

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: April 10, 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
 Chris Young, Borough Manager
 Doreen O'Neil, Recording Secretary
 Kourtney Bernecker, Esq.
 Dale Ulshafer, Police Chief
 Craig Conrad, Public Works Director
 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. 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 March 2023 was distributed to Council prior to meeting. Chief Ulshafer provided an activity recap for the month of March 2023.

Equipment

Chief has applied for a grant through AAA for approximately \$3000 to purchase new alcohol sensors for the department; still waiting to see if grant will be awarded.

Training

Officer Button completed a week long training session on fire arms instructor training. Officer Arndt completed a 2-day sexual assault and investigation training session. The annual department training will be the beginning of May 2023.

Vehicles

A 2023 Ford Explorer has been ordered to replace the 2017 Ford Explorer.

Public Safety

Chief met with the Public Safety Committee, there was discussion regarding the Peace of Good Order ordinance. He will be reporting on this in the future.

Barry Isett & Associates (BIA)

BIA Report

BIA report was emailed to Council prior to meeting.

Entech

Entech Report

There was no report provided.

Guests: See attached list.

Planning Commission – Pete Laucks

Peter’s Subdivision

Pete Laucks reported that on March 23, 2023, the Planning Commission gave final approval for the Peter’s subdivision plan. There were two waivers that were granted and three deferrals that were granted. The Planning Commission is making the recommendation of the final plans. Four sets of the plans were provided during meeting. If Council approves they need to be signed by everyone. The Planning Commission has already signed the four plans.

Motion to give final approval on the subdivision and sign the plans.

Made by: Pete Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Legal – Kourtney Bernecker, Esq.

Parking Lease Agreement – The Lofts

Kourtney reviewed the parking agreement for The Lofts. The agreement is for 40 spaces on the large Tannery lot for now. This is a bridge agreement and will be finalized next year to include additional spaces. The agreement of the 40 spaces is for the people residing in the smaller building (east side of Franklin Street) to use until the parking lot adjacent to the smaller building is done, then next year the agreement would be re-addressed regarding the layout of spaces on the large Tannery lot. The agreement was approved in March 2023 with a one-year term. The Loft can terminate as long as 6-month notice is given. Signage will be paid for by The Lofts, but will be installed by Public Works. Kourtney recommended approving and signing agreement. The effective date of agreement will be March 1, 2023 with a one year lease. The terms would start effective April 10, 2023.

Motion to approve The Loft parking lease agreement.

Made by: Pete Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Personnel – Pete Merkel

Pete recommended hiring Kaitlyn Geist as a part-time Community Center Ambassador. There was an inquiry of what the hiring process for this position. It was stated that the position is posted on the borough web-site, and also other ambassadors reach out for recommendations of others who may be interested in applying.

Motion to hire Kaitlyn Geist as a part-time ambassador for the Community Center.

Made by: Pete Merkel

Seconded by: Jim Meals

Motion Carried

Motion Failed

Water and Sewer – Pete Merkel

Sunsweet Additional Discharge Agreement

Pete provided Council documentation regarding request from Sunsweet wanting to purchase additional discharge gallons. They currently are authorized to discharge 130,000 gallons a day. They would like to purchase 30,000 more gallons a day, bringing the total discharge to 160,000 gallons per day. There would be a one-time upfront fee of \$450,000 that would go to the Authority. The Authority approved the additional 30,000 discharge gallons per day at their last meeting. Currently Sunsweet hauls waste on a daily basis; the additional 30,000 discharge gallons will remove 31 trucks from the street on a weekly basis. Sunsweet asked for a rate freeze on their sewer rate for 4 years. The \$450,000 will be paid to the Authority in increments. There were inquiries regarding the capacity of the sewer plant. Craig Conrad reported that capacity is fine and he is doing a study for future plant capacity and needs. There was question regarding the funds paid to the Authority and what they are used for. Craig stated funds are used for new equipment, pumps, and the need to have reserve funds in capital for emergencies or expansion. A water main break could cost \$400,000-\$500,000 to repair.

Motion to approve the agreement for Sunsweet to purchase an additional 30,000 discharge gallons daily at the cost of \$450,000.

Made by: Pete Merkel

Seconded by: Jim Meals

Motion Carried

Motion Failed

Borough Managers Report – Chris Young

Fire Police Agreement with Bern Township

Pete Laucks (Fire Police Captain) reported that Bern Township has asked the Fleetwood Fire Police to help with the Mid-Atlantic World War II weekend at the Reading Airport on June 2nd, 3rd, and 4th. There is a form from Bern Township that requires Council's authorization. The Fire Police do receive a portion of donations based on hours/resources for the 3 days. Motion to authorize Suzanne Touch to sign the agreement form.

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

227 West Vine Street Garage Request

Chris provided various plans provided by resident regarding options to a garage at the back of the property. Apple Alley runs behind the other residences on West Vine Street. However Apple Alley ends right where the back of property for 227 West Vine Street begins. The other unpaved/unused portion of this alley is considered a 'paper' alley. The resident would like to pay to have the 'paper' alley portion paved to allow them access to the garage being built on their property. Different scenarios for the alley, driveway and garage were provided. A discussion regarding properties on Somerset Street that may have taken over some of the 'paper' alley with sheds, shrubs, and grass, etc. If the 'paper' alley was to be fully paved/made a functioning thoroughfare borough alley, the Somerset residents may not have the proper set-back. Further discussion was that the Somerset properties and the 'paper' alley are two different items. In regards to what the 227 West Vine Street resident provided for options, it was mentioned that Scheme 'E' was the choice with the understanding that the 'paper' alley part be paved to the borough specifications. The resident is willing to pay for the paving and is improving the alley condition to access the rear of their property.

Motion to allow resident to submit plans for Scheme 'E' to be reviewed by engineers, and grant permission to pave the 'paper' alley up to the new garage construction based on borough specs and without impeding any future development of the 'paper' alley.

Made by: Ralph Touch

Seconded by: Mark Watkins

Opposed: Colin Boyer

Motion Carried

Motion Failed

'Paper' Alley/Somerset Street Properties

Further discussion of having engineer survey remaining portion of 'paper' alley and Wintergreen Alley. Their findings and recommendations would be brought back for review. There would not be any violations issued at this time.

Motion to have the engineers survey remaining portion of 'paper' alley and Wintergreen Alley and provide findings/recommendations to Council.

Made by: Ralph Touch

Seconded by: Mark Watkins

Opposed: Colin Boyer

Motion Carried

Motion Failed

DESCCO Pay App

Chris stated that the first payout for the bridge and band shell is due to DESCCO. Council must verify payout when there are grant funds involved.

Motion to approve paying the first payment of \$167,512.09 to DESCCO.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Park Project – Band Shell and Bridge

Chris provided update on the band shell and pedestrian bridge project. The band shell arrived on April 6th from Florida. DESCCO will assemble band shell. The stage construction has started. The construction for anchoring the pedestrian bridge has also been started. However, a snag has been encountered. The park side (concession stand side) has no issues; the rebar is in place and going well. The other bridge side (Maple Street) is where some complications have occurred. To anchor the bridge, one side of it met the proper level for pilings, the other side when digging down 50ft hit bedrock. The engineers are doing various tests to see if this can be certified as is, or if additional pilings are needed to support the bridge. If the additional pilings are needed, there will be an added cost of about \$20,000.

Motion to authorize installing additional pilings at a cost not to exceed \$25,000 provided they are necessary to shore-up the bridge to have it be certified.

Made by: Ralph Touch

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Borough Managers Report – Chris Young (Continued)

Baseball Field

Chris reported that following last month's council meeting, he researched other possibilities. Chris met with the owner of Grande who developed the Willow Crest development. There is a large area behind a drainage ditch for the development with approximately 15 acres of land. Grande had intended to offer to the school, but they do not want it. Grande offered it to Richmond Township and they were not interested. Chris met with Eric Luckenbill (FABA President) and FABA is not interested in owning land. The discussion is back to Richmond Township to consider land for park, possibly baseball field. There was mention from council member that if Richmond is not interested, possibly Fleetwood could take a look at it.

Council Training with Berks DES

Chris mentioned an email was sent to Council members for a survey of available dates/times. For now training will be held on May 17th at 6:30pm. There could also be a Zoom session setup to record training for others to watch at another time.

Codification

Chris mentioned the codification project is ongoing and the next draft is due by September 1, 2023.

Mayor Gore's Report

150th Celebration / Council Event

Mayor Gore discussed a function that would be held at the Fleetwood Grange that includes the showing of the award winning documentary 'Finding Fleetwood', dedication of the time capsule, followed by line dancing. Doors open at 5pm. Cost of tickets is \$10 per person which includes light meal, snacks, and soft drink beverages. The grange can accommodate about 200 people. Discussion of holding the event on Friday, August 25th, however it was mentioned there is a home football game against Kutztown that night. Decided on having the event on Saturday, August 26th and if tickets sell out early, consider having another event on Friday, August 25th.

Motion to secure the grange for Saturday, August 26th and for Chris Young to sign the contract.

Made by: John Rothenberger

Seconded by: Jim Meals

X Motion Carried

Motion Failed

150th Celebration

Chris Young mentioned that at the May 2023 council meeting he will be taking photo of Council members. Photo will be included in the time capsule.

Mayor Gore questioned if a book documenting the celebration events was being published. Currently the only book will be a coffee table book with photos of old to current Fleetwood. Mayor thought it would be nice to have a supplement book with documentation/photos of the events. It was suggested she talk to the Historical Society's president, Art Counts.

Memorial Day Parade

Mayor Gore mentioned she would like to have float in parade and asked Craig to provide measurements of the trailer. The float would also be used for the 150th Fleetwood Celebration parade on September 30th. Doreen O'Neil mentioned that Mayor Gore should notify Mike Lenhart (Legion) of their participation in the Memorial Day parade, so he can account for them in the line-up of participants.

TIGER Nation

Mayor Gore reported that 2 more tiger statues have been ordered, for a total of 9 so far. Craig will need to know the measurements of the base/platform, so space can be accounted for a the corner of Main and Franklin streets since the Boy Scouts are getting ready to plant flowers in this location.

Public Works – Craig Conrad

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

Leaf Vacuum

Craig mentioned last month approval was given for him to sell the secondary Leaf Vacuum on Municibid. It sold today for \$10,200 to David Schaeffer.

Motion to approve selling the secondary Leaf Vacuum to David Schaeffer for \$10,200.

Made by: John Rothenberger

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Public Works – Craig Conrad (Continued)

New Backhoe

Craig mentioned the current backhoe has multiple mechanical issues (head gasket, radiator, condenser, lack of power); it is still working, but could fail. The cost to do the repairs is \$14,128.78 based on what can be seen. The backhoe is 22-years old; life expectancy is 20-25 years. Prior to meeting Craig provided Council some Costar contract prices for new backhoes (Case, JCB, and John Deere). The Case backhoe is the least expensive at \$97,745 and could be gotten by August 2023. The JCB backhoe could be gotten sooner but is higher price than the Case backhoe, and John Deere is the highest cost and would not be able to get until 2024. Craig noted that the trade-in value for the current backhoe is \$29,000. With the Case backhoe there are also lease options (5, 6, or 7 years). The cost of the new backhoe would be split between 3 departments (60% water, 20% streets, and 20% sewer). Chris Young will discuss with Water department this week on loaning funds from them to buy backhoe versus costs with leasing, and pay back to the Water department

Motion to authorized Craig Conrad to advertise the current backhoe on Municibid at a minimum bid of \$29,000 and also to sign the quote to order the Case backhoe at \$97,745. The decision to buy or lease will be based on what Chris Young learns after discussion with Water department.

Made by: Ralph Touch

Motion Carried

Seconded by: John Rothenberger

Motion Failed

Resurface of Basketball Court – Locust Street Park

Craig mentioned the basketball/pickleball court is scheduled to be re-surfaced mid-July. Once re-surfacing is completed, the courts cannot be used for 2 weeks.

Bills

Current Month – April 10th

John Rothenberger mentioned the check for DESCCO was the incorrect amount and would be reissued for the amount of \$167,512.09.

Motion to pay the current month – April 10, 2023 bills with the correction to the DESCCO check.

Made by: John Rothenberger

Motion Carried

Seconded by: Ralph Touch

Motion Failed

Ratify Bills Paid March 27th

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

Made by: John Rothenberger

Motion Carried

Seconded by: Ralph Touch

Motion Failed

Minutes

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

Made by: Ralph Touch

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Adjourn

Motion to adjourn meeting at 8:17pm.

Made by: Ralph Touch

Motion Carried

Seconded by: Jim Meals

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary