

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING

 BOROUGH COUNCIL WORKSHOP

Date: August 11, 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> Andy 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:

 X John Manmiller, Fleetwood Fire Company Chief - (Partial attendance after attending Richmond Township mtg)
 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 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 July 2025 police report was provided to Council prior to meeting.

Chief Ulshafer provide the following updates

- Summary of July 2025 police activity report
- Part-time officer is in training
- New fire arms were delivered – Chief will be scheduling training
 - Mark Watkins inquired what is done with old fire arms – Chief stated they are traded in
- Demo for Council at practice range is scheduled for 08-19-25 at 6:30pm
 - Instructed to bring ear protection

Barry Isett & Associates (BIA)

BIA Report (Codes/Engineering)

Report was provided to council prior to meeting.

Chris Young mentioned BIA's report is in different format with timeline of some projects (pool, creek, etc).

Entech

Entech Report (Water/Sewer)

Report was provided to council prior to meeting.

HRG

HRG Report (Stormwater)

Report was provided to council prior to meeting.

Legal – Andrew George, Esq.

The Lofts Parking Lease

Andy George, Esq. reviewed the parking agreement between borough and The Lofts which is for 80 spaces on the Tannery Lot. Andy had received feedback from owner of The Lofts and there were some verbiage changes. Andy reviewed the verbiage changes.

Motion to accept the parking lease agreement for The Lofts including the addendum of changes in verbiage that was reviewed this evening.

Made by: Pete Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Rental and Commercial Ordinance Update

Andy George, Esq. noted Alicia is fine tuning the ordinance verbiage.

Water Fees Resolution

Chris Young mentioned they are formalizing water and sewer fees to all be in one document for staff to reference. This resolution includes changes regarding return check fee, ACH charges, credit card fees, municipal lien fees.

Motion to approve the new Water fees resolution.

Resolution: 2025-08-11-01

Made by: Mark Watkins

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Main Street Improvements - Ralph

New Committee

Ralph Touch stated that former Mayor Tammy Gore was working on getting business owners together regarding to discuss improvement plans. Ralph would like to have a new committee formed to connect with businesses, meet with people, and include police department and school district. Ralph asked for volunteers and noted committee can include residents not part of Council. Volunteers for the Main Street Improvement Committee are Pete Merkel, Mark Watkins, Mike Mayer and Mitchell Micale (boro resident who wants to get involved in the community).

Motion to create the Main Street Improvement Committee.

Made by: Mike Mayer

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Public Safety –

DCED Fire Study Report

Ralph Touch mentioned the public meeting that DCED held on Thursday, August 7th at 6:30pm at the Fleetwood Grange. Public meeting was held for DCED representative to present fire study that was done with Fleetwood Fire Company, Walnuttown Fire Company, and Virginville Fire Company. All the fire companies are doing well and in some cases could organize differently.

Discussion that next step would be to go back to DCED and have them present plans of how to implement their suggested ideas between the 3 fire companies. The Fleetwood Fire Company had submitted letter today that they are willing to provide information as needed to move on to next step.

Council discussed at length that they would like to go back to DCED and with grant funding proceed with next step for DCED to provide ideas and how to move forward with suggestions. By doing this, the 3 fire companies are not committed to act on suggestions, only review the suggestions. The next step would provide areas of where efforts are being duplicated; address training, fundraising, addressing unused grant funds, etc.

It was mentioned that having DCED move forward with next phase is also being discussed at the Richmond Township meeting this evening.

Motion to authorize letter of intent that the municipalities want “further technical assistance with the recommendations from the consultant’s report” provided Richmond Township agrees to proceed.

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Borough Managers Report – Chris Young

MMO (Pension Obligations) 2026

Chris reviewed the MMO (Minimal Municipal Obligations) information sent out to Council prior to meeting. This is for pensions for police employees and public work employees.

Motion to approve Chris Young to sign approval for MMO pension obligations for 2026.

Made by: John Rothenberger

Seconded by: Pete Merkel

Motion Carried

Motion Failed

BIA Engineering Authorization – Willow Creek Project

Chris discussed that the Willow Creek project (Phase 3) rules for approval permits changed which required going thru different DEP approval. This involved more engineering hours and additional cost of \$50,000.

Motion to approve engineering authorizations for additional DEP approval permits up to \$25,000.

Made by: Mark Watkins

Seconded by: Mike Mayer

Motion Carried

Motion Failed

The Loft Addresses

Chris discussed the new addresses that need to be assigned to The Lofts apartment complex at 12 West Locust Street. The addresses will be 12 W. Locust Street, Apartment Numbers 101 to 333. Chris needs approval from Council to provide letter of new addresses to the Fleetwood Post Office. Motion to approve addresses for The Lofts on West Locust Street and authorize Chris Young to notify Fleetwood Post Office of new address numbers.

Made by: John Rothenberger

Seconded by: Nancy Wunderly

Motion Carried

Motion Failed

MS4 Agreement

Berks County MS4 steering committee is making up time on the MS4 agreement and highly recommends approval be given.

Motion to approve MS4 agreement.

Made by: Pete Merkel

Seconded by: Mark Watkins

Motion Carried

Motion Failed

North Richmond Street/Springfield Drive Conservation Area

Chris noted this area has been staked off and work will begin on 08-12-25 if Council approves of proceeding with the conservation area and using grant funds from Berks Nature. Picture was given to council to help describe the changes to that area.

Motion to approve the North Richmond Street/Springfield Drive conservation area.

Made by: Mike Mayer

Seconded by: Nancy Wunderly

Motion Carried

Motion Failed

Borough Email Duo

Chris reminded Council about the borough email (Duo) and if any problems they should let him know.

Joint Comprehensive Committee – Mayor Touch / Nancy Wunderly

Update

Nancy stated a meeting was held on July 22, 2025. The results of the survey will be done at a public meeting. The public meeting will be held on October 15, 2025 in Historical Society's meeting room in the Fleetwood Community Center.

The Joint Comprehensive Committee is working on compiling a list of business owners and their emails to send out a meeting invite to them.

Nancy mentioned the next committee meeting is August 26th and that she will not be able to attend, she also notified two people from Richmond Township. Russell Anderson said he would be able to attend on behalf of Nancy Wunderly.

Public Works Report – Craig Conrad

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

School Zone

Craig mentioned he and representative from Richmond Township met with LDAP to look at the school zones. Some proposed idea of flashing lights at Richmond Street/Vine Street and in vicinity of Medical Center on North Richmond Street to have flashing lights on each side of the school property.

Craig said he will do drawing of light placements and share with Council for their approval. Once approved, he needs to send to PennDOT for them to approve.

It was questioned if flashing lights/signage is needed on the side streets that meet up with North Richmond Street. Flashing lights are not needed and currently there is School Zone signage on the side streets.

Public Works Report – Craig Conrad (Continued)

Spruce Street Bid

Craig mentioned advertisement was done for bids for the Spruce Street project. Awarding this bid will be done at the September 2025 borough meeting.

Winter Main Agreement with PennDOT

Craig reviewed the PennDOT winter agreement for Route 662 in the borough. The agreement states that the Fleetwood Borough will handle snow/ice removal on route 662. The borough receives \$7,000 for handling the plowing of this road area.

Motion to approve to having Chris Young sign the PennDOT winter agreement for Route 662 in the borough.

Resolution: 2025-08-11-02

Made by: Nancy Wunderly

Seconded by: John Rothenberger

X Motion Carried

Motion Failed

General

Craig thanked everyone for attending the Public Works presentation last month.

Inquiry of possible typo on the Water Quality report at the bottom of page 3; it has 2004 and questioned if it should be 2024. Craig will check the report.

Guests: See attached list.

Topics -

- Spraying at Fleetwood Park Playground
 - Sallie Berger inquired about weed spraying that was done at the playground recently
 - Craig Conrad mentioned there are several ways to address weed control. There is a new vendor doing this year. There was approximately 6oz of chemical that was sprayed. Craig will discuss with vendor regarding future spraying.
- Parking on North Richmond Street at School Zone
 - Carolyn Gruber following up from prior month meeting regarding students/parents parking on North Richmond Street in areas not designated for parking (in front of resident's driveways, mail boxes).
 - Mike Mayer mentioned he had met with school principal
 - There is ample space on the school parking lot for all students to park
 - A school parking permit is required – first year cost is \$10, following year cost is \$5
 - The principal will make announcements regarding parking at the beginning of school year later this month
 - It was stated that if car is ticketed by police – first time is \$25, second time is \$50
 - Mike mentioned the Street Committee met and will schedule time to discuss issue with Chief Ulshafer on what should be done if/when it parking violations occur in this section of roadway
- Ricky Moyer mentioned noise complaint but has discussed with Chris Young and it will be addressed
- DCED Fire Study
 - Ricky Moyer thanked Council for allowing the DCED Fire Study to take place.
 - Ralph Touch mentioned that Fleetwood Fire Company shared their finances with DCED. Details of this for the two Richmond Township fire companies were not clear in the report. Ralph noted that it was mentioned at the public meeting Aug. 7th, that Fleetwood has fire tax in place which is not the majority across the state.
- Grass in Street Ordinance
 - Russell Anderson expressed concern of borough residents who blow grass trimmings into the street. This ends up in storm sewer and can be dangerous to motorcycle and bicycle riders.
 - It was stated it is a state law to not blow grass trimmings onto roadway and can be enforced by police.
 - It was noted that this type of complaint can be reported to borough office and will be directed to police department.
- Colin Boyer expressed concern of taking public comments at end of meeting specifically in regard to how motion/discussion/vote was handled for the DCED letter of intent to proceed with the second phase of Fire Study which will not require any expense from the Borough
 - It was noted that before voting, discussion was had and motions were taken; further discussion ensued and no guest chose to participate at that time.

Guests (Continued)

Topics -

- West Cedar Street (dead-end)
 - Jody Grillo asked if 'No Outlet' signage could be added. People are turning around in his driveway at all hours of the night.
 - It was mentioned there is signage on that section of street, but it's after the alley (Ash Alley)
 - Craig Conrad will check signage and relocate as needed.
- Additional Business Street Fairs
 - Jody Grillo questioned having more business street fairs (similar to the one in October). The street fairs could be tailored similar to West Reading to draw people and provide awareness of the business district.
 - John Rothenberger mentioned good suggestion, however the downside is all of Main Street is a state road and need approval from PennDOT. For the October Main Street Fair, only a block of Main Street is shutdown to still allow ample detour routes for cars/trucks (18-wheelers).

General:

Ambulance/Emergency Services

Pete Merkel mentioned there was a medical emergency in the vicinity of his residence recently. Pete expressed his appreciation for the dedicated EMS people who render services during emergencies..

Bills

Ratify July 22nd Invoices

Motion to ratify invoices paid July 22, 2025

Made by: John Rothenberger

Seconded by: Mike Mayer

X Motion Carried

Motion Failed

Ratify July 29th Invoices

Motion to ratify invoices paid July 29, 2025

Made by: John Rothenberger

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Approve August 11th Invoices

Motion to pay August 11, 2025 invoices.

Made by: John Rothenberger

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

Minutes

John Rothenberger mentioned two typos on page 2; verbiage has DECD and should be DCED.

Motion to approve the July 9th 2025 borough council meeting minutes with correction to verbiage on page 2 to be DCED.

Made by: Mike Mayer

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Adjourn

Motion to adjourn borough meeting at 7:41pm

Made by: Nancy Wunderly

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary