

# FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: March 11, 2024 In-person meeting, held in Café**  
**Council meeting is recorded and posted on website after meeting**

## **Roll Call:**

<input type="checkbox"/> Suzanne Pittella Touch	<input checked="" type="checkbox"/> Tammy Gore, Mayor
<input checked="" type="checkbox"/> Pete Merkel	<input checked="" type="checkbox"/> Chris Young, Borough Manager
<input checked="" type="checkbox"/> Jim Meals	<input checked="" type="checkbox"/> Doreen O'Neil, Recording Secretary
<input checked="" type="checkbox"/> Mark Watkins	<input checked="" type="checkbox"/> Andy George, Esq.
<input checked="" type="checkbox"/> Ralph Touch	<input checked="" type="checkbox"/> Dale Ulshafer, Police Chief
<input checked="" type="checkbox"/> Mike Mayer	<input checked="" type="checkbox"/> Craig Conrad, Public Works Director - virtual
<input checked="" type="checkbox"/> John Rothenberger - virtual	

## **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. Meeting was called to order at 6:31pm by Vice President Pete Merkel.

## **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 police report for February 2024 that was distributed to Council prior to meeting and discussed the following:

- Personnel
  - Part-time Officer James Pollock, Jr. released from FTO program and able to cover shifts on his own.
- Activities
  - Coffee with a Cop/Fraud Seminar scheduled for Wednesday, April 3, 2024 at 9:30am in the Community Center Café

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

### **BIA Report**

BIA Engineer report was provided to Council prior to meeting.

## **Entech**

### **Entech Report**

Entech report was provided to Council prior to meeting.

**Guests:** See attached list.

## **Municipal Trash Collection**

Guest mentioned recent concerns from citizens regarding the change in trash collection by Leck Waste Management going from twice weekly pickup to once a week pickup. Guest had comps from other municipalities and asked that Council consider putting out bids for 2025 trash haulers within the borough. Mayor Gore mentioned that conversation was worth having with haulers. It was mentioned that the cost of trash for residents can be in taxes, or the water/sewer bills. The borough office would need to handle billing/credit collection issues and consider office resources. Guest to provide the municipality comps to Chris Young. Chris had discussions prior to tonight's meeting with some municipalities and the pros/cons they've encountered. Having a designated municipality trash hauler would limit the number of trucks on borough streets each week. Discussion of a committee that can start looking into options; the Streets Committee will meet to start gathering information.

## Legal – Andy George, Esq.

### Joint Comprehensive Plan

Andy George, Esq. reviewed the resolution for the Joint Comprehensive Plan. The cost is \$13,000 and agreement to commit resources (3 residents from each of these municipalities - Maiden Creek Township, Richmond Township, and Fleetwood Borough). With this plan, the 3 municipalities have a step above for applying for grants and work together with Berks County Planning on various topics.

Motion to accept and approve resolution for the Joint Comprehensive Plan.

**Resolution: 2024-03-11-01**

**Made by: Ralph Touch**  
**X   Motion Carried**

**Seconded by: Mike Mayer**  
**Motion Failed**

### Zoning and Other Fees

Andy George, Esq. reviewed the changes to resolution regarding setting fees for Zoning Hearing Board for residential and non-residential.

Motion to accept and approve resolution for new fees for Zoning Hearing Board for residential and non-residential.

**Resolution: 2024-03-11-02**

**Made by: Ralph Touch**  
**X   Motion Carried**

**Seconded by: Mark Watkins**  
**Motion Failed**

### Municipal Lien Claims

Andy George, Esq. reviewed the resolution for Municipal Lien Claims. There are attorney fees incurred with mailings, filing the claims, court costs, etc. The costs are passed onto the delinquent resident.

Motion to accept and approve resolution for municipal lien claims.

**Resolution: 2024-03-11-03**

**Made by: Ralph Touch**  
**X   Motion Carried**

**Seconded by: Mike Mayer**  
**Motion Failed**

### Condominium Plat for Lofts

Andy George, Esq. mentioned that the owner of the Fleetwood Lofts (Autobody building) has separated the property into condominium plats (condo units). This does not affect anything with their plans, it was done for financing purposes.

