

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

Date: June 10, 2024 In-person meeting, held in Café
Council meeting is recorded and posted on website after meeting

Roll Call:

<input checked="" type="checkbox"/> Ralph Touch (President)	<input checked="" type="checkbox"/> Suzanne Pittella Touch, Mayor
<input checked="" type="checkbox"/> Pete Merkel (Vice-President)	<input checked="" type="checkbox"/> Chris Young, Borough Manager
<input checked="" type="checkbox"/> Jim Meals – (late)	<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"/> John Rothenberger	<input type="checkbox"/> Dale Ulshafer, Police Chief
<input type="checkbox"/> Mike Mayer	<input checked="" type="checkbox"/> Craig Conrad, Public Works Director
<input checked="" type="checkbox"/> Nancy Wunderly	

Also Present:

John Manmiller, Fleetwood Fire Company Chief
 Barry Isett & Associates (Matthew Rieger)

The borough council meeting was held at 110 West Arch Street, in the cafeteria. Meeting was called to order at 6:30pm by President Ralph 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.

Police Department

Chief Ulshafer had provided the May 2024 police report to council prior to meeting.

Personnel

Chris Young stated that Chief Ulshafer requested approval from Council to hire part-time police officer, John Sidiras, pending clearances.

Motion to authorize Chief Ulshafer to hire John Sidiras as part-time police officer pending clearances.

Made by: John Rothenberger **Seconded by: Mark Watkins**

Motion Carried Motion Failed

Barry Isett & Associates (BIA)

BIA Report

Report was provided to council prior to meeting.

Entech

Entech Report

Report was provided to council prior to meeting.

Guests: See attached list.

Trash/Rat Problem

Guest discussed rat problem, upholstered furniture, and trash/appliances in Foundary Alley behind East Main Street.

Guest was directed to contact the borough office to file complaint. Complaint would be turned over to the borough’s code inspector.

Legal – Andy George, Esq.

Fleetwood Legion – Transfer Tax Waiver

Andy George, Esq. reviewed the letter that was received from the Fleetwood Legion regarding the property at 120 East Arch Street. The Post was informed that the Home Association cannot own anything and currently they have ownership of the Legion building/property. The transfer tax assessed by the County on the transfer of property from the Home Association to the Post is a total of \$7,289.04. 1% is collected by the State of PA (\$3,644.52), ½% (\$1,822.26) collected by the Fleetwood Borough, and ½% collected by the Fleetwood School District. The letter asked that borough Council consider waiving the borough’s portion of the transfer tax. The Post has also sent same letter to school district asking them to consider waiving their portion of the transfer tax.

Andy mentioned in this situation if the borough chooses to waive the tax, the Post must pay the ½% transfer tax to the borough and borough can refund the \$1,822.26 funds back to the Post. Discussion that borough is not losing any money on this as they would not have been receiving funds if the deed wasn’t being transferred.

Chris Young will notify the Legion Post of the decision.

Motion to authorize the Fleetwood Borough to refund the borough portion of the transfer tax (\$1,822.26) to the Fleetwood Legion Post.

Made by: Mark Watkins

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Willow Creek Easement

Andy George, Esq. is working on this and should have for next month’s meeting.

Codes Inspector - Quality of Life Ordinance

Andy George, Esq. explained that the AOPC requires a resolution from the borough to add John Manmiller, (appointed borough codes inspector) to the list of inspectors. Discussion if someone else should be appointed as a backup to John. It was stated that BIA would be the backup. Another option would be to amend the list by adding other names, but not engage that people unless needed.

Motion to approve resolution to add John Manmiller to the AOPC list of inspectors.

Made by: Pete Merkel

Seconded by: Jim Boyer

Resolution: 2024-06-10-01

X Motion Carried

Motion Failed

Water/Sewer – Pete Merkel

Fleetwood Reservoir Conservation Project

Pete Merkel noted there are 190 acres at the reservoir. The easement of the land has been transferred to Berks Nature through DCNR. Berks Nature holds the trust to the land which ensures there will never be development of the property. The property will remain the Fleetwood Watershed and forestry. Last week the borough received \$235,000; (\$276,000 less expenses for surveying and environmental studies). These funds will be used over the years to maintain/enhance the property.

A guest expressed appreciation for the work done for the conservation project at the Fleetwood Reservoir.

Motion to ratify MOU.

Made by: Pete Merkel

Seconded by: John Rothenberger

X Motion Carried

Motion Failed

Borough Managers Report – Chris Young

Joint Comprehensive Committee

Chris mentioned the Joint Comprehensive committee was comprised of 3 people from Fleetwood (Tammy Gore, Kelly Schaeffer, and Russell Anderson). Tammy Gore and Kelly Schaeffer no longer live in the borough. Need to appoint 2 new members to this committee. The Joint Comprehensive plan needs to be rewritten. There is a grant from DCNR/DCED that covers half the cost to rewrite. Funds are paid to Berks County to rewrite the Joint Comprehensive plan based on meetings with all members of the Joint Comprehensive committee from Fleetwood Borough, Richmond Township, and Maiden creek Township.

Motion to appoint Suzanne Touch and Nancy Wunderly as new members to the Joint Comprehensive committee along with current appointed member, Russell Anderson.

Made by: John Rothenberger

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

November Council Meeting

Chris mentioned he will not be able to attend the currently scheduled borough meeting on November 11th. He is requesting Council to approve moving the November meeting to November 18th.

Motion to approve advertising the change of November borough meeting from November 11th to November 18th.

Made by: Mark Watkins

Seconded by: Jim Meals

Motion Carried

Motion Failed

Budget Update

Chris provided report of the current budget status. Currently over 60% revenue and under 40% spending. Chris asked that council members review the report and contact him if any questions.

Hawkstone Village Update

Chris reported that discussions with the Planning Commission was pushed to the July 2024 meeting. The developer will be applying for variances. Review that in lieu of them providing recreation as part of the zoning, the developer can provide funds to enhance current recreation area at Locust Street Park. A suggestion from the borough is to add a new basketball court. The developer will be asked to provide their suggestions for recreational enhancements.

Public Works Report – Craig Conrad

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

Payment Cert – Creek Project

Craig reported the Willow Creek streambank project is completed and the punch list is good. Craig is asking that final payment of \$13,957.51 along with \$6,200 retainer payment be made.

Motion to approve making final payment of \$13,957.51 along with retainer funds \$6,200.

Made by: Jim Meals

Seconded by: Mark Watkins

Motion Carried

Motion Failed

1996 John Deere 60” Zero Turn

Craig mentioned that the Zero Turn mower that advertised was sold to Tracy Admik for \$4,850. Craig asked Council for their approval to sell to highest bidder.

Motion to approve selling the 1996 John Deere Zero Turn mower to Tracy Admik for \$4,850.

Made by: John Rothenberger

Seconded by: Nancy Wunderly

Motion Carried

Motion Failed

Tank Rehab EWO

Craig mentioned that rehab is needed on the big water tank on Willow Road. Tank was inspected and weeping was found. Cost to rehab the tank is \$30,000 which includes prep, permitting and bids. Craig noted that he is requesting Council’s approval for him to sign the Engineer Work Order (EWO).

Motion to approve Craig Conrad to sign the Engineer Work Order (EWO) for the water tank rehab project.

Made by: John Rothenberger

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Hydraulic Modeling EWO

Craig mentioned there is an Engineering Work Order for hydraulic modeling at a cost of \$23,000 to be done by Entech. This is a review of the water system, hydrants, and produces report card of the water flows, capacity, etc. This is a map of the water lines and is helpful to the Fleetwood Fire Company with the hydrant flow.

Motion to approve Craig Conrad to sign the Engineer Work Order (EWO) for the hydraulic modeling project.

Made by: John Rothenberger

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Storm Water – Committee Meeting

Craig reported there are storm water issues on Foundry Alley and Willow Road. He would like to meet with the Streets Committee to discuss how to move forward. Craig will share letter of issues with Jim Meals, Nancy Wunderly, and Mike Mayer and schedule meeting sometime after June 25th when Craig returns. Pete Merkel will sit in on their meeting as substitute for Mike Mayer during his absence.

Locust Street Park – Pickleball Court

MarkWatkins inquired about status of repairs to the pickleball court. Craig said it is on the schedule for when the company is back in our area.

Future Council Meeting Reporting Formats – Ralph Touch

Ralph mentioned they are looking to update committee forms. Look at how things are done and get reports on same format to be more efficient. This will make it easier to store and read at end of year when have 12 reports from each committee in same format. The goal is to understand reports and have uniform form layout. Ralph noted he, Mark, and Chris have started to draft some formats to consider.

Bills

Ratify May Invoices

Motion to ratify bills paid May 28, 2024.

Made by: John Rothenberger

Motion Carried

Seconded by: Jim Meals

Motion Failed

Approve June 10th Invoices

Motion to pay invoices for June 10, 2024

Made by: John Rothenberger

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Minutes

Motion to approve the May 13, 2024 borough council meeting minutes.

Made by: Jim Meals

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Adjourn

Motion to adjourn borough meeting at 7:41 pm.

Made by: John Rothenberger

Motion Carried

Seconded by: Mark Watkins

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary