

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: December 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 – call-in until 8:00pm

Ralph Touch

Colin Boyer

John Rothenberger

Tammy Gore, Mayor

Chris Young, Borough Manager

Doreen O’Neil, Recording Secretary

Andrew George, 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 6:30pm.

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 prior to tonight’s meeting. 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

The November police report was emailed to Council members prior to tonight’s meeting.

Legal – Andrew George, Esq.

Police Contracts – Richmond Township, Tipton Borough, Ruscombmanor Township

Andy George, Esq. stated that the three contracts are in review with each of the townships/municipalities. The contracts are for one year (2022). The contracts for police coverage in these three municipalities are the same price as 2021. New verbiage was added to the Tipton and Ruscombmanor contracts.

Motion to pass the resolutions and adopt the contracts for 2022 police coverage in Richmond Township, Tipton Borough, and Ruscombmanor Township subject to review from these municipalities.

Resolution 2021-12-13-01 – Richmond Township

Resolution 2021-12-13-02 – Tipton

Resolution 2021-12-13-03 – Ruscombmanor Township

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Legal – Andrew George, Esq. (Continued)

Richmond Township and Ruscombmanor Township – Water and Sewer Agreement Amendments

Andy George, Esq. mentioned that he only has the agreement amendment between the Fleetwood Borough, Authority and Richmond Township. He has not received the amended agreement from Ruscombmanor Township.

Motion to accept the Water and Sewer Agreement amendment between Fleetwood Borough, Authority and Richmond Township.

Resolution 2021-12-13-04 – Richmond Township

Made by: Pete Merkel

Seconded by: Ralph Touch

 X **Motion Carried**

____ **Motion Failed**

Authority Water Agreement

Andy George, Esq. mentioned the Authority has approved the water agreement that outlines the ownership between the Authority and the Fleetwood Borough.

Motion to accept the Authority water agreement.

Resolution 2021-12-13-05

Made by: Pete Merkel

Seconded by: Ralph Touch

 X **Motion Carried**

____ **Motion Failed**

Liquid Fuels Audit

Andy George, Esq. mentioned there was an audit by the state. There was finding in the audit and his office is addressing. We have until December 31st to challenge the audit results. Andy George, Esq. will issue a letter of memorandum stating bidding procedures were followed by instructions from PennDOT. Chris Young mentioned he had conversation directly with auditor. Documentation from Craig Conrad will be shared with Andy George.

Motion to authorized Andy George, Esq. Kozloff Stoudt Attorneys to provide documents to challenge audit findings.

Made by: Ralph Touch

Seconded by: Jim Meals

 X **Motion Carried**

____ **Motion Failed**

Fleetwood Fire Company Agreement

Andy George, Esq. reviewed that his office received a request from the Fleetwood Fire Company and Fleetwood Bank to provide a letter from the Fleetwood Borough stating the Fleetwood Fire Company has been providing fire protection services since 1914 and is officially recognized by the borough as providing fire protection services to the community. It was stated that a new fire truck is arriving later this month and the Fleetwood Bank needs an updated agreement for the loan.

Motion to approve signing agreement document.

Made by: Ralph Touch

Seconded by: Jim Meals

 X **Motion Carried**

____ **Motion Failed**

Fleetwood Pool

Topton Pool Membership

Ralph Touch noted that the Topton borough pool will not be opening for 2022. It was mentioned that in the past there were discussions for allowing other municipalities to pay a fee to the Fleetwood Borough pool to allow their residents to have a membership at the Fleetwood Pool. Ralph reviewed the concept that he, Chris Young, and Mary Templin discussed. They have determined a rate to pose to Topton. If Topton agrees to the rate, Topton residents would be offered membership at the Fleetwood membership rates; they would not pay the out of town price for their Fleetwood Pool membership.

Ralph also mentioned that Topton Swim Team has asked to join up with the Fleetwood Swim Team and form a new swim team. Members of the swim team are required to buy a membership to be on the team. In 2021 there was no Fleetwood Swim Team due to not enough participants and the uncertainty of Covid. It was mentioned that the YMCA owns the license for the Fleetwood Swim Team and they are in agreement – have one joint license for the swim team and help with the function.

Fleetwood Pool Manager

Ralph Touch discussed that there was no increase in salary for the Fleetwood Pool Manager for 2021 due to the uncertainty if the pool would be able to open or not due to Covid. Ralph stated they are proposing a one-time bonus of 3% to the Fleetwood Pool Manager, Mary Templin. Mary is a seasonal employee under contract. The bonus would be included on the last pay of the 2021 year.

Motion to give Fleetwood Pool Manager, Mary Templin a one-time bonus of 3% for 2021.

Made by: Ralph Touch

Seconded by: Mark Watkins

Colin Boyer: No

 X **Motion Carried**

____ **Motion Failed**

Finance

2022 General Budget

John Rothenberger stated that the 2022 general budget was submitted and advertised as \$2.87 million. There is no tax increase for 2022.

Motion to accept the 2022 general budget.

Made by: John Rothenberger

Seconded by: Ralph Touch

Colin Boyer: No

Motion Carried

Motion Failed

Solar Panel Project – Sewer Plant

A presentation of the proposed Solar Panel project was sent to Council. John Rothenberger and Mark Watkins had a conference call with the company. The solar company has worked with other municipalities in the Commonwealth. There is no out of pocket expense to the borough. The company is willing to provide a presentation to all of Council; either in person or virtual. The location for solar panels would be on the property at the Fleetwood Sewer plant. Some questions regarding this were that sewer plant is on property in Richmond Township; is the land zoned for this and is Richmond Township ok with this? What happens if we need to expand the sewer plant after the solar panels are in place? It was stated that an application for a permit would need to be applied for through Richmond Township. The Solar Panel project is currently a concept and looking to see if borough council agrees with moving forward. Chris Young mentioned the Authority is on board with this; the project would need to be discussed with Richmond Township. It was questioned if this would need to go to bid; Andy George, Esq. mentioned it does not require bid. Andy offered to review the contract. Suzanne Touch mentioned that arrangement should be made to have the solar panel company present the plan at next month's meeting. Council members should email questions/concerns to Chris Young and he can share them with the solar panel company prior to the presentation meeting.

Personnel

Employee Manual

Pete Merkel mentioned that the Employee Manual has been revised to reflect the 7-day coverage and vacation policy for the Public Works employees.

Motion to use the revised Employee Manual effective January 10, 2022.

Made by: Peter Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Reporting Structure

Pete Merkel reviewed that the plan is to free up Craig Conrad to do more managing/supervisory role for the Public Works department. Currently Craig reports to Council, the proposal is to have Craig report to Chris Young, Borough Manager. Mayor Gore questioned the additional workload this may have on Chris. Mayor Gore asked that Chris keep Council informed if additional work load becomes too much.

John Rothenberger questioned if any documentation changes were needed to reflect this change? Chris mentioned that the Personnel committee was ok with the motion being recorded in the minutes. Chris Young mentioned that he and Craig are working on job descriptions, SOPs, and an org chart could be part of this work.

Motion to change reporting structure for Craig Conrad to report to Chris Young, Borough Manager

Made by: Peter Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Health Care Plan 2022

Chris Young stated that the plan is reviewed periodically. He did need to revise some language. There is no change that affects current employees.

Motion to accept the Health Care Plan 2022.

Made by: Peter Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Water & Sewer Committee

Water and Sewer Budget

Pete Merkel stated the 2022 Water budget is \$1,192,340.58 and the 2022 Sewer budget is \$903,350.00.

Motion to adopt the 2022 Water and Sewer budgets.

Made by: Peter Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Water & Sewer Committee (Continued)

Annrich Payment Application #3

Pete Merkel reviewed the Annrich Pay application for water main work that was completed on Green Street. Work has been approved by engineers and Craig Conrad. The current payment due for Green Street is \$71,455.18.

Motion to pay Annrich \$71,455.18 for water main project work on Green Street.

Made by: Peter Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Public Safety

Police Chief Update

Ralph Touch provided update that the second level of interviews is completed. There will be a meeting this week to do a skeleton contract and determine the final recommendation of an applicant. Chris confirmed with Andy George, Esq. that he had a copy of contract and asked if he could turn something on this by Wednesday, so they have for their Wednesday night meeting.

Police 12-hour Shift Addendum

Ralph Touch mentioned that the police officers would like to continue with the 12-hour shift schedule for 2022. The addendum contains verbiage regarding the 12-hour shifts, work details, and vacation details.

Motion to accept the 2022 Fleetwood Police 12-hour shift addendum.

Resolution: 2021-12-13-06

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Elm Street Parking

Ralph Touch reviewed the issue of parking on Elm Street. Residents are parking too close to the corner and delivery trucks are unable to make the turn, forcing them to back in the one-way South Chestnut Street road to get to Elm Street. Chris worked with Sergeant Ulshafer and Bobby Weidner has put up temporary 'No Parking' signs at the corner of Elm Street off of South Richmond Street. Chris reported that this seems to be working and if it continues to resolve the issue, there may need to be an addendum to the parking ordinance in the future.

Borough Managers Report – Chris Young

ARPA Funds

Chris Young reported that the delegation around what funds can be used for may change if Congress has their way. Currently you can use funds for expenses incurred since you lost money during Covid. If set amount of dollars was not lost, then the municipality could use it for infrastructure upgrades, which Chris and Craig have been discussing. Chris reported that at the last meeting, it was mentioned that Congress is looking to take a 1million dollar loss guaranteed for every municipality so you would not need to justify it. So the \$400,000 that the borough will receive could be used for anything. Chris mentioned that if the new plan from Congress goes through, the funds might be able to be used for the park instead of water/storm sewer. The time line to use the funds remains the same – by end of 2024 a plan and contract must be signed and in place and funds must be used by end of 2026. Chris noted that he and Craig have a backup plan to discuss with Ryan Kern (BIA) of using the funds for the park band shell and bridge if Congress's new plan is approved.

DCED Grant

Chris Young mentioned that the borough has received a \$132,000 grant from DCED toward the Fleetwood Park project of approximately \$500,000. Many thanks to Senator Judy Schwank for assisting in getting the grant funds earmarked for the Fleetwood Park. Chris and engineers (BIA) are looking at what money could be used for.

Chris mentioned we are still waiting to hear back on a DCNR grant which would be bridge and band shell.

Council Meeting Schedule - 2022

Chris Young reviewed the attached proposed borough council meeting schedule for 2022.

It was stated that the Monday, January 3, 2022 is an additional meeting that is required by the state for Council reorganization. Chris noted that all business could be pulled and addressed at the January 3rd meeting, and then skip the January 10th; but still advertise the January 10th meeting.

Motion to adopt the 2022 borough council meeting schedule and advertise this schedule with the Authority meeting schedule.

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

Borough Managers Report – Chris Young (Continued)

Lease Community Center Room #114

Chris Young mentioned that someone is interested in leasing Room # 114 on a month-to-month basis at a proposed rate of \$300 per month. Room would be used for storage, assembly of boxes. Chris will work with the new police chief once seated to review use of that room and adjacent room. The person interested in leasing room #114 is aware that it may only be for three months. Chris asking if Council has any issues with this?

Motion to lease Room #114 on a month-to-month basis at the rate of \$300 per month.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Public Works – Craig Conrad

The Public Works report was emailed to Council members.

FM Browns

Craig Conrad mentioned that when FM Browns was doing paving, they tore out and paved the alley along the side of Premier Auto. They approached Craig for borough to pay for the alley paving at a cost of \$10,500. Craig noted that the paving was done correctly, however, they didn't ask until after the work was already done. Discussions regarding what possibly occurred with this. This alley is a borough alley.

Motion to pay FM Browns \$5000 from the Streets budget toward the paving costs.

Made by: Pete Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Bills

Ratify Bills Paid November 23rd

Motion to ratify the bills paid on November 23, 2021.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Current Month – December 13th

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

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Minutes

Motion to approve the November 8, 2021 borough Council meeting minutes.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Executive Session

Council went into executive session at 8:00pm for discussion regarding personnel. Recording was stopped.

Council returned from executive session at 8:19pm. The public borough council meeting resumed. Recording was started.

Public Works Hire

Pete Merkel discussed the hiring of Tim Keeling as an additional Public Works employee.

Motion to hire Tim Keeling as a Public Works employee.

Made by: Pete Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Police Part-time Criminal Investigator

Pete Merkel discussed the hiring of Keith Merkel as a part-time criminal investigator.

Motion to hire Keith Merkel as the part-time criminal investigator.

Made by: Pete Merkel

Seconded by: Colin Boyer

Motion Carried

Motion Failed

Adjourn

Motion to adjourn meeting at 8:25pm.

Made by: Ralph Touch

X Motion Carried

Seconded by: Colin Boyer

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary