

## FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: October 12, 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  
 Kourtney Bernecker, Esq.  
 Craig Conrad, Public Works Director  
 Robert Weidner, Highway Commissioner  
 Mike Quinn, Police Officer

### 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.

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.

### Barry Isett & Associates (BIA)

#### BIA Report

Attendance of a BIA representative is on an as-needed basis for future borough council meetings. It was stated that the engineer’s monthly report was emailed to council members.

**Guests:** None.

### Police Department

Officer Quinn reviewed the September 2021 police report with Council.

Officer Quinn reported:

- Delivery of the new vehicle will be soon
- Chief Stinsky’s employment will end November 7, 2021.
- Sergeant Ulshafer will be the “officer in charge” until the position is filled
- The Police Chief position has been advertised.

### Legal – Kourtney Bernecker, Esq.

#### Water Tap-in Fee to Locust Street Apartments

Pete Merkel distributed documentation containing the water tap-in fees for the Locust Street apartments to council members. The water tap-in fee is handled by the Fleetwood Borough. The water tap-in fees for this project were calculated by Arro (Borough Engineer). The water tap-in fee for this project is \$68,000 and is a onetime fee. The Water Connection and Reservation Agreement was sent to the developers’ attorney last week for their review. If there are no changes, the agreement would be signed at next month’s council meeting.

Motion to approve the water tap-in fee amount of \$68,000 for 17 EDUs; subject to the developers’ legal review.

**Made by: Pete Merkel**  
 Motion Carried

**Seconded by: Ralph Touch**  
 Motion Failed

## Legal – Kourtney Bernecker, Esq.

### Fleetwood Library Lease

Kourtney Bernecker, Esq. stated that the library is currently reviewing the lease. This will be discussed at next month's meeting.

## Borough Managers Report – Chris Young

### 2022 Budget

Chris Young reported a draft of the 2022 budget worksheet was emailed to council members. He has been getting input from the police department, public works, and the various committees. The draft worksheet is a good representative of the 2022 budget. At the November 2021 meeting, there will be a final review of the budget, and then it can be advertised for final approval at the December 2021 meeting.

#### Discussions:

- **ARPA Funds** - There was question regarding the funds from the Federal government for the Water Infrastructure (ARPA Funds). These funds are in a separate fund and not on the budget. Chris and Craig Conrad will be meeting to discuss how to use these funds. There has been an extension to April 23, 2022, at which time there needs to be a plan laid out of where/how these funds will be used (Water, Sewer infrastructure, and Storm Sewer). Chris mentioned that the borough currently has half of the funds.
- **Police Budget** - Chris Young will review the police budget with the Public Safety committee. Ralph Touch suggested that Mayor Gore also attend this meeting. There were discussions regarding the budgeted police chief's salary. Kourtney Bernecker, Esq. suggested looking at comps based on areas of similar size, staff, etc. Chris Young will check on other comps. It was mentioned if there is a change in the police package agreement, approval would be needed from the other municipalities (Richmond Township, Topton, Ruscombmanor Township, Maxatawny Township).
- **Crossing Guards** - Mayor Gore mentioned that PSAB said some boroughs have stopped supporting crossing guards and putting the responsibility on the school districts. Currently the borough provides funds to the school towards crossing guards. Mayor Gore noted that the borough is backing up crossing guards with the on duty police officer, if the school cannot find a substitute. There were questions if there is an agreement between the Fleetwood School District and the Fleetwood Borough. Chris Young will look to see if there is such an agreement and continue discussions at next borough council meeting on how to proceed.
- **Fleetwood Pool** - It was questioned how the pool did this past season; there was a loss of about \$5,000. There was mention that the line item for wages went down, because the wages/hours for life guards and public works were split out.
- **Mayor Gore** – Requested a line item be added for \$500 to cover incidental expenses for the Mayor.
- **Library Park Program** – There was question of why it went from \$0 to \$8,000. Chris Young explained that the borough use to do a contract with the YMCA for a program. This YMCA program is no longer occurring, so funds were put on the line item for the Library Park Program. The library ran programs this summer and would continue with programs in 2022. These programs require adult/guardian to attend with their child(ren).
- **Municipal Lot Maintenance** - This line item covers snow removal, maintenance, line painting, shrubs, etc for all municipal lots in the borough.
- **Telephone Charges** – There is an increase for 2022. Discussion that when the police phone system was changed, the Chief requested land lines for the officer's desks. There is a separate line item for cell phone costs. Chris will review budget with Chief before he leaves.
- **Training** – Mayor Gore mentioned that she feels there is a benefit for Chris Young to attend PSAB conferences. There is a training line item; Mayor Gore requested this be increased to \$3000 to cover lodging, travel and conference expenses. There was mention of also having a borough employee attend Notary training. It was discussed that there is not a heavy need for a Notary. Usually need about twice a year and in those cases, they use District Judge, Gail Greth.

### New Street Address (18A West Poplar Street)

Chris Young discussed the request to add a new address to the borough for 18A West Popular Street. It was thought the Post Office would handle, but they said borough needs to authorize. Chris can submit a letter to the Fleetwood Post Office stating that this new address is approved by the borough.

Motion to authorize Chris Young to send letter to Fleetwood Post Office authorizing the new address of 18A West Poplar Street in the borough.

Made by: **Ralph Touch**

**Motion Carried**

Seconded by: **John Rothenberger**

**Motion Failed**

### Public Works – Craig Conrad

Craig provided his report to Council via email on 10-08-21.

## **Bills**

### **Ratify Bills Paid September 27th**

Motion to ratify the bills paid on September 27, 2021.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **Current Month – October 12th**

Motion to pay the current month – October 12, 2021 bills.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

## **Minutes**

Motion to approve the September 13, 2021 borough Council meeting minutes.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

Motion to approve the September 27, 2021 workshop meeting minutes.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

## **Executive Session**

Council went into executive session at 7:46pm for discussion regarding personnel. Recording was stopped.

Council returned from executive session at 8:11pm.. The public borough council meeting resumed. Recording was started.

## **Public Safety**

### **Police 12-hour Contract**

Motion to approve resolution to amend the police contract for 12-hour shifts until the end of the year and authorize Suzanne Touch to sign resolution.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**Resolution: 2021-10-12**

**Motion Carried**

**Motion Failed**

### **Interim Police Chief**

Motion for Sergeant Ulshafer to be the officer in charge when Chief Stinsky leaves in November. In addition, give Sergeant Ulshafer a \$5.00/hour increase during the time he is the officer in charge.

**Made by: Ralph Touch**

**Seconded by: Colin Boyer**

**Motion Carried**

**Motion Failed**

## **Adjourn**

Motion to adjourn meeting at 8:15pm.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

**Submitted by:**

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