

# FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: January 2, 2024 (Re-Organization and Borough Meeting)**

**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

Mike Mayer

John Rothenberger

Tammy Gore, Mayor - virtual

Chris Young, Borough Manager

Doreen O'Neil, Recording Secretary

Andy George, Esq.

Dale Ulshafer, Police Chief

Craig Conrad, Public Works Director

## Also Present:

John Manmiller, Fleetwood Fire Company Chief

Barry Isett & Associates

The borough council reorganization meeting was held at 110 West Arch Street, in the cafeteria. Meeting was called to order at 6:32pm by Suzanne Touch

## 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.

## Reorganization Meeting:

### Call to Order

Mayor Gore was not present to preside over meeting. Per prior direction from Andy George, Esq. at December meeting, council is to make motion of recommendation of a member to call the meeting to order.

Motion to recommend Suzanne Touch to call the re-organization meeting to order.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

Motion Carried

Motion Failed

### Borough Council Members (New and Re-Elected)

Re-elected borough council members Pete Merkel and John Rothenberger, along with new borough council member Mike Mayer were sworn in by Magisterial District Judge Gail Greth. Documents of the official oath were signed and will be filed at borough hall.

### Nomination and Election of President of Council

Motion to elect Suzanne Touch for President of Council.

**Made by: Pete Merkel**

**Seconded by: Mark Watkins**

**Abstained: Ralph Touch**

Motion Carried

Motion Failed

**Borough Council President Suzanne Touch presided over remaining meeting.**

### Nomination and Election of Vice President

Motion to elect Pete Merkel for Vice President of Council.

**Made by: Jim Meals**

**Seconded by: Mark Watkins**

Motion Carried

Motion Failed

## Nomination and Election of President Pro Tem

Motion to elect Jim Meals for President Pro Tem.

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

## Re-appoint Committee Members (term expires 2023/renew 2024)

### Shade Tree Commission

The Shade Tree Commission has no authority; they are an advisory to the borough. W. Alan Carter will be removed from this commission as he longer resides in the borough.

### Fleetwood Recreation Board

Motion to re-appoint Karin Crossley.

### Fleetwood Civil Service Commission

Motion to re-appoint John Gallagher (2024), Max Torres (2026), Robert Knoll (2025), and Mike DeLay (2026).

### Zoning Hearing Board

Motion to appoint Mike DeLay and Leroy Fegely.

The above re-appointments were made as one motion.

Made by: Ralph Touch                      Seconded by: Mike Mayer  
Abstain: John Rothenberger  
 Motion Carried                                       Motion Failed

### Sidewalk & Curbing

Since Bobby Weidner retired, the Sidewalk & Curbing category may go away along with Highway Commissioner; Public Works director would cover these areas. Chris Young will check with Andy George, Esq. if a resolution is required to remove these.

## Council Committees

Suzanne Touch distributed revised list of borough council committee members. It was noted that the Communications Committee and 'Fleetwood Revitalization' Committee were removed.

## Other Appointments

### Borough Engineer

Motion to continue using Barry Isett & Associates as the borough engineers.

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

### Water/Sewer Engineer

Motion to continue using Entech as the borough water/sewer engineers.

Made by: John Rothenberger                      Seconded by: Mike Mayer  
 Motion Carried                                       Motion Failed

### Borough Solicitor

Motion to continue using Kozloff Stoudt Attorneys as the borough solicitor.

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

### Borough Auditor

This appointment was omitted from January agenda and will be added to the February meeting agenda.

## Borough Council Meeting:

The regular borough council meeting started at 6:46pm.

## **Police Department**

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

- **Equipment**
  - The new Ford Explorer is still experiencing power drain/not staying charged. Hoping to have it serviced next week
  - The other new Ford Explorer that will replace the Ford Expedition is at the dealership and should be delivered this week
- **Working on end of year report for Council**
- **Personnel**
  - Concern of retention of officers. other police departments having same issue
  - Requested to increase pay rate for part-time officers as allowed per contract (85% of full-time officer)
  - Increase of pay rate has no impact to the municipalities that contract with the Fleetwood Police Department
  - Motion to increase pay rate for part-time police officers as per contract

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

## **Barry Isett & Associates (BIA)**

### **BIA Report**

BIA Engineer report is being prepared for the January 8<sup>th</sup> council meeting. Chris Young will distribute report once received.

## **Entech**

### **Entech Report**

Entech report is being prepared for the January 8<sup>th</sup> council meeting. Chris Young will distribute report once received.

**Guests:** See attached list.

## **Legal – Andy George, Esq.**

### **2024 Tax Rate Ordinance**

Ordinance for the 2024 tax rate increase was advertised.

Motion to approve ordinance for 2024 tax rate increase.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

## **Park/Pool – Ralph Touch**

### **2024 Pool Rates**

Discussion on increase of pre-sale pool ticket prices for 2024. Pre-sale of pool tickets will be before May 2024.

Recommendation to increase pre-sale pool ticket prices as follows:

- Family – cost increase of \$15
- Pair – cost increase of \$10
- Single – cost increase of \$6

Motion to approve increasing pre-sale pool ticket costs for 2024.

**Made by: Ralph Touch**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

## **Pool**

Discussions that the pool chlorine costs were 3 times higher in 2023. It was noted that the Pool Committee is looking into a salt system and possible DCNR grant to add a salt system to the pool.

### **2025 Rental Rates**

Discussion of current 2024 rental rates for park, pavilion, and Community Center cafeteria, and if any changes needed for 2025 rental rates.

Motion to keep 2025 rental rates same as 2024 rental rates.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

## **Personnel – Pete Merkel**

### **Borough Office Promotion**

Pete mentioned that Janice DeLay is currently the borough office administrator. Pete recommended promoting Janice DeLay to borough office manager. This position would have a \$2.75/hour increase, and would be part-time position. It was mentioned the borough treasurer, Kap Stauffer is retiring in April/May 2024. Kap's duties will be split between Janice and Kristen.

Motion to promote Janice DeLay to the borough office manager position.

**Made by: Pete Merkel**

**Seconded by: Ralph Touch**

**Abstain: John Rothenberger**

**Motion Carried**

**Motion Failed**

## **Borough Managers Report – Chris Young**

### **Solar Panels at Sewer Plant**

Pete Merkel mentioned that solar panels at the Sewer Plant will help offset costs to the Sewer Plant and borough; cost savings over 40 years of \$3.8million

Chris provided update regarding the variance that was applied for with Richmond Township Zoning, of which they denied. In December the appeal went to court. The judge reviewed and sent back to Richmond Township Zoning to be re-reviewed. Possibly other conditions for borough to adhere to for the variance to be accepted by the township.

### **Council/Mayors Plaque**

Chris mentioned there are approximately 100 names going back to 1873. The cost of plaque for all these names is about \$800. At prior council meeting, the Touch's had offered to donate funds to the project and Mayor Gore was also looking for a group to help sponsor.

Chris Young to get costs based on options below.

- Create one plaque (without individual name tags) and list all names from 1873 to 1971
- Another plaque would have individual name tags. This would include:
  - Alex Szoke (1972 – 2011)
  - Gary Ebeling (1976 – 1995 council and 1995 - ? mayor)
  - Pete Merkel (1996 - )
  - Other council member and mayors since 1972 to current

### **Borough Council Emails**

Chris reviewed the current Microsoft Outlook and Links that is used. Cost is \$800/per year for the council member emails. Cost will be increasing by 20% and will require dual authentication. Thoughts on having borough council members taken off borough email and have separate gmail accounts setup. Discussion of security and control of these emails if audited; what is the retention protocol, legality of emails outside of the borough domain? Are there any concerns if migrate from borough email domain to commercial email? Chris will check with Andy George, Esq. about these concerns and get Andy's legal recommendations. Further discussion on this topic to be held at February borough council meeting.

### **EMC and Fire Dept Summary**

Meghan Young (EMC) for the Fleetwood Borough will attend February meeting to provide update.

John Manmiller (Fleetwood Fire Company Chief) will attend February meeting to provide update/summary for the fire company.

### **General**

Chris mentioned there are three ordinances as open items.

- Quality of Life
  - With Code Committee for review
- Inspection Prior to Sale
  - With Code Committee for review
- Elm Street – No parking in certain areas
  - This would be for the Public Safety Committee to review/make recommendations
  - John Rothenberger mentioned notes of his suggestions; will send to Public Safety Committee and Council members for review

## Public Works Report – Craig Conrad

Craig Conrad provided Council with the Public Works report prior to meeting.  
New 2023Chevy pick-up with plow was purchased and is in service. Craig will document the old pick-up with plow and present for approval for sale on Municibid.

## General – Council Comments

### Check Washing

Chris Young met with Fleetwood Bank. Decision that a list of borough checks and amounts will be sent to bank when checks are sent out, bank will reference list to confirm check amounts were not altered prior to being cashed.

### January 8<sup>th</sup> Borough Council Meeting

Discussion if the regular scheduled borough meeting for January 8<sup>th</sup> was needed.

Motion to cancel the January 8, 2024 borough council meeting.

Made by: **John Rothenberger**

Seconded by: **Mark Watkins**

**Motion Carried**

**Motion Failed**

### February 12<sup>th</sup> Borough Council Meeting

Agenda items for February meeting can be provided to Chris Young.

### Band Shell Lighting

Security lighting is in place. Discussion of options for color lights, Mark Watkins to make recommendations of ideas/costs.

### Pickleball Court – Locust Street Park

Mark mentioned there are cracks in the new surface of the pickleball courts at Locust Street Park. Craig Conrad is aware and there is a warranty on the repairs.

## Bills

### Ratify Bills Paid December 11<sup>th</sup>

Motion to ratify bills paid on December 11, 2023 bills.

Made by: **John Rothenberger**

Seconded by: **Ralph Touch**

**Motion Carried**

**Motion Failed**

### Ratify Bills Paid December 27<sup>th</sup>

Motion to ratify bills paid on December 27, 2023.

Made by: **John Rothenberger**

Seconded by: **Ralph Touch**

**Motion Carried**

**Motion Failed**

## Minutes

Motion to approve the December 11, 2023 borough council meeting minutes.

Made by: **Ralph Touch**

Seconded by: **Mark Watkins**

**Motion Carried**

**Motion Failed**

## Adjourn

Motion to adjourn meeting at 8:03pm.

Made by: **Jim Meals**

Seconded by: **Mike Mayer**

**Motion Carried**

**Motion Failed**

Submitted by:

**Doreen O'Neil, Borough Recording Secretary**