

# FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: July 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 - virtual  
 Colin Boyer  
 John Rothenberger

Tammy Gore, Mayor  
 Chris Young, Borough Manager  
 Doreen O'Neil, Recording Secretary  
 Andrew George, Esq.  
 Chief Ulshafer  
 Craig Conrad, Public Works Director  
 Robert Weidner, Highway Commissioner

## **Also Present:**

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.

## **Police Department**

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

Chief provided additional information:

- Waiting for remaining body-cam equipment to arrive
- Personnel – Looking to hire part-time officers. Applications are being accepted at the Administration office.
- Purchased 2 new tasers and holsters with money from Fleetwood Crime Watch funds
- Working with Craig Conrad to set up schedule for line painting the end of July in Richmond Township and Fleetwood Borough

## **Noise Ordinance**

Chief Ulshafer, Chris Young, and Andy George, Esq. have met to discuss amending the noise ordinance. It is still a work in progress. Chief mentioned the existing noise ordinance is too vague; there is no mention of time parameters for activities/events. Revised ordinance would also include parameters regarding animals. Colin Boyer mentioned that we may want to compare to West Reading's noise ordinance. He will provide a copy to Council and Mayor Gore. Mark Watkins questioned if ordinance would address construction and domestic power tools during certain times.

Motion to allow Andy George, Esq. to work with the Public Safety Committee for amending the noise ordinance.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

Motion Carried

Motion Failed

## **Barry Isett & Associates (BIA)**

### **BIA Report**

Ryan Kern (BIA) provided an overview of BIA Engineer report as of July 11<sup>th</sup>. The report was distributed to Council prior to meeting.

### **Fleetwood Park**

Ryan mentioned permits were submitted to DEP on 07-01-22 for the pedestrian bridge, band shell, and stream bank restoration.

## **Barry Isett & Associates (BIA) - Continued**

### **Foundry Alley Traffic Study**

Ryan reviewed the results of the traffic study and based on findings, it was recommended that Foundry Alley remain as is.

### **East Locust Street Traffic Study**

Ryan reviewed the results of this traffic study with regard to possibly converting the portion of East Locust Street (between South Franklin Street and 25 East Locust Street) to be 2-way traffic. Based on the results of the traffic study, it would allow for this portion of East Locust Street to be converted to 2-way traffic. This conversion is being considered to allow traffic flow from the parking lot for the future Fleetwood Lofts to exit lot in both directions versus funneling all parking lot traffic east on Locust Street. It was decided to hold on decision to convert to 2-way until drawings of the parking lot are provided.

## **Arro**

### **Arro Report**

The Arro report was distributed to Council prior to meeting.

**Guests:** See attached list.

### **Eagle Scout Project (Franklin and Main Streets)**

Brady Whalen presented his plan to beautify the corner of North Franklin Street and East Main Street for his Eagle Scout project. This area is currently a stone lot. His project would involve about half of the lot area. He plans to work on the project late August/September. The other portion of the stone lot could be an opportunity for another Eagle Scout project by another troop member. In regards to future upkeep of this corner, it was noted that members from Troop 183 will maintain this area. Brady mentioned that the estimated cost for his project is \$1000. He has received donations from Esbenshades and Berks Soil and Stone for a total of \$400, leaving a balance of \$600. Brady asked Council to consider donating \$600 to the project. Discussions regarding the remaining funds needed for project.

Jim Meals mentioned that the Lions Club may be able to assist and Mayor Gore noted that the Rotary Club may be able to contribute as well. It was recommended that Brady contact these organizations to present his plan and pursue other donations/funding.

Motion for Fleetwood Borough to donate up to \$600 toward the project. Any additional donations that Brady is able to secure from other organizations/businesses would be deducted from the \$600.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

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

### **Liquid Fuels Audit Finding**

Andy George, Esq. mentioned there was an audit finding regarding the handling of milling, material hauling, and equipment rentals that were handled separately. PennDOT said it should have been done as one and bidded out. The result is that \$50,029 needs to be paid back to Liquid Fuels. It was mentioned that the handling of these items was always done separately. Andy mentioned a letter was sent to PennDOT explaining why it could not be done as one job and was broken out (workers from both municipalities and trucks). PennDOT came back and said thank you, no thank you. The borough will need to reimburse the Liquid Fuels fund from the General fund. Craig mentioned this will affect future larger paving jobs when using Liquid Fuels funds.

