

## **FLEETWOOD BOROUGH COUNCIL MINUTES**

  X   BOROUGH COUNCIL MEETING

       BOROUGH COUNCIL WORKSHOP

**Date: May 12, 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>  x  </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>  x  </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>      </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 6:31pm 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 April 2025 police report was provided to Council prior to meeting.  
Chief Ulshafer provided summary of April 2025 police activity report.

#### **Hire Part-Time Officers**

Chief Ulshafer requested the hiring of two part-time officers Callan Cress and Joel Avram. They have passed background checks and police work checks and will start training.

Motion to authorized Chief Ulshafer to hire part-time officers Callan Cress and Joel Avran.

**Made by: Mike Mayer**

**Seconded by: Mark Watkins**

  X   Motion Carried

       Motion Failed

#### **Police Range**

Chris Young mentioned if Council is interested, Chief Ulshafer can compile available dates in June to do a demo of the training that is done at the shooting range. Chief to provide some available dates for demo to Council.

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

#### **BIA Report (Codes/Engineering)**

Report was provided to council prior to meeting.

### **Entech**

#### **Entech Report (Water/Sewer)**

Report was provided to council prior to meeting.

### **HRG**

#### **HRG Report (Storm Sewer)**

Report was provided to council prior to meeting. HRG will also provide MS4 reporting. They will do an overall detailed report of what we have and come up with proposals to provide by June.

## **Legal – Andrew George, Esq.**

### **Cable Franchise Agreement**

Andy reviewed cable agreement which would cover approximately 10 homes that would allow Comcast to provide internet coverage to these homes. Andy compiled amendments to the agreement. The agreement needs to be adopted during a public meeting. If council approves, Andy can advertise and set up meeting of June 9<sup>th</sup>.

Motion to authorize Andy George, Esq. to advertise for public hearing meeting on June 9, 2025.

**Made by: Mike Mayer**

**Seconded by: John Rothenberger**

☒ **Motion Carried**

☐ **Motion Failed**

### **Rental and Commercial Ordinance Update**

Andy is working on amendments to rental and commercial ordinance to combine as one ordinance. Andy will have a draft available by the June meeting. Chris Young asked that Andy have a call with him and borough office to review the draft.

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

### **Main Street Fair – October 4<sup>th</sup> – Close Main Street 8am-3pm**

Chris mentioned the schedule of the Fleetwood Main Street Fair. There is a request to have a block of Main Street closed down for a portion of the day.

Motion to approve submitting request to PennDOT to close down the block of Main Street between Franklin and Richmond Streets on October 4, 2025 from 8am to 3pm.

**Made by: John Rothenberger**

**Seconded by: Jim Meals**

☒ **Motion Carried**

☐ **Motion Failed**

### **DCED Fire Study – Results should be available Jun/July Timeframe**

Chris mentioned the DCED fire study was a review of Fleetwood, Walnuttown, and Virginville fire services, commissioned by the borough and Richmond Township. The review was done by the Lancaster Fire Chief. The report will be issued in about a month; the report is only recommendations.

### **Hawkstone Village Escrow Reduction Request**

The Hawkstone Village development is being financed by Fleetwood Bank. There has been a request for an escrow reduction of \$399,704.51. BIA and Entech reviewed and they are okay with this. There is no risk to the borough.

Motion to approve the Hawkstone escrow reduction request.

**Made by: John Rothenberger**

**Seconded by: Pete Merkel**

☒ **Motion Carried**

☐ **Motion Failed**

## **Grants**

### ➤ **Willow Creek – Approve to send to bid for creek**

Discussion that need approval to go out for bid for next phase of creek work. BIA asked for approval to advertise for bids. The DEP grant is established. Work would be August thru October 2025.

Motion to authorize Barry Isett & Associates (BIA) to advertise for bids.

**Made by: Mark Watkins**

**Seconded by: Mike Mayer**

☒ **Motion Carried**

☐ **Motion Failed**

### ➤ **DCED Grant for Pool Bathhouse for June 2025 bid**

Discussion of putting this project out for bid to be presented at the June council meeting for approval.

Grant is for \$250,000 and cost to borough \$250,000.

Motion to approve going out for bid for this project.

**Made by: Mark Watkins**

**Seconded by: Pete Merkel**

☒ **Motion Carried**

☐ **Motion Failed**

### ➤ **Pickleball**

Discussion of applying for grant which has deadline of May 31, 2025 for this project. Pickleball courts would be built behind the Public Works building and walking path added around pond.

Forino (Hawkstone Village development) is contributing \$25,000 toward recreation and borough is matching that with \$25,000. Grant would be for \$250,000. It is highly recommended the pickleball players reach out to state representatives with 'Letters of Support'. Chris Young will send out draft of support letter to be used.

Motion to apply for grant to be used for this project.

**Resolution: 2025-05-12-01**

**Made by: Mark Watkins**

**Seconded by: Pete Merkel**

☒ **Motion Carried**

☐ **Motion Failed**

## **Borough Managers Report – Chris Young (Continued)**

### **Amend May 12, 2025 Council Meeting Agenda**

Motion to amend the May 12, 2025 council meeting agenda to include action item for grant for Pickleball/recreation project.

**Made by: Nancy Wunderly**

**Seconded by: Mike Mayer**

**X   Motion Carried**

**Motion Failed**

## **Joint Comprehensive Committee – Mayor Touch / Nancy Wunderly**

### **Update**

There was a meeting on April 22<sup>nd</sup>. Graphic Information System (GIS Mapping) was presented with maps of the 3 areas and data was reviewed. GIS is not used anywhere else outside of Berks County. There have been 421 responses received to the survey presented to Fleetwood Borough, Richmond Township, Maiden Creek Township residents. The survey remains open to June 2025. A QR code will be available during election day.

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

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

### **Approval to bid base repair work**

Discussion regarding needing approval to allow Craig to go out for bids for base repair work needed on streets before paving begins. Bids would be opened on June 9<sup>th</sup>.

Motion to authorize Craig Conrad to send out for bids for base repair work on streets. .

**Made by: Jim Meals**

**Seconded by: Mike Mayer**

**X   Motion Carried**

**Motion Failed**

### **Adopt Bituminous Resolution**

Discussion of bituminous resolution that allows for adjustments in price for material.

Motion to adopt bituminous resolution.

**Resolution: 2025-05-12-02**

**Made by: Nancy Wunderly**

**Seconded by: Mark Watkins**

**X   Motion Carried**

**Motion Failed**

### **Workshop for Public Works Summary**

Chris Young mentioned that during either the June or July workshop meeting Craig Conrad would present to Council a review of progress and what's on the horizon for a 10-year plan.

**Guests:** See attached list.

## **General**

### **The Lofts**

Mayor Touch mentioned she visited The Lofts (120 units – which includes 1, 2, and 3-bedroom units. The building is well insulated with sound proofing drywall; did not hear trains.

### **Walkway (Richmond Street/Springfield Drive)**

Mayor Touch mentioned there was a meeting with Larry Lloyd. There is a 5-year plan for this area. Plans include removing invasive greenery/trees, plant flowering trees and native plants, adding benches, trash cans, dog waste bag station, install birdhouses, green trails plantings, signs listing species of wildlife. Also plan to add plantings to the west side of Richmond Street. Berks Conservatory is paying with a 50% match from borough. Revitalizing this area with plantings and walking path will save time/money of not having to have Public Works mow the area. Craig Conrad to meet with Larry Lloyd.

### **Solar Panels – Criss Cross Road**

It was mentioned that Council should have discussion on types of grass to be planted once solar panels are installed. Need a slow growing grass that only requires mowing twice a year.

This project is still in the process of getting permits. Plan is to break ground late summer.

### **Loft Parking Lot**

The parking lot plan for The Lofts was received today at 4:30pm.

## **Bills**

### **Ratify April 22nd Invoices**

Motion to ratify invoices paid April 22, 2025

**Made by: John Rothenberger**

**Seconded by: Nancy Wunderly**

☒ **Motion Carried**

☐ **Motion Failed**

### **Ratify April 28<sup>th</sup> Invoices**

Motion to ratify invoices paid April 28, 2025

**Made by: John Rothenberger**

**Seconded by: Mike Mayer**

☒ **Motion Carried**

☐ **Motion Failed**

### **Approve May 12<sup>th</sup> Invoices**

Motion to pay invoices for May 12, 2025.

**Made by: John Rothenberger**

**Seconded by: Mike Mayer**

☒ **Motion Carried**

☐ **Motion Failed**

## **Minutes**

Motion to approve the April 14, 2025 borough council meeting minutes.

**Made by: Mike Mayer**

**Seconded by: Nancy Wunderly**

☒ **Motion Carried**

☐ **Motion Failed**

## **Adjourn**

Motion to adjourn borough meeting at 7:31.

**Made by: John Rothenberger**

**Seconded by: Nancy Wunderly**

☒ **Motion Carried**

☐ **Motion Failed**

**Submitted by:**

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