

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: February 26, 2024 In-person meeting, held in Café
Workshop meeting was not recorded**

Roll Call:

Suzanne Pittella Touch
 Pete Merkel
 Jim Meals
 Mark Watkins
 Ralph Touch - virtual
 Mike Mayer
 John Rothenberger

Tammy Gore, Mayor
 Chris Young, Borough Manager
 Doreen O'Neil, Recording Secretary
 Andy George, Esq. - virtual
 Dale Ulshafer, Police Chief
 Craig Conrad, Public Works Director - virtual

Also Present:

John Manmiller, Fleetwood Fire Company Chief
 Barry Isett & Associates

The borough council workshop meeting was held at 110 West Arch Street, in the cafeteria.

DES Training

DES Training for elected officials was held from 6:30pm-7:40pm.

Megan Young-Kraft (Berks Co. DES) provided emergency management training to borough elected officials.

President Suzanne Touch called the workshop meeting to order at 7:42pm.

PennState EMS

Keith McMinn (Director of Penn State Health Life Lion EMS Services) and John Shook (Penn State Health Life Lion EMS Ambulance Services) provided update and background of Penn State Health Life Lion. Keith and John expressed appreciation that Fleetwood covers the 911 fee which is approximately \$10,000 each year. John and Keith mentioned that Medicare and Medicaid funding does not cover billed EMS services. They are visiting municipalities asking them to consider providing subsidizing in 2025. Penn State Health EMS is planning to set a per capita (per head fee) in next contract. The per capita would be \$5.00 for first 3 years and \$7.00 for last 2 years. For Fleetwood this would \$20,000 for each of the first 3 years (4,000 residents x \$5.00), and the last 2 years would a cost of \$28,000.

Keith and John mentioned that Penn State Health EMS pays a lease to Fleetwood Fire Company to house ambulances. They asked Fleetwood Council to consider covering the lease cost of approx. \$23,000 / year or a portion of this cost. Keith/John had discussion with Richmond Township regarding a contribution from them and will have a follow-up meeting with later. It was stated they are having discussion now to give lead time to municipalities for the 2025 budget.

Penn State Health Life Lion has been in Fleetwood for 7 years. Insurance funds paid to Life Lion have not kept up with the cost of equipment, diesel fuel, manpower, etc. In 2023, they had 545 calls in the Fleetwood Borough.

Council requested John Shook to send Chris Young email with summary of the calls/services provided to Fleetwood Borough and Richmond Township. Mayor Gore suggested this go to the Safety Committee to discuss and also inquire with other municipalities (Life Lion covers a small portion of Ruscombmanor Township). The Safety Committee could have Zoom meeting with John Shook if any questions.

Emergency Operation Plan (EOP)

Megan Young, Fleetwood EMC, reviewed the process that is followed when emergency occurs, example the July 9, 2023 flooding, collection of data to see if qualify for funding. Andy George, Esq. stated that the EOP document verbiage was revised as discussed at borough council meeting on Feb. 12th. What is referred to as the 'Big Red Book' today, will be turned into a digital version. NARM (Notification and Resource Manual) that lists the contacts in the event of an emergency will be included as digital version. Discussion will occur regarding where to place hard copy and digital copies of the various emergency documents. Possibly flash drive kept with Big Red Book and hard copy of documents in the borough office/headquarters. Recommendation to make it a yearly occurrence to have a February workshop meeting to do tabletop exercise and review EOP with Council and representative Police, LifeLion, Fire Company.

Motion to adopt the Emergency Operation Plan (EOP) with the verbiage revisions made from Feb. 12th council meeting.

Resolution: 2024-02-26-01

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Authority Lease Agreement

Pete Merkel discussed that the borough leases the sewer plant from the Authority. The Authority has a 1.1 million dollar project for enhancements to the sewer plant and will be taking out a loan. They are requesting \$108,000 of additional funds from the borough to help pay the loan. Mentioned it would be roughly a 15% increase to sewer costs for residents and businesses; Sunsweet would be excluded for the first three years since they have 3 years remaining on their rate freeze but they are paying a tap-in fee. The sewage rate increase would make it about \$85 per residence / quarter for an average user or roughly a \$10 / quarter increase. The Authority is the one to raise the sewer rates, not the borough.

Pete mentioned how bad the flushable wipes are to the sewer plant, they are flushable, but at sewer plant they need to collect and scoop them out. It was suggested of having Public Works put a newsletter together with information regarding the impact that flushable wipes have on the sewer plant, MS4 update, upcoming road repairs, etc.

Motion to approve sewer plant lease agreement with increase of \$108,000 and extension of lease through 2039.

Made by: Mark Watkins

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Mayor Resignation

Mayor Gore's resignation letter was provided to Council prior to meeting. Resignation would be effective April 1, 2024.

Motion to accept Mayor Tammy Gore's resignation effective April 1, 2024.

Made by: Mike Mayer

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Appointment of Interim Mayor

Discussion and suggestions for Suzanne Touch to be appointed as interim mayor effective April 1st, 2024 for two years. In two years election for mayor would be on the ballot.

Motion to appoint Suzanne Touch as the interim mayor for remaining term.

Made by: Pete Merkel

Seconded by: Mark Watkins

Suzanne Touch: Abstained

Ralph Touch: Abstained

Motion Carried

Motion Failed

General

As part of the agenda for the March 11th borough council meeting, Suzanne Touch would resign from the council President position. Council needs to consider recommendations for an interim president, and new president would be appointed on March 12th.

Adjourn

Motion to adjourn borough meeting at 9:02 pm.

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary