

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: February 13, 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
 Christine Mildner, Barry Isett & Associates - Virtual

The borough council meeting was held at 110 West Arch Street, in the cafeteria. President Suzanne Touch called the meeting to order at 6:33pm.

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 January 2023 was distributed to Council prior to meeting. Chief Ulshafer provided an activity recap for the month of January 2023.

Police Office Security

Chief Ulshafer expressed his appreciation for the quick response regarding his inquiry to have someone look at options for adding security to the Police office.

SRO (School Resource Officer)

Chief Ulshafer and Chris Young met with the Fleetwood School Board. There is a difference in the way the school needs to address hiring someone. Due to this there is no moving forward with the SRO option that would have involved the borough/police/school with shared expense. The school district may still proceed with an SPO at their expense.

Barry Isett & Associates (BIA)

BIA Report

BIA report was emailed to Council prior to meeting. Christine Mildner (BIA) reviewed the engineer report.

Christine mentioned the DCNR grant for Phase #2 (Main Street to band shell) is moving forward and slated to start work fall 2023. Phase #3 (flood plain area and pond) is slated for spring 2024.

Pedestrian Bridge and Band Shell

BIA had a pre-construction meeting with contractor. The contractor will start soon, with no exact date determined.

Barry Isett & Associates (BIA) – (Continued)

Creek Bids (Phase 1)

Christine Mildner (BIA) reviewed the four creek bids for Phase 1 that were received. The phase #1 bid is for stream and bank restoration from bridge #2 to the stream area by the pond. Flyway Excavating was the low bid at \$186,300. Discussion that DEP grant is for \$171,103, of that \$145,438 is to be used toward the construction portion; leaving a difference of \$40,862. The borough would need to take on the \$40,628 cost. It was mentioned that we could go to DEP to ask for extra funding to cover raw material higher costs. If DEP gives extra funding, the borough would need to agree to pay the 15% match on the addition funding.

Timeline for this project – would start in April 2023 with initial completion done by end of June 2023 (weather permitting), the seeding completion would be something in July.

Chris Young mentioned that with the work scheduled for the creek and pedestrian bridge, there will be no duck races this year during the Rotary Car Show in June or the Carnival in July.

Motion to proceed with bid and cost as stated, and to authorize Chris Young to move forward to apply to DEP for additional funding. If DEP grants additional funds, the borough will cover the 15% match on the additional funds. If other funding from DEP is not approved, the borough will cover the \$40,862 from the capital funds.

Made by: Ralph Touch

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Motion to accept the Flyway Excavating bid of \$186,300 for Phase #1 of the creek project

Made by: Ralph Touch

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Entech

Entech Report

The Entech report was not available prior to Council meeting-

Guests: See attached list.

Emergency Management

Denton Schucker mentioned in past years a letter would go out in water bill asking residents to fill-out if anyone in the residence needed special assistance in the event of an emergency. Denton inquired how this can be updated. Chris mentioned there are HIPAA regulations. Chris will check with Berks County EMA on ways to handle people's data and be HIPAA compliant.

FABA (Fleetwood Area Baseball Association)

Eric Luckenbill (President FABA) following-up on the letter he had sent to Council earlier this month along with sketch of proposed drawing for backstop/softball field to be put in the Fleetwood Park where the previous baseball field was located along Main Street. Eric mentioned for the upcoming season they have 21 baseball teams and only 6 fields to practice which is not enough fields.

The FABA currently uses fields at the following locations to practice:

- Across from Willow Creek elementary school
- Maiden creek Park
- Andrew Maier elementary school (FABA fixed up this field)
- YMCA in Richmond Township (FABA will be working to fix up this field)
- Smith Field (Little League field)

Eric reviewed the proposed plan to turn existing softball field in Fleetwood Park to be a baseball field that would be at FABA's expense. The expense to the borough would be the purchase of a backstop and rough in the infield where the old baseball field had been. This new field would be used by 7-9 year old softball players.

It was requested that the Park Committee review the document/drawing and talk more with Eric Luckenbill. Park Committee should then present ideas to Council.

Legal – Andrew George, Esq.

Willow Road Lease

A copy of the new lease agreement for the property on Willow Road was drafted and sent to Council to review. It was noted if the new lease is approved; it would go into effect on March 1, 2023.

Motion to authorize Andy George, Esq. to send the new lease agreement to tenant.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Emergency Repair Resolution

When Public Works goes out to do property maintenance/violation of codes, there is a charge to the resident for the work being done. The resolution covers the increase of equipment costs for these situations. It was mentioned that average rate will be used to calculate pay for personnel doing the maintenance.

Motion to approve the emergency repair resolution.

Resolution: 2023-02-13-01

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Personnel

Personnel Manual

Chris Young mentioned that the personnel manual was reviewed by Pete Merkel and the Personnel Committee. The Personnel Manual was updated to increase floating holidays from 3 to 4, and to add Columbus Day as a holiday. This revision now matches to the police agreement.

There was discussion that a letter should be given to Bobby Weidner (Public Works) stating that nothing changes with his vacation for the next 8 months. It was noted that the borough office closes between Christmas/New Years; employees use PTO during that time. Public Works does work during the week between the holidays.

Motion to amend the Personnel Manual.

Made by: Ralph Touch

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Motion to authorize Chris Young to compile letter that there will not be any changes in Bobby Weidner's vacation until he retires; Chris and Bobby should sign letter.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Water – Pete Merkel

Sales Agreement/DCNR Grant – Watershed Property

Pete mentioned the DCNR did not award the grant for the sales agreement of the watershed property with Berks Nature last round. However, Berks Nature did discuss with DCNR and they suggested that the borough re-apply.

Motion to re-apply to DCNR and update the sales agreement accordingly.

Made by: Pete Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Borough Managers Report – Chris Young

Leases for Second Floor Tenants of Community Center

Chris reviewed with Council the two leases for tenants on second floor (J.B.Long and Security Service) of the Community Center. The two tenants have agreed to paint the hallway, maintain and supply the bathrooms on second floor. Both tenants agree to the lease agreements.

Motion to approve the renewal of the lease agreements with J.B. Long and Security Service.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Herbein Audit

Chris mentioned he received a letter from Herbein outlining the upcoming audit. Herbein will be in on February 20th to do the audit. The letter requires a signature, recommend Council authorize Chris to sign letter

Motion to authorize Chris Young to sign letter from Herbein.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Borough Managers Report – Chris Young (Continued)

Handicap Parking Permits

Ralph Touch reported that they had received 3 applications for handicap parking spaces (2 – new spaces, 1 – renewal). All the applications have the proper paperwork attached. The location of these spaces would be one on South Chestnut Street, and two on East Washington Street. It was stated that these handicap spaces are not solely for the resident applying for them. If someone else with the proper placard wants to park there they can. There was discussion that two of the applications are on the same street/block. If this becomes a concern, would need to revise the ordinance as currently there is no limit to the number of spaces per block.

Motion to approve the three handicap applications.

Made by: Ralph Touch

Seconded by: Jim Meals

X Motion Carried

Motion Failed

FASD – Pickleball/Baseball Fields

Chris reported that he had met with Greg Miller and Matt Diehl of the Fleetwood Area School district to discuss. The school is working with FABA (Fleetwood Area Baseball Association) regarding fields to practice. The school had approved setting up 3 pickleball courts on the school tennis courts for the summer.

Park Project – Funding Amendment

Chris reported that he and Craig met with DESSCO regarding the bridge and band shell project in the Fleetwood Park. DESSCO is taking on some other responsibilities related to the projects. This project is projected to be completed by May 15, 2023 (substantial completion).

Chris mentioned there was a verbal commitment that DCNR accepted the latest grant amendment which will provide \$50,000 additional towards the park projects.

New Fleetwood Welcome Signs

Chris mentioned that the current welcome signs are deteriorating and getting new signs is in the works along with new lighting. John questioned if reflective paint could be used. Chris noted that this was looked into and it doesn't last.

Solar Panels – Waste Water Schedule

Chris noted that the solar panel project would be done by December 2023. Currently in a waiting period and then will be applying for permits.

Mayor Gore's Report

Pickleball Courts

Mayor Gore reported that interest in Pickleball has grown. Maidencreek Township is building courts and the YMCA in Richmond Township will be adding courts. Pickleball courts are smaller than tennis courts. Currently pickleball games are held at the Locust Street Park on the basketball court; where they have 3 courts. However, the surface of the basketball court is not up to par. Currently the basketball court is lined for basketball and different color lines for pickleball. Mayor Gore is recommending having the basketball court leveled and resurfaced, and re-lined for basketball and pickleball. The basketball poles/nets would remain. A document was provided to Council regarding costs for materials to level/resurface the basketball court. The cost to level/resurface is \$15,171 (similar cost if purchased rollout pickleball courts, and still would not have a level surface). Public Works would do the work of leveling/resurfacing the basketball/pickleball courts. Craig Conrad mentioned he is meeting with another company later this week and will get a quote from them. It was mentioned that even if not for pickleball, it would still be time to maintain/resurface the basketball court

Questions of where the money would come from; capital funds would be used. Discussion if possible to put pickleball courts in the Fleetwood Park. The cost to build new courts would be a higher cost, and some of the areas in the Fleetwood Park would be in a flood plain, which is not ideal.

Question if Public Works would be using overtime to do this project. Craig said overtime would not be used to do this project. Public Works would work this project in during regular hours. Colin Boyer asked Craig Conrad to provide report of costs for the Public Work employees to do the various steps of this project. It was mentioned that rough estimate would be \$4,600 for employee's time. Colin noted this could be a project for the Rec Board given their treasury report. Concern that taxes were increased and now need funds for recreation. It was stated that taxes were increased to cover additional police personnel. Ralph mentioned that the Rec Board can be asked, but they are their own group and choose how they spend their money.

Motion to level, resurface, and line (as basketball/pickleball) the Locust Street Park basketball court. Ask Rec Board to see if they can fund this project and if not the cost will be paid out of capital funds.

Made by: Pete Merkel

Seconded by: Ralph Touch

Opposed: Colin Boyer

X Motion Carried

Motion Failed

Mayor Gore's Report (Continued)

Comprehensive Committee Appointment

Mayor Gore explained the Comprehensive Committee agreement is between the Fleetwood Borough, Maidencreek Township, and Richmond Township. They have not had any recent meetings, and but are looking to revive meetings. Mayor Gore mentioned that Kelly Schaeffer was a committee member. Since Kelly no longer lives in the borough, Mayor Gore is recommending appointing Peter Laucks to fill the position. Russell Anderson mentioned he is part of the Comprehensive Committee. Periodically they meet with county people who make recommendations regarding education, services, sharing equipment between the municipalities that have the agreement.

Motion to appoint Peter Laucks to the Comprehensive Committee to replace the position previously held by Kelly Schaeffer.

Made by: Ralph Touch

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Public Works – Craig Conrad

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

Craig mentioned there was a DEP water inspection on January 31st. There were no violations found. DEP did make suggestions.

Craig and Pete Merkel had meeting with Chris (Entech Engineering) to look at the water system. Entech came back with a glowing report regarding the water system.

Craig reported that with the mild weather, the Public Works crew was able to do some hot patch paving in January and curb painting. Craig has two events scheduled with the Fleetwood Library regarding stream bank and machinery.

John Rothenberger inquired if there was a log of the hunter hours at the reservoir for this past hunting season. Craig will have a report later.

Tiger Nation – Mayor Gore

Mayor Gore reported that Tiger Nation is in place and tigers are being ordered for the Fleetwood Borough, Fleetwood Bank, and Fleetwood Legion. There are artists lined up and they are working on designs. The tigers are 6ft and fiberglass.

Bills

Current Month – February 13th

Motion to pay the current month – February 13, 2023 bills.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Ratify Bills Paid January 25th

Motion to ratify the bills paid on January 25, 2023.

Made by: John Rothenberger

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Minutes

Motion to approve the January 9, 2023 borough Council meeting minutes.

John Rothenberger mentioned that for the January 9th vote for re-appointing committee members, he inadvertently voted for the Civil Service appointment and should have abstained from that specific vote.

Made by: Ralph Touch

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Adjourn

Motion to adjourn meeting at 8:17pm.

Made by: John Rothenberger

Seconded by: Jim Meals

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary