

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

Date: September 8, 2025 In-person meeting, held in Café
Council meeting is recorded and posted on website after meeting

Roll Call:

<input checked="" type="checkbox"/> Ralph Touch (President)	<input checked="" type="checkbox"/> Suzanne Pittella Touch, Mayor
<input checked="" type="checkbox"/> Pete Merkel (Vice-President)	<input checked="" type="checkbox"/> Chris Young, Borough Manager
<input checked="" type="checkbox"/> Jim Meals	<input checked="" type="checkbox"/> Doreen O'Neil, Recording Secretary
<input checked="" type="checkbox"/> Mark Watkins	<input checked="" type="checkbox"/> Andy George, Esq.
<input checked="" type="checkbox"/> John Rothenberger	<input checked="" type="checkbox"/> Dale Ulshafer, Police Chief
<input checked="" type="checkbox"/> Mike Mayer	<input checked="" type="checkbox"/> Craig Conrad, Public Works Director
<input checked="" type="checkbox"/> 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 6:34pm 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.

Public Statements – Agenda Items (Limit 3 minutes/person)

Andy George, Esq. reviewed resolution of meeting rules. Public comments will be taken at beginning of meeting regarding items on the agenda. Public comment is not to exceed 30 minutes. If agenda items require a vote, comments will be taken. At end of meeting, public comment will be taken for new business. If guest plans to record the meeting, it must be announced.

Public Comments –

- Chris Watkins – School Zone
 - School changes times, will signage be updated to reflect the new times? Can sign with times be placed at Walnuttown Road and N. Richmond Street as a reminder of the school zone and times?

Emergency Services

Police Department

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

Chief Ulshafer provide the following updates

- Summary of August 2025 police activity report
- Transition to new fire arms will occur mid-September

Council members questioned regulations for electric bikes. Chief mentioned not all electric bikes are legal, depends on the cc. If police have reason to stop the bike, they can research further to check cc's and verify if legal. Mention of bikes not stopping at stop signs or following rules of road. Chief noted that this problem is occurring in all municipalities.

Pool – Ralph Touch

Pool Bathhouse Bid

Ralph mentioned the 10 bids for the pool bathhouse construction were opened. Recommend going with lowest bid which is \$65,000 over the grant and borough match amount. DCNR grant is \$250,000 and borough to match that.

Base bid from DESCCO Design & Construction is \$565,518.58. The ‘Add Ons’ would be put on hold for now. BIA Engineers will review and discuss with DESCCO to see what can be eliminated to lower cost.

Motion to approve bid from DESCCO with engineers to review what can be eliminated to lower cost

Made by: Mike Mayer

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Replacement of Pool Fencing

Discussion that replacement of fencing will not be part of the pool bathhouse project. Can check if poles are solid and can be kept, then only need to replace the link sections. Discussed that barbwire is not required, but helps deter someone from climbing over the fence.

Water Committee – Pete Merkel

Spruce Street Project

Spruce Street project includes water main replacement and paving. There were 6 bids for this work; lowest bid \$340,500 from Kinsley Construction Site York.

Motion to approve bid from Kinsley Construction Site York.

Made by: Pete Merkel

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Removing Fluoride from Public Water System

Discussion of fluoride that is currently placed into the Fleetwood Borough public water system since 1945. Discussion of good for children’s teeth, however handling the chemical requires precautions. Some states/municipalities have abandoned fluoride in water systems and there is federal talk to entirely ban in the United States. Tim and Chad from Public Works had presented report to Council. The current fluoride pumps are shot and having problems. Cost to replace the 3 pumps is \$12,000. Yearly fluoride chemical cost is \$5,000 and has already increased this year. Fluoride is a powder chemical and requires PPE to be worn when working with the chemical. There are also spare kits (backups) to fix pumps that are about \$210 a piece. Probes cost \$259 at each site; there are 3. Discussion if benefit to replace pumps/equipment (approx \$30,000) if possibility of fluoride being banned in United States.

To decommission use of fluoride in water system must go through DEP. Cost for engineering to work on is \$8200.

Ralph mentioned to table the EWO for now, and have the water committee look at this more for pros/cons and cost, and possibly public meeting to discuss more with residents. Tim from Public Works mentioned Redline in Harrisburg is doing away with fluoride; he can check as to why they made that decision. Chris suggested that Public Work be mindful when ordering fluoride and only keep 2-3 bags on hand.

Authorize Rate Study for Water/Sewer

Craig Conrad is looking at capital projects and financial planning. Rate study to show worth of the water and sewer system. The EWO for this is \$15,000 (\$7,500 water, \$7,500 sewer) to do rate analysis and rate schedule operating costs for 4 quarters. The study will tell if charges are in line to cover costs and treatment.

Sewer rates were last raised in April 2024 and water rates were last raised in 2022.

Motion to ask Authority to pay \$7500 for sewer system study and Fleetwood Borough to pay \$7500 for water system study.

Made by: Pete Merkel

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Main Street Improvements – Pete Merkel, Mark Watkins, Mike Mayer

New Committee

No update.

Borough Managers Report – Chris Young

Homecoming Parade Route for October 3, 2025

Homecoming parade is scheduled for Friday, October 3rd. Parade route is the same as in prior years. Parade departs the Fleetwood High School parking lot, travels up Richmond Street to Arch Street, to Maple Street, to Vine Street, to Forest Street, to Greenway Street, and back to Maple Street and return to the Fleetwood High School.

Motion to approve the Homecoming parade route.

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Larry Lloyd Contract

Larry Lloyd is no longer working for Berks Nature. Would like to keep him as an adviser/consultant for borough nature projects. Andy George, Esq. provided a tentative contract to engage with Larry Lloyd. Recommendation is to bring Larry on based on the contract. He would be paid based on time, minimal impact. Currently have 50/50 grant to pay for the work/plantings for the nature project along N. Richmond Street and Willow Creek area. Trees will be coming end of October to be planted in this area.

Motion to engage contract with Larry Lloyd for his consultant time for nature project.

Made by: Mike Mayer

Seconded by: Nancy Wunderly

Motion Carried

Motion Failed

10-Year Public Works Financing Update

Water committee met to discuss 10-year projects that amounts to 6-8 million dollars. Chris was asked to look at financing options. Met with Peter T. Edelman from Stevens & Lee to discuss best way to finance; bonds are not a good option. Chris will check with local banks for options/line of credit.

2026 General Budget

Department heads were given sheets to start filling out for general budget.

Joint Comprehensive Committee – Mayor Touch / Nancy Wunderly

Update

Russell Anderson had attended August meeting on behalf of Nancy Wunderly. Russell mentioned the 2-hour meeting was spent on discussions regarding Main Street Fleetwood. Based on that discussion the Berks Planning Committee compiled a drawing rendition. Russell dropped off the drawings at the borough office.

Some items discussed at that meeting

- Signage for Fleetwood Public Library
- Signage in area of 222 Ramp to Park Road listing mileage to Fleetwood
- Changes in traffic through borough with East Penn Mfg having Maidencreek Warehouse along 222
- 2-ft benches along Main Street that fasten to light pole
- Barta bus stop Main & Franklin Streets
- Pearly Alley – walkway from Main Street to Community Center building

Chris asked Russell/Nancy to have Berks Planning Committee provide link to their suggestions/map so it can be shared with Council members.

Public Works Report – Craig Conrad

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

10-Year Project Status – Storm Sewer Engineering Survey

Craig mentioned he met with HRG on September 5th. They are almost finished with their storm sewer survey. They have completed 350 out of 475. They are working on map to mark areas red, yellow, and green from their survey findings. The preliminary report should be ready in November.

LSA Grant Application – Dump Truck

Craig explained that the current borough 2015 dump truck is about 12-13 years old. LSA has a grant to apply for dump truck which needs to be submitted by September 29, 2025.

Motion to approve applying for the grant.

Resolution: 2025-09-08-01

Made by: Mike Mayer

Seconded by: Nancy Wunderly

Motion Carried

Motion Failed

Public Works Report – Craig Conrad (Continued)

School Zone

Craig provided update regarding the school zone proposed changes. He sent drawing/map to Streets Committee and to PennDOT to review. This takes about 4-6 weeks to hear back from PennDOT with their recommendations.

Drawing and information submitted is related to –

- Flashing school zone lights (N. Richmond/Vine Streets and area Walnuttown Road/N. Richmond Street)
- Additional signage on side roads approaching N. Richmond Street
- Crosswalks

Public Works is responsible for maintaining the flashing lights. Craig mentioned Public Works had meet with the school regarding the time changes for school day.

There was question if any changes would be needed to ordinance with changes to the flashing lights, school zone times, signage, etc. The ordinance would need to be reviewed.

George L. Parks Public Education Award

Craig mentioned he received a letter from the Eastern Pennsylvania Water Pollution Control Operators Association (Craig, Tim, and Chad are members of) that they were selected to receive the George L. Parks award in Delaware on November 14, 2025. Award is given to recognize significant accomplishments in promoting awareness and understanding water environment issues among the public. Award is for the work they do with the Fleetwood Public Library, community, and kids, in addition to the project some middle school students assisted with the survey that helped with the lead/copper survey.

Fleetwood Pool

Craig reported on Wednesday they will be winterizing and closing up the pool.

Fleetwood Park Main Street and Locust Street Park Restroom Facilities

Craig mentioned there has been weekly disgusting vandalism to these restroom facilities. This is requiring a few hours for Public Work employees to clean up facility and sanitize. Currently these restrooms are opened in morning and police lock at night during rounds. Discussed solutions and decision make effective 09-09-25 to have Public Works lock facilities at 3:00pm each week night. Police will be asked to lock facilities at 3:00pm on Saturday and Sundays. Signage will be placed at the facilities explaining why the facilities are being locked at 3:00pm each day.

New Water Meters

Craig mentioned some new water meters have been installed as a trial, and some residents are using the app to view their water usage.

Guests: See attached list.

Topics -

- 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).
- Handicap Parking Space
 - Carolyn Gruber questioned requirements to qualify to submit request for a handicap parking space.
 - Form can be filled out at borough office. Need to provide handicap placard and license of resident with handicap placard.
 - Council noted that having a handicap spot on street can be used by anyone with handicap placard, it is not just for the resident who applied for the spot.
- DCED Fire Study – Letter of Intent for 2nd Phase
 - Multiple members of the Fleetwood Volunteer Fire Company were present to show support of the second phase with DCED Fire Study regarding the letter of intent.
- New Pickleball Nets
 - Christine Watkins thanked Chris Young and Council for the new pickleball nets to replace old nets.

Bills

Ratify August 25th Invoices

Motion to ratify invoices paid August 25, 2025.

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Approve September 8th Invoices

Motion to pay September 8, 2025 invoices.

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Minutes

Motion to approve the August 11, 2025 borough council meeting minutes.

Made by: John Rothenberger

Seconded by: Nancy Wunderly

Motion Carried

Executive Session

Regular borough meeting ended at 8:23pm and recording of meeting was stopped.

Executive session began at 8:25pm.

Executive session ended at 8:49pm.

Adjourn

Motion to adjourn borough meeting at 8:49pm

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary