

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING BOROUGH COUNCIL WORKSHOP

**Date: June 13, 2022 – In-person meeting, held in Café
Council meeting is recorded and posted on website after meeting**

Roll Call:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Suzanne Pittella Touch - virtual | <input type="checkbox"/> Tammy Gore, Mayor |
| <input checked="" type="checkbox"/> Pete Merkel | <input checked="" type="checkbox"/> Chris Young, Borough Manager |
| <input checked="" type="checkbox"/> Jim Meals | <input checked="" type="checkbox"/> Doreen O’Neil, Recording Secretary |
| <input checked="" type="checkbox"/> Mark Watkins – virtual | <input checked="" type="checkbox"/> Andrew George, Esq. |
| <input checked="" type="checkbox"/> Ralph Touch - virtual | |
| <input checked="" type="checkbox"/> Colin Boyer | |
| <input checked="" type="checkbox"/> John Rothenberger | |

Also Present:

- Chief Ulshafer
- Craig Conrad, Public Works Director
- Robert Weidner, Highway Commissioner
- John Manmiller, Fleetwood Fire Company Chief
- Ryan Kern, Barry Isett & Associates - virtual

The borough council meeting was held at 110 West Arch Street, in the cafeteria. Vice-president Pete Merkel 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 being recorded.

The typical agenda order was modified for tonight’s meeting due to an extended police discussion.

Sewer Team – Pete Merkel

Discussion of agreements that need to be approved by Council and signed regarding adding the Fleetwood Bible Church address to the water and sewer service agreements. Once approved by Council, Craig Conrad would take the agreements to Richmond Township tonight. It was stated that the Authority has reviewed and signed the agreements. The EDUs for the property are coming out of the Richmond Township reserve.
Motion to approve adding Fleetwood Bible Church to the water and sewer service agreements and have Pete Merkel sign agreements..

Resolution: 2022-06-13-01 – Sewer service agreement

Resolution: 2022-06-13-02 – Water service agreement

Made by: John Rothenberger Seconded by: Jim Meals

Motion Carried Motion Failed

Barry Isett & Associates (BIA)

BIA Report

Ryan Kern (BIA) provided an overview of BIA Engineer report as of June 13th. The report was distributed to Council prior to meeting.

Guests: See attached list.

D&M Auto Repair

Property owner and business owners were present to discuss topics that were stated by other guests at prior borough meeting. Chief Ulshafer stated that police reports were reviewed. There were 7 reports since January 4th. There was two times that officers were called to the property about loud music and each time the tenants complied with turning the volume down. The other times officers were called to the property, when they arrived they found nothing. The call times ranged from 4:51pm and 7:23pm so they were all early calls. Chris Young stated that Codes had gone out to the property and found no violations. The property owner stated she had a copy of the ordinance and the business owners reviewed and defined their own times for testing the installed car audio systems to be between 10:00am to 5:00pm versus the times in the noise ordinance which is 10:00am to 10:00pm.

Tax Claim Penalties – 223 and 225 West Poplar Street

Marci Mayer (tax collector) provided additional details of this topic from last month’s borough meeting. This property was previously owned by Fleetwood Shirt/Paul Frederick. The property was sold in January 2021. The Berks County Tax Claim never received the new company name/address change. When the 2021 real estate bills were sent out the property had already been sold, but the bill was sent to the prior owner’s address. When the Berks County Tax Claim Bureau sent out the second mailing, it too was sent to the previous owner who tossed the bill. The current owner of this property has paid the 2021 taxes less the penalties and is asking to have the penalties waived. Marci mentioned the borough needs to decide what percentage of penalties need to be paid by the property owner. Review of the tax amounts and penalties.

There was also discussion regarding the County Tax system and how are they going to resolve the issue of keeping up with the property name changes for property purchases occurring in January/February to prevent this from happening to others. Chris asked Marci if she could get answer from County Tax on what their solution to this is moving forward.

For 223 and 225 West Poplar Street, the property was sold in January 2021 and as of October 2021 when the reminder went out regarding unpaid taxes, the County Tax system still had the old owner’s address on record.

Motion to accept the flat rate of taxes paid by the property owner for the borough/fire taxes and waive the penalties.

Made by: Pete Merkel

Seconded by: John Rothenberger

 X **Motion Carried**

 Motion Failed

Police Department

Chief Ulshafer provided an overview to Council of the May 2022 police report.

The body-cam equipment is still arriving in different shipments weekly.

On June 12th, there was a Sundae Funday social event held in the Community Center cafeteria by the Fleetwood Police. The event was a well attended by approximately 250 people.

Banning People from Borough Properties

Discussion of ordinance to allow the borough to institute bans to people who do not comply with the park and/or borough property rules. Ordinance was modified based on prior discussions. Discussion that police chief would be the first person to make decision if person(s) should be banned and person(s) could appeal to Council. Once the person(s) are notified that they are banned, if they should be found on the property they would face trespassing violations. Andy George, Esq. stated the ordinance draft is in progress and he would make amendments and bring back to Council for review.

Police Department Staffing and Presentation

Chief Ulshafer reviewed a PowerPoint presentation regarding police department status, training, supervision, staffing, challenges, etc. Attached is copy of the presentation. The number of calls for Fleetwood Borough and Richmond Township has increased by 35% since 2013 with the same number of officers. There were 4,793 calls in 2021. Chief explained for a DUI incident requires about 3 hours of the officer’s time. Chief would like to have 2 officers on duty most of the time for more coverage and safety per call. Chief is requesting Council to consider adding 2 full-time officers to the police force for a total of 10 officers for the department, 8 dedicated to Fleetwood / Richmond.

Chief noted he and Chris Young had met with Richmond Township to share the presentation with them. They were receptive to the plan and would meet later to make decision. It may require another meeting with Richmond Township for residents to attend.

Chief is looking to add the 2 additional officers for the 2023 budget year. The additional cost for two officers is \$300,000 which would be split equally between Fleetwood Borough and Richmond Township; \$150,000 per municipality. Ralph Touch liked the plan, but that is should be contingent on Richmond Township splitting the cost 50% with the borough. It was recommended for Chief Ulshafer to send the Public Safety Committee a copy of his presentation for them to review and take into consideration.

Legal - Andrew George, Esq.

Bituminous Materials

Andy George mentioned that a contact at PennDOT had recommended municipalities have a resolution for the adjustment of bituminous materials. The cost of asphalt fluctuates and the resolution contains an escalation clause when bidding for paving projects.

Motion to accept the resolution for the adjustment of bituminous materials.

Resolution: 2022-06-13-03

Made by: Jim Meals

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Water/Sewer – Pete Merkel

Denton Schucker Resignation

Pete mentioned that a resignation letter was received from Denton Schucker resigning from the Authority.

Motion to accept Denton Schucker's resignation from the Authority.

Made by: John Rothenberger

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Appoint Replacement to Authority

Craig Conrad mentioned that he had reached out to someone in the community who he felt would fill the position well. The person contacted Craig today to accept the position if Council chooses to appoint them. Craig stated the person is Ross Wolford; he is an engineer and sewer specialist, and works for an environmental firm.

Motion to appoint Ross Wolford to the Authority.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Streets – Jim Meals

Street Paving Bids

Jim Meals mentioned that four bids were received for the paving projects. The lowest bid was Ronnie Folk Paving at \$440,976.55. Craig mentioned that of that total \$303,040 is for the West Arch Street paving which was designated to be funded through the water reserve funds. The other paving projects are Race Street, Franklin Street, and part of Myrtle Alley. This bid is about \$50,000 cheaper than if Craig and the Public Works crew did the work themselves. Andy George, Esq., Jim Meals and Craig Conrad had reviewed the bid packets. Craig is recommending awarding the bid to Ronnie Folk Paving. Motion to award the paving bid to Ronnie Folk Paving at the cost of \$440,976.55.

