

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING

 BOROUGH COUNCIL WORKSHOP

Date: June 9, 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> </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> 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)

Public Hearing – Andy George, Esq.

Cable TV Franchise Agreement

Andy George, Esq. started the public hearing at 6:30pm regarding the cable TV franchise agreement between Fleetwood Borough and Comcast. Andy reviewed agreement items and benefit of having an agreement. There was an open discussion session for guests to comment. The contract is for 15 years. The contract with Comcast does not impact existing agreement with Service Electric.

Public hearing ended at 6:38pm.

The borough council meeting was held at 110 West Arch Street, in the cafeteria. Meeting was called to order at 6:38pm by Ralph Touch following the public hearing held by Andy George, Esq.

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 May 2025 police report was provided to Council prior to meeting.

Chief Ulshafer provided summary of May 2025 police activity report. Chief stated that a new part-time officer will be starting soon.

Police Range Demo

Chris Young mentioned if Council is interested, Chief Ulshafer can compile available dates in August to do a demo of the training exercises that officers perform at the range. Chief to provide some available dates to Chris to share with 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)

Shawn Fabian (HRG) had sent proposal that was reviewed by Craig Conrad and Chris Young. Shawn gave overview of proposal (cameras in pipes to scope, snap shots of current conditions, color code areas with issues and what stage it's currently at). HRG will compile action plan by end of August 2025 and share with Council to evaluate and be able to prepare for 2026 budget. Shawn will contact Craig on June 10th to discuss schedule.

Motion to approve HRG to evaluate storm sewer, rank findings and compile action plan. Evaluation/proposal not to exceed \$45,000.

Made by: Mike Mayer
X Motion Carried

Seconded by: Jim Meals
Motion Failed

Legal – Andrew George, Esq.

Cable Franchise Agreement

Motion to approve the agreement ordinance with Comcast.

Ordinance #660

Made by: Mark Watkins
X Motion Carried

Seconded by: Mike Mayer
Motion Failed

Motion to authorize the franchise agreement between Comcast and Fleetwood Borough. .

Made by: Mike Mayer
X Motion Carried

Seconded by: Mark Watkins
Motion Failed

Rental and Commercial Ordinance Update

Andy mentioned this is ongoing.

Hawkstone Village – Water Financial Security Release

Andy reviewed request for release of water financial funds.

Original Financial funds were \$232,284.39.

Request of Released funds is \$155,013.45

Remaining funds is \$77,270.94

Motion to ratify the approval of released funds.

Made by: John Rothenberger
X Motion Carried

Seconded by: Mike Mayer
Motion Failed

Borough Managers Report – Chris Young

Borough Council Meeting Date Revisions - 2025

Chris reviewed the three proposed council meeting date changes.

- July 7th was advertised, but needs to move to Wednesday July 9th
- November 10th needs to move to Monday, November 17th
- December 8th needs to move to Monday, December 1st

Motion to approve advertising the revised meeting dates.

Made by: Nancy Wunderly
X Motion Carried

Seconded by: Mike Mayer
Motion Failed

Fleetwood Pool Roster

Chris noted that an updated pool roster of who was hired for the 2025 pool season was sent to Council.

Motion to approve the 2025 pool roster.

Made by: Mark Watkins
X Motion Carried

Seconded by: Jim Meals
Motion Failed

The Lofts – Parking Lease Agreement

Chris reported that the parking lease for The Lofts is not ready yet. The Parking Committee has copy of parking lot plan which Ralph and John reviewed. Discussion of number of spaces on The Loft property, 80 spaces on Tannery lot which are contingent on 29 spaces on the Lofts property. The Lofts should be submitting permits for establishing 29 spaces on their property. Action item: Chris and Andy George, Esq. to work on verbiage.

TCC Board Member / Alternate

Chris mentioned there is TCC board that sits in on quarterly EIT board meetings. Jim Meals is on the TCC board and will remain. An alternate is needed for the TCC board. Chris questioned if anyone was interested, otherwise he will suggest that Richmond Township or Maidencreek Township have a representative on the TCC board.

Borough Managers Report – Chris Young (Continued)

DCED Fire Study Update

No update at this time.

Grants

➤ **Pool Bathhouse DCNR Grant**

Chris showed plans for new pool bathhouse. The current bathhouse will remain and be gutted to use for storage and offices. The DCNR grant is a 50% match.

Motion to approve advertising for bids.

Made by: Mike Mayer

X Motion Carried

Seconded by: Nancy Wunderly

Motion Failed

➤ **Pickleball Court – Ratify DCED Grant**

Discussion to ratify DCED grant application for new pickleball courts.

Motion to ratify grant application for pickleball courts.

Made by: Mark Watkins

X Motion Carried

Seconded by: Mike Mayer

Motion Failed

ADP Payroll Upgrade Update

Chris provided update to council of ongoing training with ADP Payroll upgrade, rental program module, and in future a module for permits and codes.

Joint Comprehensive Committee – Mayor Touch / Nancy Wunderly

Update

Nancy provided update from the their last meeting. Discussion of facilities and services in municipalities, recycling, solid waste collection, social services (Berks Encore). There are different topics at each monthly meeting.

New representative

Chris Young mentioned a new representative was needed to replace Mayor Touch's position on this committee. Discussed that Mayor Touch will need to provide letter of resignation from that position, and a replacement will be appointed at July council meeting.

Public Works Report – Craig Conrad

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

Craig reported that paving is starting, new pole lights are installed in the park, and pool is open.

Paving Bids

Craig stated five bids were received and were opened today at 2:00pm. Four of the five bids were close, ranging from \$139,500 to \$211,455. The lowest bid was Construction Masters Service at \$139,500.

Motion to award bid to Construction Masters Service for \$139,500.

Made by: Jim Meals

X Motion Carried

Seconded by: Mark Watkins

Motion Failed

Workshop date for Public Works Summary (July)

Craig mentioned that summaries are completed on GS maps, work completed, and a 10-year plan. A presentation of this data will be done on Monday, July 28th at workshop meeting.

West Arch Street

Craig reported that he was contacted by resident of concern with storm water pipe on West Arch Street. The pipe was checked; he had Fleetwood Fire Company assist with pumping thousands of gallons of water through pipe which released into the creek. No blockage.

Pickleball Nets – Locust Street Park

Mark Watkins mentioned that he was notified condition of nets is bad and are being held together with duct tape. Question of who is responsible for replacing, do funds need to be raised? Craig said this is the first time hearing anything about net condition. Mark will provide link for purchasing nets to Chris to look at costs.

Guests: See attached list.

Electric Bikes – Road Safety

Guest noted that during school days in the area of North Richmond Street and Walnuttown Road, when traveling in the area, students on electric bikes, scooters are not stopping at stop signs, weaving on road making it a safety issue. Is it possible for Chief Ulshafer to talk to school about having an assembly regarding safety? Chief made note and will talk to the school.

Parking at Moss Alley and Poplar Street

Guest questioned how much of car parked in yellow section of curb is allowed? None. Guest mentioned that at intersection of Moss Alley and West Poplar Street, car is being parked with majority in yellow section. This makes it difficult to see when pulling out from Moss Alley onto Poplar Street. Chief made note and will check.

Parking Concerns – 800 block North Richmond Street

Guests expressed concern of issues of parking in 800 block of North Richmond Street, only when school is in session. There are signs regarding limited time frame for parking during certain hours. Students and some parents are parking along curb and block mail boxes and driveways. What other options are there and what can be done to enforce parking regulations.

Various ideas were suggested

- Make it entirely no parking - Residents with multiple cars would need to park additional cars elsewhere
- Permits for residents – this would be a limit of 2 per household
- Could police monitor more closely?

Ralph Touch stated he would talk to Chief Ulshafer and committee to discuss ideas. It was recommended that if a car is blocking someone's driveway, the resident should call the police.

Bills

Ratify May 20th Invoices

Motion to ratify invoices paid May 20, 2025

Made by: John Rothenberger

Seconded by: Nancy Wunderly

 X Motion Carried

 Motion Failed

Ratify May 27th Invoices

Motion to ratify invoices paid May 27, 2025

Made by: John Rothenberger

Seconded by: Mark Watkins

 X Motion Carried

 Motion Failed

Approve June 9th Invoices

Motion to pay invoices for June 9, 2025.

Made by: John Rothenberger

Seconded by: Mike Mayer

 X Motion Carried

 Motion Failed

Minutes

Motion to approve the May 12, 2025 borough council meeting minutes.

Made by: Nancy Wunderly

Seconded by: Mark Watkins

 X Motion Carried

 Motion Failed

Adjourn

Motion to adjourn borough meeting at 7:39pm.

Made by: Nancy Wunderly

Seconded by: Mike Mayer

 X Motion Carried

 Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary