

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: November 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
 Chris Young, Borough Manager
 Doreen O'Neil, Recording Secretary
 Kozloff-Stoudt Solicitor Representative
 Dale Ulshafer, Police Chief
 Craig Conrad, Public Works Director
 Angela Arndt, Police Officer

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

Chief Ulshafer reviewed the police report for October 2023 that was distributed to Council prior to meeting and discussed the following:

- The new Ford Explorer is expected to be here this week
- Will be purchasing 2 used portable radio units from Amity PD for \$2,000 (\$1,000 per unit). New radios go for about \$8,000 per unit.
- Purchased 4 used taser units from Kutztown PD for \$100 (\$25 per unit) to have as backups.

Personnel – Promotion to Corporal

Chief Ulshafer stated that Officer Michael Quinn resigned from the Corporal position effective October 20th. Following the Civil Service rules and processes, he is recommending promotion of Officer Angela Arndt to Corporal.

Motion to approve promoting Officer Angela Arndt to Corporal.

Made by: Colin Boyer

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Personnel – Part-time Officer

Chief Ulshafer requested approval to hire Officer Jim Pollack as a part-time officer for the borough.

Motion to approve hiring Jim Pollack as part-time officer pending results of his application process.

Made by: Colin Boyer

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Safety Net Sanctuary Animal Control Contract

Chief stated the contract is up for renewal at a cost of \$3,000. Chief has spoken with the owner and they will have someone available/on call when she is not available.

Motion to approve the contract and authorize Chris Young to sign contract.

Made by: Jim Meals

Seconded by: Ralph Touch

Motion Carried

Motion Failed

Barry Isett & Associates (BIA)

BIA Report

BIA report was emailed to Council prior to meeting.

Willow Creek – Phase 2

Bill Leitner (BIA – Virtual attendance) mentioned that the Phase 2 of the creek restoration was split into 2 sub-phases.

- Phase 2 – Near pond and pool area

- Phase 2a – Near band shell area
 - In this area the creek bank is eroding and the road is washing away.
 - This area can be bid out and constructed faster than the time it will take to get the permits needed for the area by the pond/pool (Phase 2)
 - They are ready with the design and specs for this phase and ready to go out for bid on Jan. 4, 2024.
 - Bids would be in by Jan. 25, 2024 and reviewed BIA to get information to the borough to review
 - Bids would be reviewed and voted on at the Feb. 12th borough council meeting
 - If bid awarded at the Feb. 12th meeting, construction would be started March 11th
 - This phase would be completed by May 31, 2024

Motion to approve advertising for bids for the Phase 2a (Band shell/Road area).

Made by: Mark Watkins

Seconded by: Jim Meals

 X **Motion Carried**

 Motion Failed

Entech

Entech Report

No report received.

Guests: See attached list.

Russell Anderson reported that the Fleetwood Historical Society will be painting the hallways in the lower level of the Community Center. There will also be teachers coming to view the Historical Society's area to plan future visits with students in Spring 2024.

Legal – Andy George, Esq.

HMP Adoption (Hazard Mitigation Planning)

Andy George, Esq. stated the county requires an update to the HMP document every 5 years. This was last updated in 2018. The county made some minor updates to their 216 page document. Andy reviewed the minor changes.

A guest inquired for the borough's emergency management plan, if it is still required to have a new resolution when council members change, or every 2 years regardless if there were changes made to the borough's emergency plan. Chris Young will check on this for next month's meeting.

Motion to accept the HMP resolution.

Resolution: 2023-11-13-01

Made by: Ralph Touch

Seconded by: Mark Watkins

 X **Motion Carried**

 Motion Failed

Finance – Ralph Touch

2024 Budget

Ralph mentioned there were some questions regarding the 2024 budget, but no further requests for changes.

There was discussion on the wage increases for employees and how determined. Personnel provided ranges to be in budget.

Wage increases will be determined in March when the Personnel Committee makes recommendations. Discussion on cost of chlorine for pool has increased greatly and is a higher cost than chlorine needed for the water/sewer system.

It was questioned what occurs when there is a surplus in the budget; where does it go? The surplus is transferred to general account and can only be used toward Capital expenses or emergency expenses. Ralph Touch stated the 2024 budget must be balanced without accounting for surplus funds. The amounts in the 2024 proposed budget are to account for increases in 2024 costs. If the borough would go in the red, the borough is penalized.

Police agreements with Richmond Township, Topton, and Ruscombmanor Township are being voted on in those areas, but there appears to be no issues. The 2024 budget is \$3,993,081.62 with about half of that being for police department/coverage.

Motion to adopt and advertise the 2024 budget for December 2023 meeting.

Made by: Ralph Touch

Seconded by: Pete Merkel

Colin Boyer: Opposed

 X **Motion Carried**

 Motion Failed

Water and Sewer – Pete Merkel

Water/Sewer 2024 Budget

Chris mentioned that the water budget would remain the same with the exception of \$200,000 expense from capital for water tank. The 2024 water budget is \$1,319,000. The 2024 sewer budget is \$910,770 with additional \$150,000 from capital expense for screw press and upgrade of SCADA system. The Authority may cover some of the capital expense. Motion to approve and advertise the 2024 water and sewer budget for adoption in December 2023.

Made by: Pete Merkel

Seconded by: Ralph Touch

Motion Carried

Motion Failed

DCNR Watershed Grant

Pete mentioned that they had a meeting with Larry Lloyd from Berks Nature last week. Berks Nature will be doing an environmental study and survey of the reservoir property. Once those are done, Berks Nature will apply to DCNR for a grant of \$276,000 for the watershed. The purpose of this is to maintain the land and ensure there is no development on the property.

Public Safety - Ralph Touch

Elm Street – No Parking on one side

Ralph mentioned the safety concern on Elm Street. Currently there is parking on both sides and the street is very narrow making it tight for emergency vehicles to get through. The parking situation got worse with PennDOT eliminating parking on the east side of South Richmond Street. Ralph asked that Chief Ulshafer will review and discuss with the Public Safety Committee for recommendations and options with least amount of impact. Are there other parking options available in the area?

Stop Sign – Chestnut and Elm Streets

Ralph Touch mentioned this area was reviewed and BIA engineers recommend placing a stop sign at the intersection of Chestnut Street and Elm Street.

Motion to have Public Works install stop sign at the intersection of Chestnut Street and Elm Street.

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

Pool - Ralph Touch

Electrical Panel

Ralph Touch mentioned that the pool requires a new electrical panel, as they can no longer get breakers to fix it. He is asking to amend the capital expense budget to include \$10,000 for new electrical panel at the pool.

Motion to amend capital expense budget to include \$10,000 for new electrical panel for the pool. .

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Borough Managers Report – Chris Young

Joint Comprehensive Plan

Chris stated that Fleetwood Borough, Richmond Township, and Maiden creek all have a joint comprehensive plan. It is up for discussion to revamp it at a cost of \$13,000 for Fleetwood, if DCED matches. Total is approximately \$40,000 for the comprehensive plan for all 3 municipalities. Richmond Township and Maiden creek Township have the most to benefit from the comprehensive plan. Having this joint comprehensive plan provides the opportunity to apply for grants with a joint venture. The \$13,000 cost for Fleetwood is not in the 2024 budget. Currently Richmond and Maiden creek Townships are also discussing. DCED and DCNR recommend revamping joint comprehensive plans every five years, the current plan is 6 years old.

Motion to approve moving forward with the joint comprehensive plant contingent on Richmond Township and Maiden creek Township agreeing.

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Council Members/Mayors Plaque

Chris mentioned that the list of Council Members, Mayors, and Burgesses have been compiled by Erin O’Neil based on documentation found in booklets going back to 1947 to current. Suzanne Touch mentioned that she and Ralph Touch are willing to donate towards the plaque/name plates from the time she has been on council to current. Possibly other organizations could donate to the plaque/name plates prior to that time. This project is tabled for now and will discuss next month to see if another organization is interested in donating to the plaque.

Borough Managers Report – Chris Young (Continued)

YMCA Sponsored Santa Holiday Parade

The YMCA is sponsoring the Santa Holiday parade on Saturday, December 9th at 9:00am. Parade route is the same as in prior years and stays below Main Street.

Chris mentioned following the parade, the Fleetwood Fire Company Social Quarters is hosting a movie at 10:00am at the banquet hall on North Franklin Street.

Motion to approve the parade route for the YMCA Santa Holiday parade on 12-09-23.

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

General

Chris mentioned that Kap Stauffer (Borough Treasurer) is retiring in April 2024. Chris is working with the Personnel Committee.

Chris mentioned that Bobby Weidner (Public Works) is retiring with his last day being December 30, 2023.

Public Works Report – Craig Conrad

Craig Conrad provided Council with the Public Works report prior to meeting

Part-time Snowplow Drivers

Craig stated some part-time drivers from prior year have moved or availability changed. He posted on social media regarding the need for part-time snowplow drivers. He received 11 inquiries and spoke with them. Following the individual discussions with the 11 applicants, he has 4 candidates that he is recommending for hiring following their testing.

Motion to approve hiring the part-time snowplow drivers contingent on their passing the appropriate tests.

Made by: Ralph Touch

Seconded by: Colin Boyer

Motion Carried

Motion Failed

SCADA Upgrade Waste Water System

Craig mentioned that SCADA is the heartbeat of the system. Looking to upgrade the SCADA system for the waste water system since the current system is obsolete and not supported. Most of the cost will be in the 2024 budget, but looking get started now as it will take approximately 8 months to get equipment in and system upgraded.

Motion to upgrade the SCADA system for the waste water system at cost of \$76,200.

Made by: Ralph Touch

Seconded by: Pete Merkel

Motion Carried

Motion Failed

General – Council Comments

Mayor Gore mentioned that two tigers arrived and are in the process of being painted.

Colin asked to have the Inspection Prior to Sale and Quality of Life proposed ordinances be discussed and finalized at the December meeting. There was discussion at prior council meetings regarding these and nothing recently. Ralph mentioned there have been modifications to the proposed ordinances, but the committee has not had a chance to meet and finalized the recommended changes.

Reminder – January 2, 2024 is the re-organization meeting as required by the state.

Bills

Current Month – November 13th

Inquiry of invoices for My Splashpad. This was to have the pool splash pad winterized.

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

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Ratify Bills Paid October 31st

Motion to ratify the bills paid on October 30, 2023.

Made by: Ralph Touch

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Minutes

Motion to approve the October 10, 2023 borough Council meeting minutes.

Made by: Ralph Touch

Seconded by: Jim Meals

Motion Carried

Motion Failed

Adjourn

Motion to adjourn meeting at 7:45pm.

Made by: Jim Meals

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary