

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: November 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
 Ralph Touch
 Colin Boyer
 John Rothenberger

Tammy Gore, Mayor
 Chris Young, Borough Manager
 Doreen O'Neil, Recording Secretary
 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.

Police Department

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

Promotion of Officers

Civil Service Promotion exams were completed and scores were tallied. Chief Ulshafer is looking for approval from Council to promote Officer Thomas Focht to Sergeant, and Officer Michael Quinn to Corporal.

Motion to approve promotions of these two officers.

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

New Officer

Chief Ulshafer requested authorization from Council to start the hiring process for a full-time officer starting January 2023; this additional position is in the 2023 budget.

Motion to authorize Chief Ulshafer to start the hiring process.

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

Guests: See attached list.

Ash Alley

Resident discussed the situation of 100 South Richmond Street and Ash Alley. There is a situation regarding parking. The owner of East Penn Container (Poplar Street) had his property surveyed and his property line comes within 6-inches of the residents garages; making it that the resident cannot access their garage. Pete Merkel provided overview of historical findings with Ash Alley. Back in 1967 when the land was purchased to build the Penn Dutch Cookie Factory (business prior to East Penn Container), Ash Alley was vacated with the intent to move the alley. Discussions regarding options and looking into getting easement agreement to allow use of the land for the resident to be able to access his garage. Mayor Gore offered services of Andy George, Esq. Pete Merkel and Andy George will meet with the owner of East Penn Container to review situation and discuss possible options.

Poplar, Spruce, Cedar Streets

Resident inquired with Council if ‘Do Not Block Intersection’ signs could be placed at South Richmond Streets at the cross roads of Poplar, Spruce, and Cedar Street. With the red light at the railroad tracks, traffic backs up on South Richmond Street, with drivers on South Richmond Street blocking these intersection, making it impossible to cross over. Council mentioned that PennDOT would need to approve/sign-off on the borough installing these signs.

Un-leashed Dogs

Resident stated that as they walk their dogs in town, they are noticing more that others are walking their dogs un-leashed. The resident questioned what could be done. There is concern for their dogs caused by the un-leashed dog, and also concern of the resident getting bitten by the un-leashed dog. The resident had a situation where they were walking their leashed dogs on one side of the street, and someone else was walking their un-leashed dog on opposite side of street, and the un-leashed dog was crossing street towards this resident and their leashed dogs. Resident of leashed-dogs was instructed that if this occurs again, to contact the police to report the incident and provide information about the situation.

Barry Isett & Associates (BIA)

BIA Report

BIA report was emailed to Council prior to meeting.

Pedestrian Bridge and Band Shell Bids

Chris Young explained that the DEP permits for the pedestrian bridge and band shell in the Fleetwood Park have been approved and are ready to be bid-out ; the next step would be to advertise bid for this project. Once advertised BIA would bring bids back to Council to be opened December 15th. The bid would be awarded at the January 9, 2023 council meeting. Motion to authorized BIA to advertise for bids for the pedestrian bridge and band shell project.

Made by: Mark Watkins

Seconded by: Ralph Touch

Motion Carried

Motion Failed

MS4 Ordinance

Andy George, Esq. mentioned that DEP came out with a model storm water ordinance for municipalities to follow/update their ordinance. The language in our current ordinance has limited impact from the changes.

Motion to update the Fleetwood Borough’s MS4 ordinance verbiage to match the model from DEP.

Made by: Ralph Touch

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Entech

Craig Conrad mentioned that the Authority will see the Entech report at their 11-15-22 meeting. The transition from Arro to Entech is going well.

Legal – Andrew George, Esq.

Act 44 Deferred Retirement Option Program (DROP)

Andy George, Esq. stated the ordinance was advertised. The DROP program regarding retirement for police officers was discussed at October 11th council meeting

Motion to adopt and move forward with this ordinance.

Ordinance #: 651

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Legal – Andrew George, Esq. (Continued)

Act 57 Resolution

Andy George, Esq. discussed that in July 2022 there was a change to the local tax collection law. The change put into place is to waive late fees when property is purchased and the tax bill is mailed to the prior property owner. The state law requires municipalities to adopt the resolution.

Motion to adopt the Act 57 resolution.

Resolution: 2022-11-14-01

Made by: Pete Merkel

Motion Carried

Seconded by: Ralph Touch

Motion Failed

IPMC 2018 Property Maintenance Code

Andy George, Esq. referenced the International Property Maintenance Code (IPMC). The Fleetwood Borough is operating under the 2003 ordinance. It was recommended to Council to adopt the newest IPMC ordinance from 2018. It was mentioned that current projects would fall under the IPMC 2003. Andy noted there are no drastic changes from 2003 to 2018.

Motion to authorize Andy George, Esq. to draft new ordinance for IPMC 2018.

Made by: Ralph Touch

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Public Safety – Ralph Touch

Police Contract

Motion to adopt the police contract for 2023, pending legal review.

Made by: Ralph Touch

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Amend Current Police Contract – Corporal Position

Motion to amend the 2022 police contract to include the Corporal position for the remaining of 2022, retro-active to 11-13-22.

Made by: Ralph Touch

Motion Carried

Seconded by: John Rothenberger

Motion Failed

Park/Pool – Ralph Touch

Pool Equipment

Ralph reported that the 2022 pool season had a \$15,000 surplus. It was decided to spend \$5,500 to purchase 12 new lounge chairs, basketball net to place where slide had been, and a playhouse. Ralph mentioned the swim team did a great job running the pool concession stand and the swim team kept the profits from those sales.

Motion to spend \$5,500 for new pool equipment.

Made by: Ralph Touch

Motion Carried

Seconded by: John Rothenberger

Motion Failed

Finance – John Rothenberger

2023 General Budget

Motion to adopt the 2023 General Budget.

Made by: John Rothenberger

Opposed: Colin Boyer

Motion Carried

Seconded by: Ralph Touch

Motion Failed

2023 Capital Budget

Chris mentioned that he and Jim Meals met last week. The tentative capital budget was distributed to Council prior to tonight's meeting. Chris noted some items from 2022 were pushed to 2023 (example bridge and band shell). The new roof for a portion of the Community Center was moved out to 2024.

Motion to adopt the 2023 Capital Budget.

Made by: Ralph Touch

Motion Carried

Seconded by: Pete Merkel

Motion Failed

Water/Sewer – Pete Merkel

2023 Water and Sewer Budget

Pete Merkel stated the Water Budget is \$1,314,925 and the Sewer Budget is \$909,265. Colin Boyer requested the water fund to eliminate the rent for the house on Willow. Chris Young will adjust the water budget and sewer budget so income matches expense which will change the numbers slightly from what council was given.

Motion to tentatively adopt and advertise the 2023 Water and Sewer budget.

Made by: Pete Merkel

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Borough Managers Report – Chris Young

Additional Addresses – 135 and 137 W. Cedar Street

Chris mentioned with the 2 new homes on West Cedar Street, additional addresses are required. Current addresses are 131 and 133. Chris stated that if approved, he would send letter to post office to add these new addresses.

Motion to approve adding 135 and 137 W. Cedar Street addresses.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Santa Parade

The holiday Santa parade is Saturday, December 10th. Parade route is the same as last year. There will **not** be a breakfast event at the Community Center this year.

Motion to approve the holiday Santa parade route.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Public Works – Craig Conrad

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

Craig reviewed some items from the monthly report. Craig mentioned that Tim and Chad had taken the sewer application test, and he was notified today that they passed the test. Once papers are received, Craig will send to DEP for licenses to be issued.

Canvas Band Shell Cover

The canopy was taken down for the winter months, framework remains. Brief discussion of future use of structure once permanent band shell is constructed. The borough had purchased the framework/canopy, if it's determined to not be kept, it will be sold. Craig mentioned that erecting the framework would be challenging if it is only to be a temporary structure. The framework was erected by Knights Rental the initial time and it has not been taken down since then.

Bills

Current Month – November 14th

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

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Ratify Bills Paid October 31st

Motion to ratify the bills paid on October 31, 2022.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Minutes

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

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Executive Session

Executive session began at 8:07pm at which time the recording of the meeting was stopped.

Executive session ended at 8:35pm and the regular borough council meeting resumed.

Personnel

Motion to amend the employee payouts to add a 3rd tier that is considered PT+ with an additional \$1,000.

Made by: Mark Watkins

Seconded by: Ralph Touch

Abstained: John Rothenberger

Motion Carried

Motion Failed

Motion to hire Jaden Brown as ambassador pending successful interview process.

Made by: Pete Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Adjourn

Motion to adjourn meeting at 8:45pm.

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary