

## FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: March 14, 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 – called-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.

### Also Present:

Dale Ulshafer, Police Chief

Craig Conrad, Public Works Director

Robert Weidner, Highway Commissioner

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. 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 possibly being recorded.

### Police Department

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

Chief provided update on the following:

- Two new part-time officers started in February
- The new Ford Explorer is in service
- The new electronic log system (paperless) is being used.

### Public Safety

#### Police Body Cameras

Ralph Touch mentioned that the cost of the police body cameras is \$40,000. The District Attorney’s office has offered to cover the first year of expenses. The cost of the body camera equipment will be financed for 5 years. Chief Ulshafer stated there will be a cost to install equipment in the cars. Guesstimate is \$300 per car at five police cruisers would be about \$1500. Colin Boyer noted that police body cam video has proven very important for trials and saves money down the road. There are less trials, pre-trial motions and less time for officers to be in court.

Motion to increase budget to \$40,000 for purchase of body cameras, less the DA’s office paying for the first year, and cost stretched over 5 years for financing, plus up to additional \$2,000 for installation in police cars.

**Made by: Ralph Touch**

**Seconded by: Colin Boyer**

Motion Carried

Motion Failed

#### Adopt Civil Service Rules

This was discussed at last month’s meeting. The rules were amended regarding the requirements for Police Sergeant and Police Chief.

Motion to adopt the new Civil Service rules.

**Resolution: 2022-03-14-01**

**Made by: Ralph Touch**

**Seconded by: Colin Boyer**

Motion Carried

Motion Failed

## **Public Safety (Continued)**

### **Fleetwood Fire Company Annual Report**

Fire Chief, John Manmiller reviewed the fire company's annual report that was distributed to Council prior to meeting. The average time from when the call is dispatched until the trucks are out the station doors is 3 minutes and 49 seconds. There is an average of 12-14 members on each call.

There has been a lot of training occurring. Most recently 8 fire fighters went through the Fire Fighter One class that is held by the county. This training is 120-140 hours and tested at the end of training. This training/testing cost is \$100 per person; total \$800. All 8 fire fighters passed the training/test and in doing so, the state has reimbursed the \$800 class fee. The Fleetwood Fire Company will reimburse the Fleetwood Borough the \$800.

John stated there are 18 fire fighters with Fire One or recognized fire fighters in the department. The State of Pennsylvania Fire Commissions office has a recognition program called 'Participating Department Recognition'. There are varying levels (35%, 50%, 75% and 100%. John would like to apply to the program at the 50% level. Applying and being accepted to this program give the fire fighters recognition, helps with grants, decals are received to place on trucks. As part of the application process, a list of members that are at hazmat awareness level must be submitted along with an official borough signature and notary to acknowledge that people on the list are members of the Fleetwood Volunteer Fire Company.

Motion to authorize Chris Young, Borough Manager to sign application have it notarized acknowledging the list of fire fighters.

**Made by: Ralph Touch**

  X   **Motion Carried**

**Seconded by: Pete Merkel**

       **Motion Failed**

John Manmiller mentioned that the Pennsylvania State Fire Academy's Flashover simulator will be arriving for March 19<sup>th</sup> and 20<sup>th</sup>. The training will take place at the borough maintenance building/parking lot. There are 14 people training on Saturday, and 14 people training on Sunday. About 80% of the people be trained are from the Fleetwood Fire Company, and others are from Blandon, Oley, Walnuttown, and Kutztown.

John Manmiller stated that the new 2021 rescue truck was put into service earlier this month. This new truck replaced a 22-year old rescue truck that was sold.

Refer to attached Fleetwood Fire Company annual report for additional details.

## **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.

## **ARRO**

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

**Guests:** See attached list.

### **Fleetwood Baseball Association**

Eric Luckenbill, President of Fleetwood Baseball Association introduced himself and thanked Council for allowing the organization to meeting in the Community Center. Eric mentioned that in 2021 they had 160 youth players register; for 2022 they have 210 players registered. He mentioned it's a good problem to have which is finding places for the kids to play/practice. The Fleetwood Baseball Association owns Smithfield. Eric is working with schools and Maidencreek Township regarding other ball fields to use. Eric mentioned he and others are working to bring back the field at the Andrew Maier Elementary School. Eric questioned Council if the ball field at the Fleetwood Park along Main Street was going to be replaced or relocated. Council noted there are no plans at this time to replace/relocate it. There was discussion regarding the existing field at the Fleetwood Park which historically was used by softball teams. It is unknown how often the use the field. It was suggested that Eric contact the softball group to discuss their scheduled and possibly sharing this field.

## Water / Sewer Committee

### DCNR Community Conservation Partnership Program - Reservoir Area – Berks Nature

Pete Merkel mentioned they met with Larry Lloyd from Berks Nature. Larry Lloyd was present for tonight's meeting. Larry explained there are 190 acres at the Fleetwood Reservoir and that this DCNR grant program will protect the property from development. Larry explained that the deadline to apply for this program is April 6, 2022. If the application is awarded, the borough will be paid by DCNR to transfer the development rights on this property to Berks Nature. The funds from DCNR could be placed in separate account to be used for maintaining the forest property, paths, etc. Berks Nature would hold the development rights. Need sales agreement to proceed with applying for the grant. If the grant is not awarded, there is no follow-through and the sales agreement becomes null and void. Andy George, Esq. to communicate with Larry Lloyd.

Motion for Andy George, Esq. to review the sales agreement with attorney from Berks Nature, and authorize borough council President, Suzanne Touch to sign agreement as soon as it's completed. If awarded grant, create a trust to keep monies for future management of the Fleetwood Reservoir property.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### Hunting on Watershed Property

Pete Merkel mentioned that USDA sets up program to help manage hunting, tracking harvesting of deer, etc. The cost of this program is \$9154. Larry Lloyd from Berks Nature explained that this program keeps deer population at a manageable volume to prevent deer eating tree seedlings and impacting forest growth. The hunting is only archery; no firearms.

Motion to enter into contract with USDA for deer herd management subject to review of contract by Andy George, Esq.

**Made by: Pete Merkel**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

## Fleetwood Park

### Willow Creek Grants

Mark Watkins explained that the creek bank along the road from Main Street to band shell has worn away. Chris Young looked at grants to tackle this portion of the creek bank. Chris, Craig Conrad met with BIA to discuss options for handling the creek bank restoration and also the portion of the creek/flood plain at the old bathrooms down by pond area. The cost to restore these two areas is \$266,000. The DCED-LSA grant has a low match. The DCNR grant has a 50% match. Discussed applying for the \$266,000 using both grants. DCED would pay for portion of the DCNR grant. The goal is to maintain the creek bank and build up the banks to slow the erosion. New engineering for building up the stream bank to be more robust by putting greenery along the banks and diverters in the stream.

If the grants are approved, they would be awarded in November 2022. There are some funds in Capital Budget.

Motion to apply for the DCED-LSA grant and funding commitment.

**Resolution: 2022-03-14-02**

**Made by: Mark Watkins**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

Motion to apply for the DCNR grant and funding commitment.

**Resolution: 2022-03-14-03**

**Made by: Mark Watkins**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

### Pavilion #1 Roof

It was discussed that the roof on pavilion #1 in the park is in need of replacement. The other pavilions will need roofs replaced and the plan is to do one a year. The cost to replace pavilion #1 with a metal roof is \$15,000. Funds in Capital Budget and would use out of the Parks Program. Council was asked if anyone was opposed to adding this to the Capital Budget – all Council members were in agreement.

## **Fleetwood Park (Continued)**

### **Band Shell Update**

Mark Watkins mentioned that Chris Young had identified a vendor who is COSTARS approved. The order price for the new band shell is \$73,000 and has a 6-month lead-time. Since the vendor is COSTARS approved, there is no need for bidding. If the band shell is ordered now, we may have it by September 2022. A team from the band shell company would install it at a cost of \$40,000. There will be additional costs for cement work, ADA ramps, etc. There was discussion that a quote of \$18,769 was received to install cedar wood backing to the band shell. It was questioned if a quote could be gotten to purchase the wood and have borough workers install, maybe other organizations help to install, or possibly as an Eagle Scout project.

Motion to order the band shell from the COSTARS vendor and have the band shell company install the band shell.

**Made by: Mark Watkins**

**Seconded by: Ralph Touch**

**Opposed: Colin Boyer**

**Motion Carried**

**Motion Failed**

### **Fleetwood Pool Concession Stand**

Ralph Touch mentioned that the Topton Swim Team has joined the Fleetwood Swim Team. Ralph explained concept of having the Fleetwood Swim Team run the pool concession stand and they would keep all the money. The borough would not charge them to run the concession stand.

Motion to allow the Fleetwood Swim Team to run the Fleetwood Pool concession stand at no cost to them. They keep all the profits.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

## **Legal - Andrew George, Esq.**

### **Sub -Division - 303 E. Locust Street**

Andy George explained that Steve (developer) submitted a sketch plan to the Planning Commission. The Planning Commission had reviewed and requested additional information. The developer provided the additional information for the Planning Commission to review. We are now entering the 90-day time frame. It was discussed that Council needs to vote on an extension of 90-days for review of the additional development plans. Russell Anderson will advise the Planning Commission of the decision.

Motion to grant 90-day extension to review additional development plans for the sub-division of 303 East Locust Street. .

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **PennDOT Audit of Liquid Fuels**

Andy provided update on the PennDOT audit of liquid fuels regarding 2020 road work. PennDOT is asking if the borough had a good reason to use 3 different contractors. Andy will provide PennDOT information as to why 3 different vendors were used. Resources from Richmond Township and Fleetwood Borough did the work. Not able to bid as one project since using borough resources. Andy will prepare a letter and share with Chris Young and Craig Conrad to review.

## **Personnel**

### **Hire of Seasonal /Part-Time Employees**

Pete Merkel discussed hiring Ricky Kerschner and Trevor Rump as part-time employees for lawn care at borough properties and hire Erin O'Neil for part-time clerical work from home.

Motion to hire Ricky Kerschner, Trevor Rump, and Erin O'Neil as ongoing part-time employees; no guarantee of number of hours.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

## **Finance**

### **Finance Software**

John Rothenberger explained that the current financial software being used is no longer supported by BMSI. Chris Young, Kap Stauffer, and Janice DeLay were given a demo and hands on preview of the new Caselle software. It is the same software used for the water billing. The total cost is \$14,900; breakdown of \$10,000 for the licensed software and \$4,900 for the data conversion and setup. There is an annual fee that is not part of the \$14,900. Chris Young was given a list of other municipalities in Eastern PA that use this software; they all gave positive reviews. The cost of this will be split three ways (Water, Sewer, and General) since it's used in all three areas.

Motion to purchase new financial software from Caselle.

**Made by: John Rothenberger**                      **Seconded by: Ralph Touch**  
**X   Motion Carried**                              **Motion Failed**

### **Capital List**

Jim Meals explained that \$15,000 will be added to the capital list based on the earlier motion regarding replacement of the roof on Pavilion #1. The amount for the Salt Shed shows \$8,000 (typo) which should be \$18,000. Jim mentioned that this \$18,000 needs to be increased to \$20,000 per Craig Conrad.

Motion to update the Capital Budget List with the changes for pavilion roof and salt shed costs.

**Made by: Jim Meals**                                      **Seconded by: Ralph Touch**

## **Newsletter**

### **Fleetwood Newsletter**

Jim Meals discussed that he is collecting articles from various organizations, Maidencreek Township, and Richmond Township to include in the spring newsletter edition. The newsletter is expected to be out to residents June 1, 2022.

## **Borough Managers Report – Chris Young**

### **Bridge / Band Shell**

Chris Young provided update – the DCED grant is going up for review in March to try and incorporate the bridge and the band shell. The DECD and DCNR grant is moving along for the bridge; if all goes well the bridge may be in place by June 2022 and the band shell in Fall 2022 or Spring 2023.

### **Additional Trees in Park**

Chris Young provided update that 5 trees were planted March 10<sup>th</sup> and 11<sup>th</sup> in the Fleetwood Park. Everything went well with the plantings. The final cost of the trees and planting was \$18,000. The tree company did not require the 10% down payment.

### **Solar Farm Facility**

Chris discussed that he, Craig Conrad, George Ayrton, Pete Merkel, and Mike Fella visited a solar farm. Pete Merkel provided summary from the visit which was distributed to Council prior to meeting tonight. At the April borough council meeting the solar company will provide a full presentation of the project and answer Council's questions. Chris asked that Council provide him with any questions now and he will forward them to the vendor.

## **Public Works – Craig Conrad**

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

## **Bills**

### **Current Month – March 14<sup>th</sup>**

Motion to pay the current month – March 14, 2022 bills.

**Made by: John Rothenberger**                      **Seconded by: Ralph Touch**  
**X   Motion Carried**                              **Motion Failed**

### **Ratify Bills Paid February 28<sup>th</sup>**

Motion to ratify the bills paid on February 28, 2022.

**Made by: John Rothenberger**                      **Seconded by: Ralph Touch**  
**X   Motion Carried**                              **Motion Failed**

**Minutes**

Motion to approve the February 15, 2022 borough Council meeting minutes.

**Made by: Ralph Touch**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

**Adjourn**

Motion to adjourn meeting at 8:41pm.

**Made by: Pete Merkel**

**Seconded by: Colin Boyer**

**Motion Carried**

**Motion Failed**

**Submitted by:**

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