

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: October 11, 2022 – 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 - virtual
 Andrew George, Esq.
 Dale Ulshafer, Police Chief
 Craig Conrad, Public Works Director
 Robert Weidner, Highway Commissioner

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. 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 being recorded. The borough council meeting recording was started following the public hearing.

Police Department

Police report for September 2022 was distributed to Council prior to meeting.

Chief Ulshafer provided status on the following:

- The number of calls, patrol mileage, traffic checks, vehicle stops, and accidents
- Five officers participated in the written portion of the promotion process last month. On November 1st, the next phase will be held.
- Body cams were received and should be able to start using by early November.
- Nighttime weapon qualifications will be held end of October.

Barry Isett & Associates (BIA)

BIA Report

BIA report was emailed to Council prior to meeting.

Arro

Arro Report

Arro report was emailed to Council prior to meeting.

Guests: See attached list.

Legal – Andrew George, Esq.

MS4 Ordinance

Andy George, Esq. explained that the MS4 ordinance is an engineering discussion for the November 2022 meeting. DEP has been working on a model storm water ordinance which they would like municipalities to adopt by September 30, 2022. The engineers have worked on a new model for Fleetwood that combines the new DEP storm water ordinance with the borough’s existing Maiden Creek Stormwater Ordinance. The current storm water ordinance is about 20 years old, so this will bring it up-to-date, and make it easier for small projects to happen. Christine from BIA will be asked to attend the November meeting to provide more information about the new ordinance. It was questioned if there would be a penalty for not adopting the new ordinance by September 30th; Andy said there is no penalty.

Motion to authorize Andy George, Esq. to advertise the new MS4 Ordinance for next month’s meeting.

Made by: Ralph Touch
X Motion Carried

Seconded by: John Rothenberger
Motion Failed

MOU Proposal

Andy George, Esq. reviewed that the MOU proposal is from the Berks County Conservation District. They currently have an MOU with the Fleetwood Borough. Every 5 years or so they update the proposal; the proposal distributed to Council prior to meeting is the latest update. Andy reviewed the changes in the proposal and noted they are getting away from paper. The municipalities need to provide links to websites or document links for projects that come in that require review by the district. Motion to authorize Chris Young to sign MOU proposal document and submit it back to the Berks County Conservation District.

Made by: Ralph Touch
X Motion Carried

Seconded by: Mark Watkins
Motion Failed

Finance – John Rothenberger

2023 Budget Proposal

A copy of the 2023 budget proposal was distributed to Council prior to meeting. There is a budget short-fall which will required a ¼ mil tax increase for 2023. Discussion regarding the line item for pool ticket sales. The bulk of the budget increase came from adding an additional full-time police officer and part-time police officer to the force. The Public Safety Committee requested these police officers be added. Richmond Township has tentatively agreed to fund half of this cost. It was noted that police negotiations are occurring right now, increases are included in the budget. Health care insurance has increased as well for 2023. John Rothenberger mentioned that the borough now owns the Tannery parking lot. Chris Young mentioned that the lease expense for the Tannery lot came off the 2023 budget which was a \$55,000 savings. Colin Boyer inquired of way to lower/avoid a tax increase for 2023. A guest mentioned that they have noticed the lights at the pavilion are on during the day. Could a dusk-to-dawn sensor be put on so they go off during the day, or a timer that if someone wants light, they turn the time to activate the lights for an hour at a time?

Motion to advertise the 2023 budget proposal for the November 2022 meeting.

Made by: John Rothenberger
X Motion Carried

Seconded by: Ralph Touch
Motion Failed

Mayor Tammy Gore

Electric Car Chargers

This will be discussed at next month’s meeting. It was mentioned that Giant in Kutztown has charging stations. Currently there is no cost to use the charger, but they do have a card reader. The Kutztown municipal lot also has a charging station.

Parking Committee – Ralph Touch

Parking Lease Agreement (Tannery Parking Lot)

Ralph Touch mentioned that two lease agreements from Andy George, Esq. were distributed for review. One agreement is for the Fleetwood Lofts, and the other agreement is generic for others who may want to lease a spot on the Tannery parking lot. There were discussions regarding the verbiage in the agreement regarding signage for the spaces. This verbiage should be reworded since the borough will purchase the signage (so they are standard format) and install the signs. The person(s) leasing the parking space(s) will pay for the signs. It was noted that the Fleetwood Loft parking lease agreement is currently with their lawyer.

Motion to adopt the parking lease agreement for Fleetwood Lofts and the generic parking space agreement subject to the changes discussed.

Made by: Ralph Touch
X Motion Carried

Seconded by: John Rothenberger
Motion Failed

Borough Managers Report – Chris Young

Health Care Changes

Chris stated that health care was reviewed and looking to make health care consistent between Police Department and Public Works employees.

- 1) Currently the police have dental and pay \$50 towards their health care, the others do not have dental or pay \$50. The \$50 covers the dental. Proposal to have dental coverage for all employees and all employees pay \$50 per bi-weekly pay period.
- 2) Life Insurance proposal is to change the current \$50,000 to \$75,000 coverage. This is in the current police negotiation and recommendation is to be consistent across the board to all employees.
- 3) Changes in co-pay proposals
 - a. Office visit co-pay increase from \$10 to \$20, and to \$40 for specialty office visit
 - b. ER co-pay increase from \$50 to \$200 if not admitted
 - c. Urgent Care co-pay remains at \$50
 - d. Prescription co-pays instead of \$5/ 20 / \$35 would go to \$10/ 40 / \$80
 - i. Goal is to encourage urgent care instead of ER because ER is very expensive
- 4) These numbers would be across the board for police and blue-collar and is in-line with other municipalities. This would save about 3% on the health care costs for the borough. Chris asked Council if they approve, then asking for authorization to go to the health care provider and implement that by January 1, 2023.

Motion to authorize Chris to notify healthcare provider of these changes in health care plan effective for January 2023.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

DROP Pension Program

Chris discussed the DROP pension program document that was distributed to Council prior to meeting.

It is a pension for police, Act 44 was enacted and allows the DROP program to occur. DROP allows for a police officer to retire, but who wants to stay on the force, they can for a max of 5 years. The officer's retirement money goes into a special bank account, and they continue to receive their regular pay for the time worked after DROP is started. DROP is voluntary to officer when they decide to retire. This does not affect the current retirement plan.

Motion to authorize Andy George, ESQ. to compile an ordinance for the DROP pension program.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Zoning Variance Application

Chris stated the Zoning Hearing Board is having a hearing on October 13, 2022 at 7pm in room #113 in the Community Center regarding potential storage units on the corner of North Franklin and East Locust Streets. By the borough's zoning ordinance this would not be allowed as primary use, it is allowed in that zone as a secondary use. This would be considered a primary use, so they need to go for a variance. Chris explained that Council gives their opinion to this variance request which is heard at the hearing. It can be yes, no, or yes with conditions. Council does not get to make the decision; they get to give their input to the variance. The Zoning Hearing Board will make the final decision whether its allowed or not. Andy George, Esq. mentioned that we had the application which was circulated and there are rendering drawings of what it's going to look like.

Based on the result of the motion carrying to deny this secondary use, Chris Young will draft a letter on behalf of Council. This letter will become part of the records/exhibits for the variance hearing. Chris will have Andy review the letter to make sure it covers everything before it's submitted. Jim Meals commented that his concern is that this block of East Locust Street will be changing from one-way to two-way traffic and these storage units could affect traffic flow/sightline at the intersection; which is why he is not in favor of this use.

Motion to advise the Zoning Hearing Board that the borough council is not in favor of the storage units as a secondary use on the property located at North Franklin and East Locust Streets.

Made by: Pete Merkel

Seconded by: Ralph Touch

Opposed: Colin Boyer and John Rothenberger

Motion Carried (5-2)

Motion Failed

Police Contract Negotiations

Chris stated there is a tentative agreement between the negotiating teams.

Public Works – Craig Conrad

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

Willow Creek Project

Craig asked Council to authorize moving forward with the Willow Creek bid specs. Plan would be to have BIA compile the bid specs, advertise on PennBid later this month. Bids would be accepted at the December 2022 meeting and be placed on the schedule for starting project in Spring 2023.

Motion to authorize BIA Engineers to start bid spec process and advertise for bids for Willow Creek project.

Made by: Jim Meals

Seconded by: Ralph Touch

Motion Carried

Motion Failed

New Water Engineer

Craig made recommendation to Council to appoint a new water engineer, Entech Engineering. The Authority is also going with Entech as their water engineer. There would be a 90-day transition from Arro to Entech. Arro would be released at end for 2022. Entech would be the water and sewer engineers as of January 2023. Rates between Entech and Arro are comparative. Multiple engineering firms were reviewed for water and sewer engineers.

Motion to appoint Entech Engineering as the new water and sewer engineers, pending the Authority’s recommendation.

Made by: Pete Merkel

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Personnel – Pete Merkel

Employee Exit / Hiring Process

Pete mentioned that Daryl Faust (Street Dept) had resigned and the want to start the hiring process. Craig Conrad stated they are looking internally, and if filled from internal, would need to back-fill that position. Craig gave the guys until the end of this week to let him know if they are interested in switching positions to fill Daryl’s position. Request to start the hiring process so there is recognition of a position to be filled, and position is posted both internally and externally.

Motion to authorize starting the hiring process to fill the open position in the Street’s Department.

Made by: Pete Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Hire Public Works Full-Time Employee

Craig mentioned that there is currently an open position, from when Kevin left. Craig noted that Ricky Kerschner has been working part-time this past summer mowing grass and doing a good job. Craig recommended hiring Ricky for the full-time position at an entry level. Discussions regarding the number of open positions for Public Works and prior discussions regarding hiring personnel to fill positions.

Motion to hire Ricky Kerschner as a Public Works full-time employee.

Made by: Pete Merkel

Seconded by: Ralph Touch

Opposed: Colin Boyer

Motion Carried

Motion Failed

Bills

Current Month – October 11th

Motion to pay the current month – October 10, 2022 bills.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Ratify Bills Paid September 30th

Motion to ratify the bills paid on September 26, 2022.

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Minutes

Motion to approve the September 12, 2022 borough Council meeting minutes.

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Executive Session

Executive session began at 8:06pm at which time the recording of the meeting was stopped.
Executive session ended at 8:45pm and the regular borough council meeting resumed.

ARPA Funds

Mark Watkins made a motion to use up to 11% of the ARPA funds to give each full-time employee \$2000 as a retention incentive plus an additional \$500 (25%) if they worked during COVID. Certain part time employees are to be awarded \$500 as a retention incentive plus an additional \$125 if they worked during COVID. This only applies to employees currently employed, and may not apply to all part time employees (such as seasonal). In addition, \$1500 would be allocated to the Mayor to purchase sixty \$25 gift cards to be awarded to employees over the next year at the discretion of the Mayor and Council. These cards would be tracked and recorded by the Mayor for audit purposes

Made by: Mark Watkins
X Motion Carried

Seconded by: Ralph Touch
Motion Failed

Adjourn

Motion to adjourn meeting at 9:15pm.

Made by: Ralph Touch
X Motion Carried

Seconded by: Mark Watkins
Motion Failed

Submitted by:
Doreen O’Neil, Borough Recording Secretary