### **Banning People from Borough Properties**

Andy George, Esq. mentioned that last week a draft ordinance was provided for review. The draft contained revised verbiage regarding tree removal, weapons, banning people, penalties, fines and rules. Andy stated a copy of the approved ordinance should be posted in the parks/pool areas. The police chief would make the decision on banning people based on the violation and/or vandalism. Discussion of adding more verbiage pertaining to conduct, fires, injury to wildlife, fighting, vulgar language, and verbiage of including, but not limited to the listed items.

Motion for Andy George to advertise the ordinance with the additions discussed.

**Made by: Pete Merkel**

**Seconded by: Colin Boyer**

**Motion Carried**

**Motion Failed**

### **Bird Alley**

Andy George, Esq. mentioned he had distributed the proposed ordinance to Council regarding vacating a portion of Bird Alley. This was a follow-up to discussion at the June 13, 2022 borough council meeting. Notice will need to be given to the six residences that have property that abuts to Bird Alley.

Motion for Andy George to advertise the new ordinance for vacating Bird Alley. The hearing will be held at the August 8, 2022 council meeting at 6:30pm.

**Made by: Mark Watkins**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

## **Water/Sewer – Pete Merkel**

### **Personnel**

Pete Merkel mentioned that Kevin Dunn has resigned from his position with Public Works. Craig Conrad and Chris Young are looking at the best strategy and options for filling that position. They will bring back recommendations in the next week or two for the Personnel Committee to review.

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

### **Budget/Financial Software Update**

Chris Young mentioned the budget analysis was sent to out to Council, if any questions let him know.

The financial software was converted and the first set of checks was printed and appears to be working. Support during the transition and following conversion has been good.

### **Police Negotiations**

Chris reported that police contract negotiations have started and that Suzanne Touch could no longer be on the team. Chris noted that Suzanne was recommending Mark Watkins to replace her on the team. Mark Watkins agreed to this.

### **DEP / Bridge / Band Shell Update**

In addition to report from BIA, Chris noted it is not expected that the bridge or band shell will be replaced before March of 2023 which is based upon the additional DEP permits

### **Grant for Triangle Park**

There is a grant opportunity that is being pursued for the triangle park along Fleetwood Avenue to be expanded to have a half-circle tribute area with military flags and American flag. This would be in addition to the First Responder tribute area that is was added last year. More information about the grant will be provided at the next meeting.

## **Public Works – Craig Conrad**

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

Craig provided additional information:

- The Fleetwood Library program is having a field trip to the treatment plant on Friday, July 15<sup>th</sup>
- Zach from USDA wants to meet with Craig. There are 13 people who are interested and okay with the requirements/rules for hunting at the Fleetwood Reservoir. Zach (USDA) wants to show Craig a sign in box with map/pins to designate the area the hunter is in. This is what is used at Antietam Lake.
- Craig mentioned that the Authority was improving the Richmond Street pump station with new pumps and controls. That work has been completed.

John Rothenberger thanked Craig and Public Works crew for the weeding/removal of old shrubs from the front flower bed of the Community Center.

### **Grant**

Pete Merkel mentioned that Craig was successful in securing a \$1,000,000 grant for expansion of the Fleetwood Sewer plant. This money does not need to be paid back. Craig will be meeting with the Authority next week to see how this project will move forward. It was mentioned there are deadlines of when the grant funds needs to be used; Craig will compile this information.

## **General**

Mayor Gore mentioned to Council to consider ways for them to be involved in the 150<sup>th</sup> Celebration of Fleetwood in 2023. She has also been in contact with officials in Fleetwood Lancashire, England discussing the possibility of inviting them to share in Fleetwood’s celebration.

## **Bills**

### **Current Month – July 11th**

Motion to pay the current month – July 11, 2022 bills.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**X   Motion Carried**

**Motion Failed**

### **Ratify Bills Paid June 27th**

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

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**X   Motion Carried**

**Motion Failed**

**Minutes**

Motion to approve the June 13, 2022 borough Council meeting minutes.

**Made by: Pete Merkel**

**Seconded by: Jim Meals**

**X   Motion Carried**

**Motion Failed**

**Adjourn**

Motion to adjourn meeting at 8:00pm.

**Made by: Pete Merkel**

**Seconded by: Mark Watkins**

**X   Motion Carried**

**Motion Failed**

**Submitted by:**

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