

## FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: December 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  
 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:

Mike Quinn, Police Officer  
 Tom Focht, Police Officer  
 Ryan Button, Police Officer  
 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. 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

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

### Promotion Swearing in of Officers

Officer Michael Quinn was promoted to Corporal and sworn in by Mayor Gore.  
Officer Tom Focht was promoted to Sergeant and sworn in by Mayor Gore.  
Chief Ulshafer presented new badges to Corporal Quinn and Sergeant Focht.

### Hire New Officer

Chief Ulshafer mentioned there was approval last week to hire Jonathan Troyer (currently a part-time officer with the Fleetwood Police department) as a full-time police officer. Chief requested authorization from Council to hire Jonathan Troyer.

Motion to authorize Chief Ulshafer to hire Jonathan Troyer into a full-time police officer position.

**Made by: Ralph Touch**

**Seconded by: Colin Boyer**

Motion Carried

Motion Failed

### Barry Isett & Associates (BIA)

#### BIA Report

BIA report was emailed to Council prior to meeting.

### Pedestrian Bridge and Band Shell Bids

Chris Young mentioned they had pre-bid meetings at the park on two different days, and there was quite a bit of interest. We are requesting that the project be completed by 05-15-23. BIA will open the bids on 12-15-22. The bid will be awarded at the 01-09-23 borough council meeting. Craig Conrad noted that depending on weather, they should be able to start February 2023.

**Guests:** See attached list.

**Leaf Collection**

Guest inquired when leaf collection ends. Craig Conrad mentioned 12-16-22 is the last day. Guest mentioned they don't live on a main borough street where leaf collection is done; and asked if next year Public Works could pick up their leaves in the alley to eliminate the resident from having to drag the leaves down to the crossroad. It was recommended the resident contact the borough next November to discuss options for leaf collection.

**FABA (Fleetwood Area Baseball Association)**

Tyler Wolfinger (Vice-President FABA) recapped on the letter Eric Luckenbill (President FABA) had sent to Council prior to meeting. Tyler noted that this past spring they had 220 kids playing baseball. Because of the volume of players/teams, they are in need of more fields for practices and games. FABA is interested in partnering with the borough to re-build the baseball field in the Fleetwood Park where a field had previously been along Main Street. Currently the ball field that is in the Fleetwood Park is for softball. If another field was added to the park, the softball team would play on the new field and the existing ball field would be converted to a baseball field for 12U players.

Discussion that years ago the ball field along Main Street at Fleetwood Park was removed due to condition, safety, and foul balls into Main Street traffic. Discussion of fields currently used by FABA – Smithfield (that they own), Maidencreek Park, Walnuttown (across from Willow Creek Elementary School), and FABA had started using the field at YMCA (old Richmond Elementary School) for their younger ball players. FABA is unable to use the school ball fields, as the FABA schedule conflicts with the school baseball schedule. The existing softball field in the Fleetwood Park cannot be used for softball and baseball. Baseball has a pitching mound, where softball does not have a mound.

Jim Meals suggested FABA check with East Penn Mfg. to see if their field could be used. Mayor Gore suggested Tyler talk to the Fleetwood School district about possible use of their fields.

**Legal – Andrew George, Esq.**

**Stormwater Ordinance**

Andy George, Esq. reviewed that this was discussed at the November 2022 meeting and the ordinance was advertised. This ordinance is mandated by DEP. This ordinance will make the borough compliant.

Motion to adopt the Stormwater ordinance.

**Ordinance #: 652**

**Made by: Ralph Touch**

**Motion Carried**

**Seconded by: John Rothenberger**

**Motion Failed**

**International Property Maintenance Code (IPMC) Ordinance**

Andy George, Esq. reviewed that currently the borough is operating under the 2003 ordinance version. This new ordinance would be the 2018 code version. The Zoning Commission recommended to move up to the 2018 code.

Motion to adopt the International Property Maintenance Code (IPMC) Ordinance for the 2018 code version.

**Ordinance #: 653**

**Made by: Jim Meals**

**Motion Carried**

**Seconded by: Mark Watkins**

**Motion Failed**

**2023 Tax Rate Ordinance**

Andy George, Esq. reviewed the new ordinance for the 2023 real estate rate increase, which has an increase. There is no increase for the fire tax.

Motion to adopt 2023 Tax Rate Ordinance.

**Ordinance #: 654**

**Made by: Ralph Touch**

**Colin Boyer: Opposed**

**Motion Carried**

**Seconded by: John Rothenberger**

**Motion Failed**

**Amend December 12, 2022 Meeting Agenda**

It was mentioned the Fleetwood police agreements with three municipalities was accidentally omitted from the original posted agenda for tonight's meeting. Andy George, Esq. stated this topic could be discuss/voted on, but first a motion is needed to amend the agenda, and new agenda needs to be published to the borough website in 24 hours.

Motion to amend tonight's meeting agenda to include the three municipality police agreements and post amended agenda on borough website on 12-13-22.

**Made by: Ralph Touch**

**Motion Carried**

**Seconded by: Pete Merkel**

**Motion Failed**

**Legal – Andrew George, Esq. (Continued)**

**Police Contracts - Topton Borough, Ruscombmanor Township, Richmond Township**

Chris Young mentioned the three agreements were distributed to Council prior to meeting. The three municipalities are renewing their police contract with the Fleetwood Police department.

Motion to adopt the three police agreements for Topton Borough, Ruscombmanor Township, and Richmond Township

**Resolution 2022-12-12-01 – Topton Borough**

**Resolution 2022-12-12-02 – Ruscombmanor Township**

**Resolution 2022-12-12-03 – Richmond Township**

**Made by: Ralph Touch**

**Seconded by: Jim Meals**

  X   **Motion Carried**

       **Motion Failed**

**Personnel – Pete Merkel**

**Full-time Public Works Employee**

Pete Merkel mentioned they interviewed Neil Beehrle for a Public Works position (replaces Daryl Faust). Neil previously worked for the city of Allentown and brings a lot of experience with him. Craig Conrad stated Neil has passed all his pre-employment tests and if Council approves of the hiring, Neil can start 12-13-22.

Motion to hire Neil Beehrle as a full-time employee for the Public Works department.

**Made by: Mark Watkins**

**Seconded by: Ralph Touch**

  X   **Motion Carried**

       **Motion Failed**

**Part-time Plow Operator for Public Works**

Craig Conrad mentioned that Brandon Dierolf use to be a part-time plow operator for Public Works. He has another job and is unable to help with plowing. Herbert Schumaker had submitted an application for part-time plowing. Herbie is in the borough and has his CDL. Craig is looking for approval to hire Herbie Schumaker.

Motion to hire Herbert Schumaker as a part-time snow plow operator for the Public Works department.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

  X   **Motion Carried**

       **Motion Failed**

**Water/Sewer – Pete Merkel**

**2023 Water and Sewer Budget**

Pete Merkel stated the 2023 Water and Sewer budget was advertised and is up for adoption. Water budget is \$1,313,160.44 and the Sewer budget is \$910,635.00.

Motion to adopt the 2023 Water and Sewer budget.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

  X   **Motion Carried**

       **Motion Failed**

**Borough Managers Report – Chris Young**

**Leases for Second Floor Tenants of Community Center**

This will be discussed at the January 2023 borough council meeting.

**Extensions for 303 E. Locust Street and Peters Subdivision**

Chris mentioned the Planning Commission recommends approving the 90-day extension for both of these properties.

Motion to approve the 90-day extensions for both the 303 E. Locust Street and Peters subdivision properties.

**Made by: Ralph Touch**

**Seconded by: Colin Boyer**

  X   **Motion Carried**

       **Motion Failed**

**PLGIT – Pennsylvania Local Government Investment Trust**

Chris mentioned that he and Kap Stauffer were looking for opportunities to invest borough monies. Chris noted this is just exploratory at this point. Using PLGIT (which is recommended by PSAB) there would be 5% interest rate earnings. It was asked how much would be invested; that has not been decided yet. Andy George, Esq. stated that PLGIT is legit and is used widely across the commonwealth. Chris mentioned that PLGIT requires a resolution, which they supplied a template for. Chris will send the template over to Andy George’s office to draft resolution for the January meeting.

## **Borough Managers Report – Chris Young (Continued)**

### **2023 Borough Council Meeting Dates**

Prior to meeting a list of 2023 meeting dates was emailed to Council. If everyone is okay with the list of dates, then Andy George, Esq. can advertise the dates for the borough council meetings along with the water authority and planning commission meeting dates. Workshop meetings will not be scheduled unless necessary.

Motion to adopt the 2023 borough council meeting dates and approve for Andy George to advertise the borough council meeting dates, water authority, and planning commission meeting dates.

**Made by: Mark Watkins**

**Seconded by: Colin Boyer**

**Motion Carried**

**Motion Failed**

### **Fire Budget**

Chris had provided this to Council in packet prior to meeting as an FYI.

### **Information Items**

- Chris mentioned he, Mayor Gore, and Chief Ulshafer were invited to attend the Fleetwood School Board meeting on 12-20-22 regarding discussion of SRO (School Resource Officer).
- Chris showed Council the new banners for the street light poles to replace the ones with eagles on them. The new banner has the 150<sup>th</sup> Fleetwood logo. These banners will be hung up in Spring 2023.
- Pete questioned where to get information about the 150<sup>th</sup> Celebration, as people are asking him about it. There is a link on the borough website with a list of events.

### **Public Works – Craig Conrad**

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

Craig thanked Council for approving the hiring of the full-time and part-time employees tonight.

### **Bills**

#### **Current Month – December 12th**

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

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

#### **Ratify Bills Paid November 30th**

Motion to ratify the bills paid on November 30, 2022.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **Minutes**

Motion to approve the November 14, 2022 borough Council meeting minutes.

**Made by: Ralph Touch**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

### **Executive Session**

Executive session began at 7:32pm at which time the recording of the meeting was stopped.

Executive session ended at 8:03pm and the regular borough council meeting resumed.

### **Adjourn**

Motion to adjourn meeting at 8:05pm.

**Made by: Mark Watkins**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **Submitted by:**

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