

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: March 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 - Virtual
 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 - Virtual
 Robert Weidner, Highway Commissioner

Also Present:

John Manmiller, Fleetwood Fire Company Chief
 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 6:33pm.

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

Personnel

Officer Cataudella is back from military leave and will be able to resume part-time positions with the force.

Officer Brandon Kendall has completed his one-year probationary period and is recommended to be hired as a permanent position with the force.

Motion to hire Officer Brandon Kendall as a permanent full-time officer.

Made by: Colin Boyer

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Equipment

Chief stated he was able to secure about \$1900 in funding from the Kyle Pagerly Memorial Fund to purchase a new ballistic shield that will be in later this week.

Chief has applied for a grant through AAA for approximately \$3000 to purchase new office sensors for the department.

General

Michael Light from Ruscombmanor Township presented on behalf of himself and his neighborhood a hand painted milk can to Chief Ulshafer and officers as a token of their appreciation and a thank you to the Fleetwood Police officers for their service.

Barry Isett & Associates (BIA)

BIA Report

BIA report was emailed to Council prior to meeting.

Entech

Entech Report

Entech report was emailed to Council prior to meeting.

Planning Commission Update

Planning Commission

Pete Laucks is now the chairperson for the Planning Commission.

Peter's Subdivision

Preliminary plans were sent to Council prior to meeting. The Planning Commission has reviewed and gave their preliminary approval of the plans; the final approval will be given on March 23rd. Review of the intent of the subdivision – a ½ lot of the Peter's Farm is being subdivided and purchased by Jay Smith. Mr. Smith stated there will be no buildings constructed on this ½ acre lot. He will be cleaning up old trees/debris and planting new trees to preserve the lot.

Motion to accept the recommended proposal from Planning Commission pending conditional review by engineers.

Made by: Pete Merkel

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

Guests: See attached list.

Fleetwood Public Library – Lee Turner

Lee Turner provided Council with an update of the library since 2019 regarding the new location to the first floor, renovations, volume of the various items that were checked out/used monthly and record setting numbers for some months. Lee provided a brief bio of the new Librarian – Jennifer Schwegler. Lee thanked Council for the Library space and use of the Makers Space room #111. The Library will soon start collecting book donations for their book sale in April.

Water Shed – DCNR

A resident from Clemens Road whose property backs up to the Water Shed property inquired about the DCNR and he is looking to volunteer to help care for the property. Pete Merkel mentioned the borough is trying to get a grant to preserve the property. Resident will provide contact information to Chris Young; then Chris, Pete, and Craig will discuss how the resident can volunteer.

FABA (Fleetwood Area Baseball Association)

Eric Luckenbill (President FABA) was following up on status of his request to have the ball field reinstated in the Fleetwood Park along Main Street that would be used by the girls softball team. This would allow FABA to use the current field (used for softball) to be used for baseball. Jim Meals mentioned the girls softball team currently uses the existing ball field in the Fleetwood Park every night of the week, but the field would be available for FABA to use on Saturday/Sundays. There may be times during the week the softball team does not need it and they could contact Eric to let him know of its availability. Eric expressed his concerns and that FABA is using the ball fields the school has available, however due to the number of players/teams they need other practice fields. It was asked if the Park committee met to discuss/review the drawing Eric submitted at an earlier meeting. Mark Watkins stated the Park committee had met and it does not look like the ball field will be reinstated and looking to keep that area as general use. There is concern of safety with a field being that close to Main Street, people walking on the path, the larger trees have since been removed, and even if field is designated for softball use, it does not prevent others from playing hardball if the field is reinstated.

Chris Young mentioned he will work with Council, School District, and the township to see if any land is available for possible field for next year.

Legal – Andrew George, Esq.

Willow Road Update

Andy stated the lease agreement was completed for Willow Road residence and has been signed by the tenant.

The Reimbursement Agreement is a separate agreement from the Lease Agreement.

Motion to approve the Lease Agreement and the Reimbursement Agreement.

Made by: John Rothenberger

Seconded by: Ralph Touch

X Motion Carried

Motion Failed

Parking Lease Agreement – The Lofts

Andy mentioned that this was worked on by Kourtney Bernecker Esq., Chris Young, Ralph Touch, John Rothenberger, and Pete Merkel to finalize the lease agreement. The lease agreement was sent to The Loft for their review.

Mayor Gore questioned when The Lofts would be ready for rental. The smaller building is ready. Council can tour on 3/17 at 10:00am. Chris mentioned the final inspection of the smaller building is occurring this week to be approved for occupancy permit.

Park – Mark Watkins

Fish Rodeo Sponsor

Mark mentioned that the Fleetwood Fish Rodeo group does not have insurance as this is the only event they hold each year. Mark asked Council to consider sponsoring the Fleetwood Fish Rodeo this being held May 13th and May 14th at the pond in the Fleetwood Park.

Motion to sponsor the Fleetwood Fish Rodeo.

Made by: Mark Watkins

Seconded by: Jim Meals

Motion Carried

Motion Failed

Baseball Field – Fleetwood Park

Mark mentioned that the Parks committee reviewed the request to reinstate the baseball field at the Fleetwood Park. The Parks committee does not recommend reinstalling the ball field and will look at other options.

Motion to not reinstate the baseball field in the Fleetwood Park.

Made by: Mark Watkins

Seconded by: Pete Merkel

Opposed: Colin Boyer

Motion Carried

Motion Failed

Personnel – Pete Merkel

Pete reviewed request to hire Kristen Bausher as part-time office staff for the borough office. Hours would be 4 hours 3 days a week. She would be able to start in two weeks. The borough office has been down a staff member for a while so this will help with work load and allow for cross training. Chris Young mentioned this in the budget.

Motion to hire Kristen Bausher for a part-time borough office position.

Made by: Pete Merkel

Seconded by: Jim Meals

Motion Carried

Motion Failed

Borough Managers Report – Chris Young

Memorial Day Parade

Chris reviewed the request submitted by the Legion for the May 29th Memorial Day parade. The parade will start at 10:00am at the Fleetwood Legion and proceed down Main Street to the Fleetwood Park. Once Council approves, an application will be submitted to PennDOT for Main Street closure during the parade.

Motion to approve the Memorial Day parade route as requested by the Fleetwood Legion.

Made by: Colin Boyer

Seconded by: John Rothenberger

Motion Carried

Motion Failed

New Fleetwood Welcome Signs

Chris mentioned that Breakfast Brothers is sponsoring one of the new ‘Welcome’ sign. The borough is looking for 2 other sponsors. Cost is \$1300 per sign. Mayor Gore mentioned she would check if Rotary is interested in sponsoring a sign.

EMC Plan Update / 9-1-1 Notifications

Chris provided an update to a guest’s inquiry at February’s meeting. The EMC Plan will be updated this summer. The 9-1-1 system has been enhanced allowing a person to update information. Information regarding the enhanced 9-1-1 will be included in the next water bill.

Rave

Chris mentioned that training will be occurring on Rave. Rave is replacing the current Reverse 9-1-1 Swift Reach system.

Park Project – Band Shell and Bridge

Chris reported that work for the band shell foundation/stage started about two weeks ago. By Memorial Day 2023, 80% of the work should be done. The bridge is built and ready to be install installed, and the band shell is coming from Florida. Worse scenario if the band shell is not here in time, the previous tent frame will be put back up.

There was question about a new group looking to put in a sound system at the band shell. Chris explained that group was previously named ‘Friends of the Fleetwood Pool’ and has been renamed to ‘Friends of Fleetwood Park’. This group is working on fundraising ideas to raise money for a sound system.

Borough Managers Report – Chris Young (Continued)

Duo / Email Migration 3/27

Chris reported that anyone who signs into a borough computer will need to use dual authentication. It was also stated that on March 27th email is being migrated. Anyone needing assistance with setting up the new email connection on their devices should contact Chris to schedule time to bring their units to borough hall and work one-on-one with the IT group to set up devices. There will be a manual if others prefer to do it themselves. Email addresses are not changing.

August Council Meeting (8/14)

Chris mentioned the agenda for the August 14th council meeting will need to be solidified by August 4th so it can be posted to the website beforehand due to schedules. The other option would be for Council to reschedule the August 14th meeting to another date. It was decided to keep the August 14th meeting and if needed could amend the agenda during that meeting.

Mayor Gore’s Report

150th Celebration / Council Event

Mayor Gore suggested ideas for Council do as an event during Fleetwood’s 150th Celebration in 2023. Ideas were a hike at the reservoir, pool party with DJ, Fun Run/Walk throughout the borough. It was decided to do a pool party/music themed ‘An Evening under the Stars’. Mayor Gore will check with Mary Templin and Chris Young for available dates for this event.

150th Celebration – Parade Float

Mayor Gore mentioned that she felt Council should have a float in the 150th Celebration parade scheduled for September 30th (Rain date October 1st). Could use borough trailer, need to come up with theme. Mayor Gore and Suzanne Touch will work on committee and ideas.

Memorial Day Parade

Mayor Gore asked for Council to participate in the Memorial Day parade.

TIGER Nation

Mayor Gore reported that Tiger Nation has sold 5 fiberglass tigers (Fleetwood Bank, School District (2), Borough, Descoco). Descoco is ordering a custom tiger design. Tiger Nation has a list of artists that will work with the tiger sponsor to design the artwork for the tiger; the artist will paint the tiger for the sponsor. These 5 tigers have been ordered and should be here by May and ready by August. The first tiger will be for the borough and designed/painted by Elaine Hilbert. Fleetwood Block will be the source to purchase the bases to mount the tigers on. The borough’s tiger statue will be installed at the corner of Main and Franklin Streets.

Cost of tigers is \$3100 (small) and \$3500 (large) – this cost includes purchase of tiger, shipping, and artist fee. It does **not** cover the cost of the foundation base or installation. The foundation base will need to be purchased separately by the tiger sponsor. There are other businesses who are interested in sponsoring a tiger. Chris Young will put a link to the order form on the borough’s website.

Public Works – Craig Conrad

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

Leaf Vacuum

Craig mentioned the old leaf vacuum still works, but is older and they no longer use it. He would like approval to sell it on Muncibid. Public Works still has one leaf vacuum. Fleetwood is partnered with Maiden creek, could use one of their two in an emergency.

Motion to authorize Craig Conrad to advertise the older leaf vacuum on Muncibid.

Made by: Colin Boyer

Seconded by: Mark Watkins

 X **Motion Carried**

 Motion Failed

Additional DEP Funding

Craig mentioned there was a meeting with DEP regarding this additional grant funding. It may be 2-3 months until we know if they will approve.

Fleetwood Park Band Shell/Bridge

Descoco has started construction on digging posts for band shell. The band shell is being delivered from Florida. The pedestrian bridge is expected in April 2023. Completion of these projects is May 2023.

Public Works – Craig Conrad (Continued)

Resurface of Basketball Court

At the February council meeting, Craig had reviewed a quote from Sealmaster and stated there was another company that he was getting a quote from. Tonight Craig reviewed with Council the two quotes he now has for resurfacing the basketball court at Locust Street Park.

➤ Sealmaster Quote

- \$15,171.54 to provide supplies for resurfacing the basketball court at Locust Street Park, paint basketball court lines and lines for pickleball courts
- Public Work employees would do the resurfacing, line painting work, estimated at \$4600 for their time
- Estimated cost to resurface \$19,600
- This would be a 2-coat surface
- No warranty

➤ Miller Sport Construction Quote – CoStars

- \$21,500 – Miller Sport Construction does all the resurfacing and line painting work
- This would be a 4-coat surface
- Warranty included

Council questioned what the lifespan is for the resurfacing; Craig will check on this. Pete mentioned he was in favor with Miller Sport Construction quote, not much price difference; they do the work and it comes with a warranty. Colin questioned where this would be paid from. It was mentioned that it would be paid from Capital. Colin asked if there are restrictions of what Capital could be used for; Chris will check if it's acceptable to use Capital funds for this. Motion to amend the plan and accept Miller Sport Construction quote of \$21,500 to resurface the Locust Street Park basketball court, pending Chris Young researching if Capital funds can be used for this work.

Made by: Pete Merkel

Seconded by: Jim Meals

Opposed: Colin Boyer

Motion Carried

Motion Failed

Bills

Current Month – March 13th

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

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Ratify Bills Paid February 27th

Motion to ratify the bills paid on February 27, 2023.

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Minutes

Motion to approve the February 13, 2023 borough Council meeting minutes.

Made by: Pete Merkel

Seconded by: Jim Meals

Motion Carried

Motion Failed

Adjourn

Motion to adjourn meeting at 8:18pm.

Made by: Mark Watkins

Seconded by: Jim Meals

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary