actually give the employees more free weekends and they would only work one weekend every 4 or 5 weeks.

This new schedule would save approximately \$33,000 in overtime costs, \$5,000 in part-time hours, free up Craig Conrad to work on engineering items that could possibly save up to \$10,000 in engineering fees; for a total savings of approximately \$48,000 annually.

Pete mentioned the workers are in agreement with this new schedule. Craig Conrad explained that DEP requires certain reporting be done for the Water and Sewer plants every day; including weekends and holidays. Craig mentioned that there would still be overtime depending on snow removal work or breaks in the system.

Suzanne Touch mentioned that the employee manual will need to be updated for this new schedule. Chris Young will revise the manual and forward to Jeff Elliot (Kozloff Stoudt Attorneys) for attorney approval

Motion to accept the 7-day coverage work schedule for Public Works employees.

Made by: Pete Merkel

Seconded by: Ralph Touch

X Motion Carried

Motion Failed

Personnel (continued)

Additional Public Works Employee

Pete Merkel discussed that currently the Public Works department has 5 full-time employees; less staff than in the past. Craig Conrad would like to hire one more full-time employee. This additional person would leave more time for Craig to focus on administration/managing supervisor responsibilities. Pete stated that the Water and Sewer Committee approved the hiring of a full-time employee. The 2022 water and sewer budget reflects the cost of a new employee.

Colin Boyer inquired how the dollars are tracked; we're saving dollars with the new 7-day coverage, but then hiring another employee. Pete mentioned the cost (not salary) is \$100,000 per year for salary and benefits for an entry level Public Works laborer. With the savings of \$48,000 with 7-day coverage schedule, the cost of \$52,000/year would be split between Water and Sewer. Craig Conrad stated there is currently a part-time public works employee who may be interested/considered for this full-time position. Craig noted that the work for this additional full-time employee would be majority water and sewer maintenance, but may cross over to assist with mechanical, paving, and other jobs. It was mentioned that wage will be adjusted depending if person has additional certifications.

Motion to advertise for full-time public works employee and made recommendation of person to be hired

Made by: Pete Merkel

Seconded by: Ralph Touch

Opposed: Colin Boyer

Motion Carried

Motion Failed

Water and Sewer Committee

Anrich Pay Application

Pete Merkel reviewed the Anrich Pay application for water main work that was completed on Pine Street and Cedar Street. Work has been approved by the engineers. This is part of the PennVest loan.

The current payment due for Pine Street is \$191,387.787 (leaving a balance of \$89,000).

The current payment due for Cedar Street is \$113,205 (leaving a balance of \$54,654).

Motion to pay the Anrich pay application bills.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Water and Sewer 2022 Budget

Chris Young stated he had met with the Water and Sewer committee and the budget was revised. The revised budget was emailed to Council. The Sewer budget is balanced; meaning the money coming in covers the expenses. The Water budget is in excess of \$100,000 deficit; the money would need to come from savings. This deficit comes from a water tank project at the reservoir. The water tank is due for inspection in 2022. Depending on findings will determine if it needs to be recoated/painted on the inside and outside.

Motion to advertise the Water and Sewer 2022 budget to be voted on at the December 13th meeting

Made by: Peter Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Richmond Street Pump Station

Guest Denton Schucker mentioned that the Authority feels the Richmond Street pump station should be upgraded. Pete Merkel stated the Water and Sewer would be buying 4 pumps, outside the scope of Richmond St pump station. Pete noted this will be discussed at the 11-16-2021 Authority meeting.

Public Safety

Handicap Permit 101 E. Washington Street

Ralph Touch mentioned an application for a handicap parking for 101 E. Washington Street was received. It was discussed that this spot is not specifically for this owner, but a tenant. Chris Young is working with Public Works on location of this handicap parking spot. It may go on along North Walnut Street instead of East Washington Street since property is a corner lot.

Motion to approve the application for handicap parking permit.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Police Chief Update

Ralph Touch provided update regarding the Police Chief position. They have narrowed down the number of applicants from the first round of review of applications. There will be interviews on 11-15-2021 with the selected applicants. Mayor Gore mentioned she has a list of questions for the interviews that she would like to share with the Public Safety committee.

Public Safety (continued)

Santa Parade

Ralph Touch mentioned that the route for the Santa Parade on Saturday, December 11th at 9:00am was submitted to the borough. The parade route is the same as in prior years. Parade departs from the Fleetwood High School, up Maple Street to Greenway Street, to Forest Street, to Vine Street, to Race Street, to Arch Street. There is nothing at the Community Center following the parade and the parade route would be adjusted to return to the high school down Richmond Street.

Motion to approve the Santa Parade route.

Made by: Ralph Touch

Seconded by: Colin Boyer

 X **Motion Carried**

 Motion Failed

Borough Managers Report – Chris Young

2021 Budget Update

Chris Young reported that the budget looks good and had emailed information to Council.

ARPA Funds

Chris Young reported that the borough received about \$200,000 in ARPA Funds. These funds are in a dedicated account. The \$200,000 is half of what the borough is to receive; the other half should be received spring 2022. Chris mentioned that he and Craig Conrad have met with BIA engineers to discuss the infrastructure of the storm sewer which is still the focus for these funds. Chris mentioned that Kourtney Bernecker, Esq. is reviewing changes that came in today (11-08-2021) regarding what ARPA funds can be used towards. It possible that these funds may be able to be used for parks. Depending on amount of grants received with DCNR grants, other money may be able to be used from the ARPA funds. The ARPA funds must be dedicated by 2024 and spent by 2026.

Planning on how the ARPA funds will be used is an active project, since need to account for time to apply for permits.

Community Center Kitchen

Chris Young stated there has been a request from someone with a Food Truck who would like to use the Community Center kitchen to help prepare their food. Suzanne Touch questioned if there is anything that would need to be changed to be compliant. Suzanne mentioned that we should talk to the insurance company to see if there is concern that if something happens in building that affects their business, what does that mean to the borough? It was also questioned if someone from the borough who would be certified in ServSafe would need to be present each time this business uses the kitchen facility. It was questioned how much time would they want to be using the kitchen. Need to understand that there are times when the kitchen is not available (ex. Breakfast Bros days, Fire Company Hoagie days, other times that cafeteria is in use – meetings, voting days, etc).

At this time, there were no objections from Council for this to be looked in to.

Water Shut-off

Chris Young mentioned that the borough water shut-off process was implemented which pertained to residents who are 2-quarters behind in payments, and owe more than \$500. Chris mentioned that at the time the process was implemented, there were 40 people. At this time it's down to a handful of people and borough office is working with them about payment plans. Brad Davis, Esq. mentioned there is a new program with DHS that uses federal funding. People can apply for this funding and the borough would receive payment through DHS. Brad will provide Chris with information about this program. The program goes into effect 01-04-2022.

Public Works – Craig Conrad

The Public Works report was emailed to Council members on 11-05-2021.

Water Valve Issue

Craig Conrad discussed the issue that occurred when the water pressure blew off a valve during water main work on West Race Street on 10-25-2021. This problem resulted in a Boil Water Advisory. The foreman on the project contacted Craig as soon as it occurred. When it occurred WFMZ was contacted, a SWIFT reach call went out to residents, the schools and Sun Sweet were also notified. Chris Young mentioned that he had contacted the insurance carrier to put them on alert in case something would arise. Craig commented that the guys handled it well, and DEP was contacted and instructions were followed. It was required to have good readings from 6 different locations for 2 consecutive days before the Boil Water Advisory could be lifted. The cost of these tests is \$20.00 per sample. Craig said he had contacted Anrich supervisors to discuss what had occurred and ways that the crew could have avoided the problem. Craig mentioned he will work on compiling updated SOP for future reference. The Boil Water Advisory was lifted around noon on 10-27-2021.

Public Works (continued)

Salt Shed Roof

Craig reported that the roof on the salt shed is in terrible condition. He went to COSTAR for a quote. The quote is \$21,100 to replace the wood underlayment, put on a metal roof with gutters and downspouts. This needs to be done to keep the salt dry or will cause issue with their salt spreaders. Jim Meals recommended this be a capital project.

Motion to move forward with the COSTAR quote of \$21,100 to replace the salt shed roof.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Miscellaneous

Hydrant flushing was completed last week. Hydrant flushing is required twice a year; was last done in June 2021.

Leaf collection has started and will continue until 12-17-2021.

Bills

Ratify Bills Paid October 25th

Motion to ratify the bills paid on October 25, 2021.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Current Month – November 8th

Motion to pay the current month – November 8, 2021 bills.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Minutes

Motion to approve the October 12, 2021 borough Council meeting minutes.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Adjourn

Motion to adjourn meeting at 8:05pm.

Made by: Jim Meals

Seconded by: Colin Boyer

Motion Carried

Motion Failed

Submitted by:

Doreen O’Neil, Borough Recording Secretary