

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: January 9, 2023 – 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 -- Virtual
 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
 Bill Leitner, 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.

Moment of Silence

Mayor Gore asked Council and attendees for a moment of silence to remember Sam Borrell, who passed away in December. Mr. Borrell was a previous mayor for the borough.

Police Department

Police report for December 2022 was distributed to Council prior to meeting. Chief Ulshafer provided an activity recap for the month of December 2022. Chief reported that Officer Jonathan Troyer is a full-time officer as of 01-01-2023.

Police Car – Muncibid

Chief Ulshafer had asked Craig Conrad to list the 2016 police car on Muncibid. The sale ended today, with the car selling for \$9,400 to Jean Gauthier, he is planning on picking up the car on Jan. 18th or 19th. Craig asked Council for approval to award the sale to the highest bidder.

Made by: Ralph Touch
 Motion Carried

Seconded by: John Rothenberger
 Motion Failed

SRO (School Resource Officer)

Chief Ulshafer mentioned that he and Chris Young have started discussions with the Fleetwood School board in reference to the possibility of a school resource officer. Currently in the process of working on details like the MOU (Memorandum of Understanding), job description, etc. It is in the preliminary stage; Chris mentioned that the school board gave the school the authority to start discussions with us. If Council approves, it would start initial discussions with Chris and Chief of what the MOU and contract would look like. Chris noted that the borough should be aware if an SRO is employed by the school, the school is looking at 80% of time at the school and 20% at the borough. The borough would hire an officer and be responsible for about \$30,000 of their salary (which is not budgeted). There would be start up costs of about \$10,000 which borough would be responsible for 20% of those costs, which would be about \$2,000 for this year. It would be a shared officer between the school and borough. The officer would help supplement Chief Ulshafer to cover vacation schedules in the summer or provide police coverage at certain events.

Motion for Council to authorize Chris Young and Chief Ulshafer to proceed with discussion and develop MOU, etc which would then be reviewed by Council and the Fleetwood School board.

Made by: Ralph Touch
 Motion Carried

Seconded by: Colin Boyer
 Motion Failed

2023 Appointments / Rate Schedules

Re-Appoint members of committees that terms expired 2022

Zoning: Joel Raifsnider, Steve Schlegel
Rec Board: Megan Kraft-Young
Authority: Dan Horman
Planning: Kevin Breisch, Peter Laucks
Civil Service: Mike De Lay

Inquiry if it's okay that one of the authority members does not live in the borough, but pays taxes in the borough. Andy George, Esq. stated it is okay as long as the person pays taxes to the Fleetwood borough.
Motion to re-appoint the listed members as discussed.

Made by: Ralph Touch **Seconded by: Pete Merkel**
 X **Motion Carried** **Motion Failed**

Other Appointments

Borough engineer: Barry Isett & Associates (BIA)
Water / sewer engineer: Entech
Auditor: Herbein
Solicitor: Kozloff Stoudt Attorneys

Motion to appoint the above as discussed.

Made by: Ralph Touch **Seconded by: Mark Watkins**
 X **Motion Carried** **Motion Failed**

Fleetwood Pool Rates

Motion to keep the 2023 Fleetwood Pool pass rates the same as 2022.

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

Fleetwood Park Rental Rates

Discussion regarding the proposed rates for 2024 park rentals. Park rental rates for 2024 would remain the same as 2023, with the exception of the pavilion rental rate for non-Fleetwood residents being increased to \$90, effective 2024. Brief discussion regarding use of grass space in park for events – request to have separate workshop meeting to discuss. Decision to have the Park Committee prep some thoughts/ideas and present to Council.

Motion to keep the 2024 park rental rates the same as 2023, with the exception of the pavilion rental rate for non-Fleetwood residents to be increased to \$90.

Made by: Mark Watkins **Seconded by: Ralph Touch**
 X **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

Bill (BIA) stated there were 4 bids received for this project. The bids ranged from \$420,200 to 679,390. The low bid was DESCOS Design and Construction at \$420,200. It was recommended by BIA to accept Alternate #1 and take the \$5,000 deduction. DESCOS is aware of the aggressive schedule/timeline to have this project completed. Chris Young mentioned that this bid is \$95,000 over the original budgeted amount. Price of concrete and raw materials are high. It was stated that the concrete stage slab, knee-walls and existing footings are not good; scope changed from repair to remove and replace stage slab. Chris mentioned there was a call with DCNR in regards to cost being almost \$100,000 over original budget. DCNR has the ability to amend contract and potentially give \$50,000 if approved. The project needs to be completed by 2025 to not jeopardized the grant money already received for the project. The \$100,000 over would be used from the Capital budget. Motion to award bid to DESCOS Design and Construction and accept Alternate #1 in the amount of \$415,000.

Made by: Mark Watkins **Seconded by: Pete Merkel**
Opposed: Colin Boyer
 X **Motion Carried** **Motion Failed**

Motion to submit amendment application to DCNR for additional grant funds.

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

Barry Isett & Associates (BIA) – (Continued)

Creek Bids (Phase 1)

The plan was to award the bid tonight, however, there was a late withdraw of a bid. BIA will go back to the next lowest bidder.

Phase 1 is from Bridge #2 to the creek area by the pond

Phase 2 is from Main Street to Bridge #1. This project is not scheduled or bid yet. Currently working on obtaining permits.

Motion to award the creek bid for Phase 1 at the Feb. 2023 borough council meeting.

Made by: Ralph Touch

Seconded by: John Rothenberger

 X **Motion Carried**

 Motion Failed

Entech

Entech Report

The Entech report was emailed to Council prior to meeting.

Guests: See attached list.

FABA (Fleetwood Area Baseball Association)

Eric Luckenbill (President FABA) following-up on the letter he had sent to Council in December in regards to the FABA asking for Council to partner with FABA to allow FABA to convert the existing softball field in the Fleetwood Park to a baseball field for the youth to practice, and put a softball field in the location that previously was a ball field but was removed due to its condition in 2018. Due to the volume of kids signed for baseball this spring, they are in need of additional fields for practice sessions. Recap of the other locations/fields currently being shared/used for practices/games. Jim Meals mentioned he had talked with FABA and is looking for other options to help FABA. Since 2018 there has been a change in FABA administration and there has been a 40% increase of players. FABA could pay to upgrade the field with no cost to the borough and would help to maintain it. Cars, carnival rides could be parked on field. It was decided that Jim would continue conversations with FABA regarding options, also to check with Greg Miller to see if school district has anywhere FABA could practice. Eric Luckenbill will sketch out the field layout and measurements to share with Jim, Jim will report back to Park Committee to review further.

Ash Alley – John Tunitis

John Tunitis explained that he is the property owner where East Penn Canning resides (Poplar Street – between Franklin and Richmond Streets. He has owned this property for about 20 years. The property was surveyed and the area behind homes in the 100 block of Richmond Street is not Ash Alley. Records show that back in the 60s this alley was going to be relocated, but did not occur and was vacated. John's property comes within inches of the garages to these homes. Residents of these homes are parking in this area which is his property. In the past it did not pose significant problem until there is snow. East Penn Canning removes the snow on the property to allow the tractor trailers to access the dock doors, and the residents to these homes, shovel the snow in front of the dock doors. It was mentioned that some of the vehicles parked on his property are abandoned and leaking oil. His attorney sent a letter earlier this month to the residents of these homes/apartments that they can use his property to access their garages to park in the garage or on their own property, but not to park on his property. It was mentioned that if John wants to put up no parking signs he should discuss with his attorney as to the verbiage on signs (towing, etc). John mentioned sometimes on Sundays, there are cars parked in front of his loading dock doors.

Legal – Andrew George, Esq.

PLGIT

Chris Young provided update regarding PLGIT that was discussed at December meeting. Currently PLGIT investments are 5.4% interest. For the borough to join into the trust, a resolution is needed.

Motion to accept the resolution and proceed with investment.

Resolution: 2023-01-09-01

Made by: John Rothenberger

Seconded by: Mark Watkins

 X **Motion Carried**

 Motion Failed

Old Records Disposal

Per request from Kap Stauffer, Andy George, Esq. has resolution to destroy old records for 2015.

Motion to accept the resolution to destroy records from 2015.

Resolution: 2023-01-09-02

Made by: John Rothenberger

Seconded by: Ralph Touch

 X **Motion Carried**

 Motion Failed

Mayor's Report

Fleetwood Borough 150th Celebration – Parade – Sept 30, 2023

Mayor Gore updated Council of the parade being held on Saturday 09-30-23 with a rain date of 10-01-23. She asked Council to think of ways they would like to be involved (walk in parade, ride in cars, create a float, etc). The general thought was to do a float for the parade and Council members ride on the float. Mayor Gore will notify the Parade Committee.

Fleetwood Borough 150th Celebration - Time Capsule

Mayor Gore mentioned idea to have a time capsule created in 2023 to then be opened in 50 years. She had spoken to Chris Young and he accepted to run this project.

Ceremonial motion to have Chris Young lead the time capsule project for the 150th celebration.

Made by: Mayor Tammy Gore **Seconded by: Ralph Touch**
X Motion Carried **Motion Failed**

Potential Pickleball Courts

Mayor Gore mentioned that pickleball is a fast growing sport and we don't have appropriate courts. Currently the players are using the basketball court at the Locust Street playground which allows for 3 courts. The court surface should be similar to a tennis court. She has found that there are roll-out pickleball courts which may be an option. She is looking to have options explored – is the basketball court used at the Locust Street playground or could it be converted to pickleball courts, where is the best location to put 3-4 pickleball courts. The cost of a roll-out court is \$5000. It was questioned how the roll-out court compares to a permanent surface. A pickleball court also needs to be enclosed with fencing.

Motion to pursue options for pickleball courts.

Made by: Ralph Touch **Seconded by: Mark Watkins**
X Motion Carried **Motion Failed**

Planning Commission

Peter's Subdivision

Russell Anderson updated Council that the Peter's subdivision (at East Race Street) application was denied by DEP regarding the 'clean stream law'. The subdivision application will be resubmitted, but the owners will need an extension. Russell mentioned that the Planning Commission recommends approving the letters for the 90-day extension.

Motion to accept the letter requesting a 90-day extension for the Peter's subdivision property.

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

303 East Locust Street

Russell Anderson stated that the 90-day extension letter for this subdivision was submitted and approval granted in November 2022. If it's found that another extension is needed the property owner will submit a letter for review at the February 2023 meeting.

General

It was stated that the Planning Commission engineer recommended that the Fleetwood Borough compile a template for a letter of extension. Council asked Andy George, Esq. to draft a letter of extension template.

Borough Managers Report – Chris Young

Fleetwood 150th Celebration Parade Route

Chris mentioned that in the packet provided to Council prior to meeting, there was document covering the parade route and times. Main Street between Richmond and Franklin Streets will be shut down on Saturday, 09-30-23 starting at 9:00am for the Main Street Fair event, and remain shut down until 6:00pm to allow time for the parade (which starts at 2pm) to occur.

If the rain date of Sunday, 10-01-23 is used, then Main Street will only be shutdown from 2pm to 6pm. The Main Street Fair will not be occurring on Sunday, 10-01-23.

Motion to accept the parade route, time of closure, and the change in closure time if rain date occurs.

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

Leases for Second Floor Tenants of Community Center

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

Borough Managers Report – Chris Young (Continued)

PLGIT – Pennsylvania Local Government Investment Trust

Chris mentioned that now that the PLGIT resolution was approved, he is asking Council to authorize him as the Borough Manager to sign papers to invest no more than \$500,000 from the water account for 6 months.

Colin mentioned concern of tying up too much money in these accounts and if funds are needed, would not be available to the borough. Chris mentioned for only using funds from the water account and doing short term investment of 6 months.

The PLGIT investment is similar to investing in CDs.

Motion to authorized Chris Young, Fleetwood Borough Manager to sign papers and invest no more than \$500,000 from the water fund for 6-months.

Made by: Ralph Touch

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Public Works – Craig Conrad

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

Bills

Current Month – January 9th

Motion to pay the current month – January 9, 2023 bills.

Made by: John Rothenberger

Motion Carried

Seconded by: Ralph Touch

Motion Failed

Ratify Bills Paid December 27th

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

Made by: John Rothenberger

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Minutes

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

Made by: Ralph Touch

Motion Carried

Seconded by: Jim Meals

Motion Failed

Executive Session

Executive session began at 8:36pm at which time the recording of the meeting was stopped.

Executive session ended at 9:02pm and the regular borough council meeting resumed.

Lease for 147 Willow Road

Motion to authorize the solicitor to move forward on terminating the lease on 04-15-2023 at 147 Willow Road, Fleetwood.

Made by: Pete Merkel

Motion Carried

Seconded by: Colin Boyer

Motion Failed

Adjourn

Motion to adjourn meeting at 9:07pm.

Made by: Jim Meals

Motion Carried

Seconded by: Ralph Touch

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary