

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING

 BOROUGH COUNCIL WORKSHOP

Date: April 14, 2025 In-person meeting, held in Café
Council meeting is recorded and posted on website after meeting

Roll Call:

<u> x </u> Ralph Touch (President)	<u> </u> Suzanne Pittella Touch, Mayor
<u> x </u> Pete Merkel (Vice-President)	<u> x </u> Chris Young, Borough Manager
<u> x </u> Jim Meals	<u> x </u> Doreen O'Neil, Recording Secretary
<u> </u> Mark Watkins	<u> x </u> Andrew George, Esq.
<u> x </u> John Rothenberger	<u> x </u> Dale Ulshafer, Police Chief
<u> x </u> Mike Mayer	<u> x </u> Craig Conrad, Public Works Director
<u> x </u> 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 6:35pm by 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.

Emergency Services

Police Department

The March 2025 police report was provided to Council prior to meeting.

Chief Ulshafer provided summary of March 2025 police activity report.

- **Part-Time Officer Hiring Status**
 - Still looking for part-time officers
 - Three people have been interviewed
 - Two of the people interviewed have returned the employee questionnaire packet which was provided to CI Merkel to do background checks.
- **Hiring Part-Time Officer**
 - Chief asked Council for okay to hire one of the part-time officer applicants to allow officer to attend the annual training week of April 21st. Council agreed on hire and will ratify with motion at May council meeting
- **Equipment –**
 - 9mm Glock pistols and holsters were ordered. Once received, Chief will schedule additional training with the officers.
- **Contract Police Work –**
 - Chief reported that other jurisdictions have reached out to him and Chris Young inquiring about police coverage contract.
 - Chief mentioned that end of December 2025 police coverage in Topton is terminated. January 2026, Ruscombmanor picks up another officer for their police coverage.

EMS Report / CELG

John Rothenberger reported the link to the EMS report was sent out. The solution to EMS costs looks to be municipalities provide funding to continue coverage.

Emergency Services (Continued)

Animal Control

John Rothenberger reported that he and Corporal Arndt attended a meeting at Albright College regarding animal control. The ARL is tough for other municipalities to be part of; to be able to take on more strays additional cages, personnel, supplies, etc are needed. At the meeting each municipality represented have different issues. Safety Net Sanctuary is used by Fleetwood Borough. No solution yet to the animal control problem, looking for something that would be run by the county.

Barry Isett & Associates (BIA)

BIA Report (Codes/Engineering)

BIA will provide engineering report to council by March 10th.

Entech

Entech Report (Water/Sewer)

Report was provided to council prior to meeting.

Legal – Andrew George, Esq.

Cable Franchise Agreement

Andy reviewed agreement from Comcast. Agreement was revised and sent back to Comcast. This is to provide cable to 3 non-serviced houses in the borough. The agreement would allow for Comcast to run wiring and may allow for future growth. When agreement is mutually agreed upon an ordinance will be drafted and public hearing held due to Federal Communication Act.

Rental and Commercial Ordinance Update

Andy stated that currently have 2 separate ordinances (Rental and Commercial). Andy is working on combining to 1 ordinance and updating of what's actually done. Changing procedure verbiage and registration time frame. It was noted that there are few (Residential/Commercial) who are not complying today, with new ordinance can enforce to be compliant.

Finance – Ralph Touch

Capital Budget Requests 2025

Chris Young and Jim Meals met earlier to review capital budget requests for 2025 for capital projects (Park, Pool, Community Center) and Water & Sewer capital projects. Street paving is approximately \$100,000. Bids for work on Willow Creek in the park are due May 26th, then Council can approve bid at June 2025 council meeting. It was mentioned that Chris and Craig Conrad split Public Works project between the crew. New lights and wiring are being installed in vicinity of the band shell seating and paths.

Motion to adopt capital budget for 2025.

Made by: Jim Meals

☒ **Motion Carried**

Seconded by: John Rothenberger

☐ **Motion Failed**

Personnel – Pete Merkel

Hire Lifeguards

Chris Young has list of new life guards for upcoming season. Need to confirm that they can get certified. Chris mentioned life guards from 2024 who are returning do not need to be certified. The names of life guards being hired will be ratified at the May 2025 council meeting.

Borough Managers Report – Chris Young

Legion Memorial Day Parade

The Legion sent letter requesting permission to have the Memorial Day parade on Monday, May 26th. The parade route will be the same as in past years. Chris said a letter will be sent to PennDOT for permission of temporary closure of Main Street that morning during the parade duration.

Motion to approve Memorial Day parade and route.

Made by: Mike Mayer

☒ **Motion Carried**

Seconded by: Nancy Wunderly

☐ **Motion Failed**

Borough Managers Report – Chris Young (Continued)

Park Benches – Donation and Plaque dedicating benches

Chris mentioned there have been inquiries by people wanting to purchase a park bench and place memorial plaque on bench. If approved, the plan would be that borough purchases bench and plaque and person funds the cost of bench/plaque. Borough will define specifications for plaque and will approve verbiage on plaque. Discussed that person sponsoring the bench can request where they would like the bench to be placed (Fleetwood Park, Locust Street Park, Triangle Memorial Park, Pool). Motion to approve allowing bench donation and dedication plaque on bench.

Made by: Jim Meals

X Motion Carried

Seconded by: Mike Mayer

Motion Failed

Park Entrance Sign

Chris mentioned the Friends of the Fleetwood Park are considering a Fleetwood Park Entrance sign for the west end of park entrance. FOFP would fund the sign and have small sign underneath (donated by Friends of Fleetwood Park). Council was in agreement to allow FOFP organization to purchase sign. No motion needed since there is no cost to borough.

Audit Read-Out

Chris reviewed the recent audit. Good report, no findings. Chris mentioned on Tuesday, April 15th at 10:00am Council is invited to attend a meeting for the audit read-out by Roxanne. Only change is water and sewer are part of cash base, so they each have a capital budget..

ADP – New Module for Payroll

Chris mentioned borough staff is spending time on training on new software for updating codes, tracking permits, and a new ADP module that will help with payroll and tracking job hours (allows employee to log via phone). This also helps with tracking comp time and PTO.

Grants

DCED Grant - this was submitted for new pool pump house equipment – the grant was declined.

Timelines for DCNR pool and creek project supplied – Going out for bid by June 2025 and construction started in September 2025

Berks Greenways Grant approved – Richmond St/Springfield Drive areas – Berks will match \$5,000.

Joint Comprehensive Committee – Mayor Touch / Nancy Wunderly

Update

Nancy reported they met on March 25th; it was a robust meeting with good discussions. It was mentioned at that meeting that we are 6 months ahead of others with highways, waterways. Surveys are still be submitted to the committee; goal is 500 surveys.

Public Works Report – Craig Conrad

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

Craig mentioned he reached out to the PennDOT contact to find out a plan for the bridge on West Main Street by the Park entrance. Craig has not heard back yet.

Curb Repairs

Craig mentioned that for street plans they stay ahead by 2 years. Two years ago letters were sent to residents for streets that are scheduled for work this year. Five or six residents have not completed curb replacement yet. Street work/paving will start late August to mid-September 2025.

Discussion of options for handling when resident does not address curb replacement –

- 1) Send second letter with deadline and if curb is not replaced by the start of paving, resident would need to pay for curb replacement and in addition they would also be responsible for cost to repair portion of road that was damaged due to the curb replacement.
- 2) Another idea was for the borough to pay to replace the curb (prior to paving work) and put lien against the property until resident pays the curbing replacement costs. **This was the option agreed upon by Council.**

Public Works Report – Craig Conrad (Continued)

Spruce Street Water Line & Street Project

Craig reviewed the Spruce Street project (entire street between South Franklin and South Richmond Streets - replace main water line (\$355,000) and \$194,000 to redo street. Curbing on Spruce Street is fine; no replacement needed. This work is not in the budget, but is in the water capital budget.

Motion to authorize Craig Conrad to go out for bid.

Made by: Pete Merkel

Seconded by: Mike Mayer

☒ **Motion Carried**

☐ **Motion Failed**

LTAP Walking School Grant

Craig mentioned LTAP had come out to borough to take pictures and review school zones. There are different grants for this. LTAP will review pictures and provide recommendations to Craig. It was mentioned that you need a permit for a school zone. This will be checked to see that all permits are up to date for different school zones. It was asked if all the school zone signs have the times listed. Craig will check with Ricky if the signs with times have been installed.

Public Works page on Facebook

Craig asked Council about Public Works having a Facebook page. It would be an informational page only, not commenting or posting by others. This would allow for MS4 education, hydrant flushing, paving, snow emergency, etc. to be posted to inform borough residents. Craig will review posts before being posted to the page.

Motion to authorize Craig Conrad to set up Facebook page for Public Works.

Made by: Mike Mayer

Seconded by: John Rothenberger

☒ **Motion Carried**

☐ **Motion Failed**

Workshop for Storm Water

Craig, Pete, and Chris spoke with HRG (specialize in storm water) for ideas. Initially a meeting was scheduled for April workshop to hear from HRG. Craig mentioned we have needs and want to make sure headed in correct direction. It was stated that we have BIA engineers, and Entech for water and sewer, but these 2 groups do not work with storm water projects/recommendations. It was noted that HRG also does MS4. It was decided that workshop is not needed. Craig will get prices and engineering proposal for overall plan for May meeting. For now look at Willow Street.

Guests: See attached list.

General

The Lofts are not utilizing lot on East Locust Street that was paved/lined, in addition the other parking lot adjacent to small rental building has not be upgraded for parking. Chris Young and Pete Merkel were expecting to receive a parking lot plan today from The Lofts, but did not receive. Chris will call to request a parking plan from The Lofts again. There is a streets meeting on April 28th and need this parking lot plan.

Bills

Ratify March 11th Invoices

Motion to ratify invoices paid March 11, 2025

Made by: John Rothenberger

Seconded by: Mike Mayer

☒ **Motion Carried**

☐ **Motion Failed**

Ratify March 25 Invoices

Motion to ratify invoices paid March 25, 2025

Made by: John Rothenberger

Seconded by: Mike Mayer

☒ **Motion Carried**

☐ **Motion Failed**

Ratify April 8th Invoices

Motion to pay invoices for April 8, 2025.

Made by: John Rothenberger

Seconded by: Nancy Wunderly

☒ **Motion Carried**

☐ **Motion Failed**

Approve April 14th Invoices

Motion to pay invoices for April 14, 2025.

Made by: John Rothenberger

Seconded by: Nancy Wunderly

☒ **Motion Carried**

☐ **Motion Failed**

Minutes

Motion to approve the March 3, 2025 borough council meeting minutes.

Made by: Mike Mayer

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Executive Session

Regular borough meeting ended at 8:10pm and recording of meeting was stopped.

Executive session began at 8:12pm.

Executive session ended at 8:25pm.

Adjourn

Motion to adjourn borough meeting at 8:25pm.

Made by: Mike Mayer

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary