

## FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: September 12, 2022 – In-person meeting, held in Café  
Council meeting is recorded and posted on website after meeting**

### Roll Call:

Suzanne Pittella Touch - virtual  
 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  
 Kourtney Bernecker, 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 August 2022 was distributed to Council prior to meeting.

Mayor Gore reported that she, Chief Ulshafer, and Chris Young met with Dr. Greg Miller (Superintendent of Fleetwood Area School District) for preliminary discussions regarding School Resource Officer (SRO).

Chris Young mentioned that at the Richmond Township meeting, Chief Ulshafer gave same presentation of Police Department and Staffing that was presented to borough Council at June 2022 meeting. There were about 20 people in attendance and presentation was well received.

### 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.

Guest inquired if any plan to repaint the curbing along Richmond Street/Cedar Street corners as well as corners at Cedar Street and the alleys. Craig Conrad mentioned these are on the list to be done, currently working on painting curbs on the north side of town and then address painting on south side of town.

Guest inquired on how to handle when another resident does not clear their sidewalks of snow after the 24-hour ordinance rule. This is complaint based and can notify Borough Hall or Police Department and provide address where snow has not been removed. Police will go out to individual and issue warning about snow removal and if nothing is done, then that individual is issued a citation. Guest asked if possible to have a list of complaint based items on website that residents would contact Borough Hall to report.

## **Mayor Tammy Gore**

### **Electric Car Chargers**

Mayor Gore mentioned that she, Chris Young, and Ken Wirtz from Eco Engineering, Inc. Eco was recommended from APPI, who is a preferred energy vendor by PSAB). They did a walk-about the borough to evaluate where electric car chargers would be appropriate. Mayor Gore mentioned there was good discussion and opportunities to apply for grants for EV Chargers. Mayor Gore and Chris Young will be putting that information together to then present to Council. Colin Boyer commented that if this is the wave of the future, maybe it should be done by a private industry and not for the municipality to handle.

### **‘Tiger Nation’ Statue Program**

Mayor Gore distributed paperwork to Council with details about the program. She mentioned there is a committee for this tiger statue program. The committee had spoken to Boyertown where they have bears statues that continue to grow in their community. Mayor Gore stated for this program they would be looking for sponsors. Sponsors would purchase the fiberglass statue (2 poses are available – sitting or standing) for \$3100. The sitting tiger statue is about 3ft tall x 3ft deep, the standing tiger statue is about 3ft tall x 6ft long. The \$3100 includes the statue, shipping, a stipend to the artist, paint and clear top coat. The sponsor would also be responsible for the cost to install the tiger statue, which is not included in the \$3100. All art designs for the tiger statue and placement of tiger statues will go through the Tiger Nation committee. The committee’s thought is this would not only be for the borough but surrounding municipalities in the Fleetwood School District. Mayor Gore explained that the committee would have a list of artists; the sponsor would select an artist and meet with them to design the artwork that artist would paint on the tiger statue. Once a design is drafted, it would be given to the Tiger Nation committee to approve. It was mentioned that a sponsor can use their own artist; but the design still needs to be approved. Mayor Gore asked Council to consider sponsoring a tiger statue to be placed at the corner of Main and Franklin Streets.

There was question regarding vandalism, Mayor Gore stated it’s important to have the final top-coat over the statue/artwork, and all statues would need to be anchored permanently at their location. There was discussion if other types of tiger statues are available at a lesser cost. Mayor Gore noted if anyone has alternatives to the tiger statues to send her the information.

Mark Watkins recommended that the style of tiger statues be standardized.

Motion to approve the concept of Tiger Nation statue program and have the borough sponsor the first tiger statue.

**Made by: Ralph Touch**

**Seconded by: Jim Meals**

**Opposed: Colin Boyer** – Colin stated he approves the concept, but is opposed to the borough funding the statue. Since only one motion for two items, he voted no.

**Motion Carried**

**Motion Failed**

## **Parking Committee – Ralph Touch**

### **Fleetwood Lofts**

Ralph Touch mentioned that the borough received letter from Fleetwood Lofts seeking the borough’s consent to use the borough Tannery Lot to satisfy parking requirements. The zoning ordinance states parking on the premise, however the borough ordinance allows for individual or company to use off-site parking to meet requirements. This is only to formalize permission to Fleetwood Lofts. Pete Merkel mentioned there are 183 spaces on the lot; 25 are designated for Fleetwood Bank, 117 for Fleetwood Lofts, and 41 remaining for general business. The angled spaces along alley are for 2-hour parking. Motion to allow Fleetwood Lofts to use the borough Tannery Lot to count towards requirement for zoning with the stipulation that lease agreement provides that if at any time they stop paying rent on the lease, they forfeit their zoning permission.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

### **Tannery Lot – Lease Agreement**

Ralph Touch made motion to accept the lease agreement that Kozloff and Attorney’s prepared for the lease of parking spaces on the borough Tannery Lot. Kourtney Bernecker, Esq. mentioned that this lease agreement is for residential and commercial, but is not the lease agreement to be used for Fleetwood Lofts. Kourtney noted that the agreement specifically for Fleetwood Lots will be based off the lease agreement draft prepared for tonight, but will be more specific to that developer and zoning approval and has not been prepared yet. Chris Young recommended this be tabled for now and would like to see one application that covers resident, business and Fleetwood Lofts. In future there may be other apartment owners who want to lease spaces for their tenants. Suzanne Touch stated the motion for this will be put on hold. The parking lease agreement will be discussed further by the Parking Committee and attorney office.

John Rothenberger mentioned that currently the Fleetwood Borough is lease/to own Tannery Lot, so settlement on the Tannery Lot needs to be completed before any parking space lease agreements are signed.

## **Parking Committee – Ralph Touch (Continued)**

### **Tannery Lot – Lease Agreement (continued)**

Colin Boyer commented this might be a good time to rebrand the name of the parking lot. It been 17 years since the Tannery fire, and if we keep calling it that eventually no one will know the meaning behind it. Ralph mentioned the Redevelopment Committee could work on ideas for other names for the parking lot.

### **Tannery Lot – Settlement Date**

The last installment of the ARPA funds were received last week. These funds allow for the borough to purchase the Tannery Lot a few years earlier than originally planned.

Motion to authorize Kozloff and Attorneys office to schedule settlement date for the purchase of the Tannery Lot.

**Made by: Ralph Touch**

**Seconded by: Pete Merkel**

**Motion Carried**

**Motion Failed**

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

### **Budget Update / ARPA Funds**

Chris stated that he requested anyone with budget inputs to let him know. He has heard from Chief Ulshafer and Craig Conrad will be providing information soon. A tentative budget will be ready by October for Council to review. ARPA funds have arrived.

### **Homecoming Parade and Route**

The Fleetwood School is hosting a homecoming parade on Friday, September 30<sup>th</sup>. The parade route is same as past years. Formation at Fleetwood School, travel up Richmond Street, right on Arch Street, over to Maple Street then to Vine Street, left to Forest Street, down and right onto Greenway Street, then left on Maple Street returning to school.

Motion to approve homecoming parade and route.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Willow Creek Grant**

Chris reported that the borough was awarded a \$133,000 grant from DCNR for creek restoration from the band shell area up to Main Street (Phase 2). The grant has a match of \$133,000. Craig Conrad is working with Christine (BIA) for obtaining permits for Phase 2 of project. Phase 1 is for the creek restoration from the band shell area down to the pond. Phase 1 will involve reconstruction, repair and maintenance to the creek, no dredging. The cost of these creek projects is \$260,000. Additional grants from DCED and DEP are being applied for as well. If awarded they can be applied to the match dollars.

### **Bridge #1 at Fleetwood Park**

Chris mentioned that finally received DEP approval. Next is to wait for the weather and supply chain; tentative date for both bridge and band shell is March 2023.

### **General**

Mayor Gore formally thanked Craig and Chris for all their hard work with DEP and BIA Engineers to organize and submit paperwork for grants. They have done a great job in getting grants for these park projects. Also once the grants are awarded, the paperwork that needs to be filed throughout course of project which may be three years.

John Rothenberger mentioned that the permits for the bridge came through quickly compared to what normal response time is.

## **Public Works – Craig Conrad**

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

### **Paving Bid Completion Date**

Craig reported that the paving project had a completion date of October 15, 2022. Folk Paving had sent letter to Fleetwood Borough requesting an extension to October 30, 2022.

Motion to authorize the 15 day extension to Folk Paving.

**Made by: Pete Merkel**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Sale of Equipment on Municibid**

Craig stated that the Woods mower was sold for \$500 and the John Deere Tractor/Loader was sold for \$7,000. Craig requested Councils approval to move forward with executing those sale agreements.

Motion to authorize Craig Conrad to move forward with the sales agreements for the John Deer Tractor/Loader and the Woods mower.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

## **Public Works – Craig Conrad (Continued)**

### **PSA Agreement with Arro – Certified Operator**

Craig mentioned that currently he is the sole certified operator for the treatment plant. There are two employees in the process of getting trained. DEP requires there to be a backup certified operator. Craig requested that Arro provide one of their certified operators to us as a backup. The Arro certified operator license would be posted at the treatment plant. This person would spend 3 hours at the plant on Mondays and 1 hour of travel time. The backup person would be an additional person to help train the 2 employees.

Motion to authorize Craig Conrad to have Arro provide one of their certified operators as a backup for the treatment plant.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **BIA Bid Spec – Creek Project**

Craig mentioned the authorization for BIA to start bid process for the creek project will be pushed to the October meeting. There were a few minor changes to the specs and Christine (BIA) was out so copy of revised specs has not been received yet. At the October meeting Council will then have documents for the project, timeline for the bids and advertising.

### **General**

Mayor Gore asked Craig if the two exterior doors to the cafeteria could be looked into being replaced. Craig had gotten her email and they are getting pricing to put in the budget.

## **Executive Session**

Executive session began at 7:40pm at which time the recording of the meeting was stopped.

Executive session ended at 8:26pm and the regular borough council meeting resumed along with the recording of the meeting.

## **Legal – Kourtney Bernecker, Esq.**

### **147 Willow Road**

Motion to authorize Kozloff Stoudt Attorneys to move forward with proceedings regarding 147 Willow Road, Fleetwood.

**Made by: John Rothenberger**

**Seconded by: Colin Boyer**

**Motion Carried**

**Motion Failed**

## **Bills**

### **Current Month – September 12th**

Motion to pay the current month – September 12, 2022 bills.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Ratify Bills Paid August 29<sup>th</sup>**

Motion to ratify the bills paid on August 29, 2022.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

## **Minutes**

Motion to approve the August 8, 2022 borough Council meeting minutes.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

## **Adjourn**

Motion to adjourn meeting at 8:30pm.

**Made by: Jim Meals**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

**Submitted by:**

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