

## **FLEETWOOD BOROUGH COUNCIL MINUTES**

  X   BOROUGH COUNCIL MEETING

       BOROUGH COUNCIL WORKSHOP

**Date: July 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) - Virtual	<u>  x  </u> Suzanne Pittella Touch, Mayor - Virtual
<u>  x  </u> Pete Merkel (Vice-President)	<u>  x  </u> Chris Young, Borough Manager
<u>      </u> Jim Meals	<u>  x  </u> Doreen O'Neil, Recording Secretary
<u>  x  </u> Mark Watkins	<u>  x  </u> Julia Adams, 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 6:32pm 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 June 2025 police report was provided to Council prior to meeting.

Chief Ulshafer provide the following updates

- Summary of June 2025 police activity report
- Still looking for part-time police officers
- Truck Detail that took place in Richmond Township last month
  - There was some lack of communication, but details have been worked out for next time
  - The project was successful in finding trucks in violations of inspections, etc.
- Police Range Demo
  - Chief will review the responses of availability and based on majority a date/time will be scheduled. Chief will email Council to confirm the scheduled date/time

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

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

Report was provided to council prior to meeting.

### **Willow Creek – Phase 3**

Chris Young mentioned they had a call with DEP on Tuesday, July 8<sup>th</sup>. Construction is slated to start March 2026.

### **Fleetwood Pool Restrooms**

Chris Young mentioned drawings for this project are not ready for bid. To allow bidders more time to write up their bids, the bids will be reviewed at the August 25, 2025 workshop meeting.

### **Entech**

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

No report.

### **HRG**

#### **HRG Report (Stormwater)**

No report.

## **Legal – Julia Adams, Esq.**

### **The Lofts Parking Lease**

Julia Adams stated the parking lease agreement is done and ready for approval. Julia noted that The Lofts have requested two minor changes to the agreement that are pending solicitor review. There mention that agreement has 2 different addresses listed 2 East Locust Street and 12 East Locust Street. The parking lease is for 80 spaces for residents in The Loft building. Motion to approve The Loft parking lease pending review by solicitor of the two minor changes.

**Made by: John Rothenberger**

**Seconded by: Nancy Wunderly**

☒ **Motion Carried**

☐ **Motion Failed**

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

Julia mentioned this is being worked on by Kozloff Stoudt office.

### **Hawkstone Village – Financial Security Release #2**

BIA engineers have inspected and approved work that has been done.

Request to release \$272,212.75 from financial security funds.

Motion to authorize Chris Young to sign financial release form.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

☒ **Motion Carried**

☐ **Motion Failed**

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

### **Shade for Band Shell**

Chris mentioned the Friends of the Fleetwood Parks (a non-profit organization) would like to purchase a shade to hang on the west side of the band shell to block sun on the stage during late afternoon events. Shade would be purchased from Designer Awnings and Shade and installed by them.

Discussion if it would be mounted on inside or outside of band shell. It was decided that it would be mounted on outside as to not impact the lights on underside of roof or magnetic areas where flags/banners are hung.

Motion to approve Friends of Fleetwood Parks to purchase shade from Designer Awnings & Shade and have them install.

**Made by: Mark Watkins**

**Seconded by: Mike Mayer**

☒ **Motion Carried**

☐ **Motion Failed**

### **DCED Fire Study Update**

Chris and Ralph Touch attended a read-out meeting on July 8<sup>th</sup> with DCED of the fire study results. DCED requires a public meeting to officially present the fire study results. Richmond Township would like a combined public meeting with Fleetwood Borough and DCED to be held at the Fleetwood Grange. Richmond Township and Fleetwood Borough had asked DCED to fund the fire study review, so would be best to have combined public meeting. Council was in agreement to do joint meeting. Chris will work with Richmond Township to schedule meeting.

### **Public Works – Hire Part-Time Employee**

Chris mentioned Public Works would like to hire Rachel Wood as part-time employee with effective start date of 07-14-25.

Motion to hire Rachel Wood as part-time employee for Public Works.

**Made by: Mike Mayer**

**Seconded by: Nancy Wunderly**

☒ **Motion Carried**

☐ **Motion Failed**

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

### **Update**

Nancy mentioned they had a brief meeting with focus of where public meetings could take place. Tentative dates are August 20, 2025 and September 23, 2025. Possible locations were discussed at their meeting with suggestions of the Fleetwood High School, Fleetwood Library, and Fleetwood Historical Society. They would like to meet with business leaders to present information to.

Chris mentioned that another possibility might be the Fleetwood civic group (FACO) whose members are from various organizations (Rotary, Lions Club, School District, Library, Fire Company, Friends of Fleetwood Park, Grange, Breakfast Brothers, etc).

Nancy said the next meeting topic will cover mapping future land use.

### **Berks EIT Report – Jim Meals**

Chris Young mentioned that EIT correspondence was sent to Council on July 7<sup>th</sup>. He encourages everyone to review the document and if any questions contact Jim Meals.

## Public Works Report – Craig Conrad

Chris Young mentioned that Public Works report will be sent out at later time.

### Workshop July 28<sup>th</sup> at 6:30pm – Public Works Summary

Chris Young reminded Council that the July 28<sup>th</sup> workshop will be used to review the Public Works 10-year plan for the borough (water, sewer, and street plan).

**Guests:** See attached list.

#### Topics -

- Ordinances on borough website
  - Chris mentioned there is an ongoing codification project to address 600+ ordinances
  - There are a few currently posted on website. Once the codification project is complete, then all ordinances will be available on website.
  - Chris noted if guest needs to see specific ordinance, they can email him what they are looking for and he can provide a copy to them.
- Dogwood Drive
  - Was dug up and some paving was done, but still have hole.
  - Chris mentioned that when street was originally constructed it was not done properly. PA-One was out today. There is a plan on how to resolve which requires digging, adding stone and then paving.
- Linden Street
  - Any resolution on trash, mattresses, and dumping that is occurring
  - The HOA for the area is not doing anything. It is thought that it's not the HOA members doing the dumping.
  - Chris noted that the HOA needs to address the problem.
- Hawkstone Village
  - Weeds were cut this morning
  - Guest questioned the large pond that is there due to all the rain
  - Chris mentioned the borough engineers do stop in and check the work/design that is being done in the development to make sure all to code/design plans
- Fleetwood Avenue and East Arch Street
  - Tree leaning over the road and is only being held up by another tree. Concern that future storms/winds bring down the tree onto the road/vehicles
  - Chris will notify Craig Conrad (Public Works) and have him check it. If it's in the borough then will send our codes person out. If it's in Richmond Township, he would notify Richmond Township supervisors.

## General:

### Shade Tree Commission

Mark Watkins mentioned he saw that Tammy Gore's name is listed under this committee group.

## Bills

### Ratify June Invoices

Motion to ratify invoices paid June 24, 2025

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

  X   Motion Carried

       Motion Failed

### Approve July 9<sup>th</sup> Invoices

Motion to pay invoices for July 9, 2025

**Made by: John Rothenberger**

**Seconded by: Pete Merkel**

  X   Motion Carried

       Motion Failed

## Minutes

Motion to approve the June 9<sup>th</sup> 2025 borough council meeting minutes.

**Made by: Mike Mayer**

**Seconded by: Nancy Wunderly**

  X   Motion Carried

       Motion Failed

## **Adjourn**

Motion to adjourn borough meeting at 7:09pm

**Made by: John Rothenberger**

**Seconded by: Nancy Wunderly**

**X   Motion Carried**

**Motion Failed**

**Submitted by:**

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