There is no action to be taken

### Bituminous Price Adjustment

Andy George, Esq. reviewed the resolution for Bituminous Price Adjustment that allow for bidders to make adjustment for asphalt cost.

Motion to accept and approve resolution for Bituminous Price Adjustment.

**Resolution: 2024-03-11-04**

**Made by: Ralph Touch**  
**X   Motion Carried**

**Seconded by: Mark Watkins**  
**Motion Failed**

## Water / Sewer – Pete Merkel

### Sewer Rate Increase

Pete mentioned the project occurring at the Sewer Plan for new screening that has been discussed at prior meetings.

Discussion of need to raise sewer rates 15%.

Motion to recommend to the Authority to increase sewer rates by 15%.

**Made by: Ralph Touch**  
**X   Motion Carried**

**Seconded by: Mark Watkins**  
**Motion Failed**

## Finance – Jim Meals

A copy of the capital expenses was distributed to council members. The pool line item would go into effect for 2025, it was approved at prior council meeting for commitment and allow applying for a grant.

The items listed in bold print need to be approved as additional spending.

- HVAC replacements for community center
- New roof on community center
- Willow Creek bank restorations
- Street paving for the year
- Police capital improvements

Motion to approve additional spending for capital projects and to move money from general fund to capital fund.

**Made by: Jim Meals**  
**X   Motion Carried**

**Seconded by: Ralph Touch**  
**Motion Failed**

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

### **Borough Co-Sponsor for Fish Rodeo**

Chris discussed upcoming Fish Rodeo event May 11-12, 2024 sponsored by the Fleetwood Fish Rodeo organization. Council was asked to consider co-sponsoring the event like was done in 2023.

Motion for Fleetwood Borough to co-sponsor the Fish Rodeo.

**Made by: Ralph Touch**

**Seconded by: Jim Meals**

**Motion Carried**

**Motion Failed**

### **Liquor License**

Chris discussed corn hole tournament event being held in the Fleetwood Park on May 18<sup>th</sup> (rain date May 19<sup>th</sup>) as a non-profit event for the Fleetwood Main Street Fair organization. Besides the tournament, there will be entertainment, craft vendors, food, etc. They are looking to have beer garden on the borough property at West Arch Street across from the north side of the new bridge. The beer garden would not be on park property as alcohol is not permitted as stated in the deed when the park property was donated to the borough. The Fleetwood Fire Company (non-profit) would be responsible for the beer garden. There would not be a tap trailer, just cans of beer. An area on the borough property would be fenced off with orange snow fence. Attendees would not be able to leave the fenced area with alcohol. RAMP certified bartenders would work the beer garden.

Mayor Gore stated that stipulations for beer gardens in this borough property area need to be established. Parameters need to be set, possibly only Fleetwood non-profit organizations, limit number of events per year, and certain months. It was decided Park Committee would meet to set parameters for holding a beer garden event on borough property adjacent to the park.

Motion to allow a beer garden on borough property at end of West Arch Street for this Corn Hole Tournament being held by the Fleetwood Main Street Fair and sponsored by the Fleetwood Fire Company.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Employee Wage Package**

Chris reviewed the employee wage packet for all employees that results in an additional \$30,000 to \$40,000 from the budget. Motion to approve the employee wage packet.

**Made by: Ralph Touch**

**Seconded by: Mike Mayer**

**John Rothenberger: Abstained**

**Motion Carried**

**Motion Failed**

### **East Locust Street Development**

Chris stated there is a meeting on this next week and he will provide an update at next month's council meeting.

## **Public Works Report – Craig Conrad**

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

### **Ultra Thin Bonding**

Craig would like to advertise for bids on the ultra thin bonding and crack sealing project for Forest Street from Walnuttown Road north to cul-de-sac, and Heritage Drive and Friendship Drive. The ultra thin bonding is more cost effective. This process has not been used in Fleetwood before, but was done in Oley.

Motion to authorize Craig Conrad to advertise for bids on the ultra thin bonding and crack sealing project.

**Made by: Jim Meals**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Municipal Items**

Craig mentioned the Municipal sale ended on March 8<sup>th</sup> and would like approval to award the bids to the buyers. Council was provided a copy of the Municipal items and sale/bid prices prior to meeting.

- Tapping Machine Water -
  - \$2,605.00 by Roy Adams and Son, Inc.
- 2004 Ford F-150 – Utility body with snowplow
  - \$5,900.00 by McConnell's Excavating and Landscaping
- Plow lights/amber lights
  - \$320.00 by Steve Tomasic
- Lincoln Welder
  - \$170.00 by Scott Rieger

Motion to award the selling of the above items listed for sale on Municipal.

**Made by: Jim Meals**

**Seconded by: Mike Mayer**

**Motion Carried**

**Motion Failed**

## **Public Works Report – Craig Conrad (Continued)**

### **Willow Creek**

Craig mentioned there is a pre-construction meeting this week regarding work to be done on Willow Creek from Park Road down to band shell/bridge #1 area.

## **General**

### **Fleetwood Reservoir**

Pete Merkel mentioned that tomorrow (3/12) he is meeting with Larry Lloyd to finalize the DCNR grant for the reservoir.

### **Reservoir Hunting Program**

John Rothenberger mentioned that feedback from the Department of Agriculture was positive for the hunting program and that Craig Conrad did a great job with coordinating the program. John recommends continuing with the program.

### **Senator Judy Schwank**

Senator Schwank honored and commended Mayor Tammy Gore for her service. Judy read a Senate Citation honoring Tammy for her years of service in various areas starting with council in 2005, becoming Fleetwood's first female mayor in 2012, etc.

### **EMS Services/Funding**

Pete Merkel mentioned to Senator Judy Schwank the discussion that was had with Penn State Life Lion last month and that each time an ambulance goes out call, money is lost. Senator Schwank said this has been discussed and is at the legislative level. Senator Schwank will share information of what has been discussed so far with Chris Young to then share with Council.

## **Bills**

### **Ratify February Invoices**

Motion to ratify bills paid in February 2024.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **Approve March 11<sup>th</sup> Invoices**

Motion to pay invoices for March 11, 2024.

**Made by: John Rothenberger**

**Seconded by: Ralph Touch**

**Motion Carried**

**Motion Failed**

### **Council President Resignation**

Pete Merkel read letter from Council President Suzanne Touch stating her resignation as council president effective April 1, 2024, in order to assume the interim Fleetwood Mayor position.

Motion to accept Council President Suzanne Touch's resignation effective April 1, 2024.

**Made by: Mike Mayer**

**Seconded by: Mark Watkins**

**Ralph Touch: Abstained**

**Motion Carried**

**Motion Failed**

### **Appointment of Interim Council President**

Pete Merkel recommended appointing Councilman Ralph Touch as the interim Council President effective April 1, 2024.

Motion to appoint Ralph Touch as the interim borough council president effective April 1, 2024.

**Made by: Pete Merkel**

**Seconded by: Mark Watkins**

**Ralph Touch: Abstained**

**Motion Carried**

**Motion Failed**

### **Appoint New Councilperson**

Discussion regarding appointing candidate as new interim councilperson. Council is to consider possible candidates.

Interested candidates should contact the borough office. If there are multiple candidates, interviews will be held. It was noted new candidate needs to be appointed 30 days from resignation of councilperson, which would be by May 1, 2024.

Appointment would need to be done at the April 8<sup>th</sup> borough meeting or workshop meeting on April 22<sup>nd</sup>. Ralph Touch mentioned that commitment to this interim council position would be approximately 1 $\frac{3}{4}$  years until next election.

## **Minutes**

Motion to approve the February 12, 2024 borough council meeting minutes and the February 26, 2024 workshop minutes.

**Made by: Ralph Touch**

**Seconded by: Mike Mayer**

**Motion Carried**

**Motion Failed**

## **Adjourn**

Motion to adjourn borough meeting at 7:48pm.

**Made by: Ralph Touch**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

**Submitted by:**

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