Made by: Jim Meals

Seconded by: Mark Watkins

Motion Carried

Motion Failed

West Arch Street Curb Program

Chris Young had spoken to the residents with the higher cost to replace their curbing and discussed proposal plan which is in the proposed letter. There is one property at a cost of \$9,000; two or three at \$3,000; and two or three less than \$1,000. The proposed payment plan is for anyone at the \$3,000 level to repay in 36-months, and if greater \$5,000 to be re-paid in 60-months. The residents also have the option to get their own contractor to do the curbing, as long as it's completed by September 2022. Chris mentioned that residents were receptive to the payment plan options. It was mentioned that two more quotes are needed for the curbing work to have a total of three quotes. It was discussed that sidewalks are not part of this, only the replacement of the curb. Residents would sign the agreement and if not paid a lien would be placed against their property. If the resident is in the middle of the payment plan and sells property, the resident would settle pay off the loan at time of settlement.

Motion to accept the curb replacement payment plan for residents and authorize Andy George, Esq. to review.

Made by: Jim Meals

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Borough Managers Report – Chris Young

Tannery Parking Lot Loan

The outstanding loan on the Tannery Lot is \$141,000 with 3-years of payments remaining. Discussion of using general funds that were freed up by receiving the ARPA funds to pay off the loan early to Fleetwood RE LLC. Pay off of the loan would be made at end of year 2022.

Motion to pay off the Tannery Lot loan to Fleetwood RE LLC with the contingency on receiving the second payment of ARPA funds.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Borough Managers Report – Chris Young (Continued)

Solar Panel Insurance

Chris Young mentioned that the solar panel insurance would cost \$10,000 through the borough's carrier. Solar Renewable Energy, LLC has agreed to be the insurance carrier to the borough for the first five years at a cost of \$4,000 per year. Motion to purchase solar panel insurance from Solar Renewable Energy, LLC for 5-years at a cost of \$4,000 per year.

Made by: John Rothenberger **Seconded by: Mark Watkins**

Opposed: Colin Boyer

Motion Carried **Motion Failed**

West Cedar Street Sub-Division

The contingency of the West Cedar Street sub-division plans have been fulfilled. The plans were displayed at the meeting and require signatures from four council members.

Motion to authorize four council members to sign the sub-division plans.

Made by: Colin Boyer **Seconded by: Pete Merkel**

Motion Carried **Motion Failed**

Financial Audit

Chris Young reported that he and Kap Stauffer had met with the auditor. They have received a letter and report back from Herbein & Company, Inc. with no findings from the audit.

Public Works – Craig Conrad

The Public Works report was emailed to Council members prior to tonight's meeting.

Well #13 Fence Quote

Craig Conrad reviewed the bids to have fencing placed around Well #13 (in the Hickory Drive area). The bids include installation of barbwire and chain link fencing that is coated in green vinyl. The recommendation is to award the bid to ProMax at a cost of \$18,469.

Motion to approve the ProMax bid of \$18,469 for fencing/barbwire around Well #13 near Hickory Drive.

Made by: John Rothenberger **Seconded by: Ralph Touch**

Motion Carried **Motion Failed**

Bills

Current Month – June 13th

Motion to pay the current month – June 13, 2022 bills.

Made by: John Rothenberger **Seconded by: Ralph Touch**

Motion Carried **Motion Failed**

Ratify Bills Paid May 27th

Motion to ratify the bills paid on May 27, 2022.

Made by: John Rothenberger **Seconded by: Jim Meals**

Motion Carried **Motion Failed**

Minutes

Motion to approve the May 16, 2022 borough Council meeting minutes.

Made by: Jim Meals **Seconded by: Mark Watkins**

Motion Carried **Motion Failed**

Adjourn

Motion to adjourn meeting at 8:38pm.

Made by: John Rothenberger **Seconded by: Mark Watkins**

Motion Carried **Motion Failed**

Submitted by:

Doreen O'Neil, Borough Recording Secretary