

## **FLEETWOOD BOROUGH COUNCIL MINUTES**

\_\_\_\_ BOROUGH COUNCIL MEETING

\_\_\_X\_\_\_ BOROUGH COUNCIL WORKSHOP

**Date: June 29, 2026 - In-person meeting, held in Cafe**  
**Council meeting is recorded and posted on website after meeting**

### **Roll Call:**

|                                                                         |                                                                               |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>Ralph Touch (President)</b>      | <input checked="" type="checkbox"/> <b>Suzanne Pittella Touch, Mayor</b>      |
| <input checked="" type="checkbox"/> <b>Pete Merkel (Vice-President)</b> | <input checked="" type="checkbox"/> <b>Chris Young, Borough Manager</b>       |
| <input checked="" type="checkbox"/> <b>Jim Meals</b>                    | <input checked="" type="checkbox"/> <b>Doreen O'Neil, Recording Secretary</b> |
| <input checked="" type="checkbox"/> <b>Mark Watkins</b>                 | <input checked="" type="checkbox"/> <b>Andy George, Esq.</b>                  |
| <input checked="" type="checkbox"/> <b>John Rothenberger</b>            | <input checked="" type="checkbox"/> <b>Dale Ulshafer, Police Chief</b>        |
| <input checked="" type="checkbox"/> <b>Mike Mayer</b>                   |                                                                               |
| <input checked="" type="checkbox"/> <b>Nancy Wunderly</b>               |                                                                               |

### **Also Present:**

\_\_\_\_ **John Manmiller, Fleetwood Fire Company Chief**  
\_\_\_\_ **Barry Isett & Associates**

The borough council meeting was held at 110 West Arch Street in cafeteria. Meeting was called to order at 6:30pm by President 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)**

No guests.

### **Fleetwood Cemetery – Proposed Transfer**

Discussion of Fleetwood Cemetery at 199 East Main Street which is 4.6 acres and was incorporated in 1867. The cemetery is currently operated as private cemetery company / trust with Pete Merkel and family members serving as trustees. Pete approached borough to discuss the future of the cemetery. There is no assistance needed today, but at some time he may no longer be able to serve as trustee. Pete wants a legally secure succession plan in place now to protect the cemetery in future. Proposal is an amendment to the current Fleetwood Cemetery Trust adding one or two borough council appointees as trustees and building in an automatic transfer for when current trustees can no longer serve. In addition, a borough ordinance would be enacted to pre-authorize the Fleetwood Borough's acceptance of the cemetery and establishing the governance and operational framework that takes effect automatically upon transfer.

Discussion on the following -

Paperwork/Map of plots:

- Currently on paper
- Pete would like to see it become digital

Maintenance:

- Grass mowing and snow removal
- Maintain curb/sidewalks

Costs of burials:

- Standard burial - \$1850
  - This does not cover the cost for concrete vault, or Esterly's Contracting to dig, provide tent, chairs for service
- Cremation burial - \$1100
  - The current trustees prep the 20" x 20" cremation plot

## **Fleetwood Cemetery – Proposed Transfer (Continued)**

Current plot prices:

- 1 grave - \$700
- 8 grave plots - \$4500
- Approximately 2,000 plots unsold
- Currently Cemetery Trust does not buy back plots

Motion to authorize Andy George, Esq. to work with Fleetwood Cemetery Trust for an amendment and draft a borough ordinance.

**Made by: Mike Mayer**

**Seconded by: Jim Meals**

**Abstain: Pete Merkel**

**X   Motion Carried**

**Motion Failed**

## **Legal – Andrew George Esq.**

### **Sidewalk and Curb Ordinance**

A document of proposed Sidewalk & Curbing ordinance was distributed to Council. Ralph Touch reviewed proposal. Discussion of proposal that would require a residential inspection of sidewalk prior to sale and commercial properties require compliance in 3 years. Discussed possibly change from 3-years to 5-years to bring up to code. If resident has hardship there could be plan established with the borough. Idea of seller needs to notify buyer of property, that they have 1-year to bring up to code after sale of property.

Motion to authorize Andy George, Esq. to draft an ordinance for sidewalk and curbing.

**Made by: Pete Merkel**

**Seconded by: Mike Mayer**

**X   Motion Carried**

**Motion Failed**

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

### **Legion Special Permit**

Fleetwood Legion is having a special event on Saturday, August, 15<sup>th</sup>. This is an indoor/outdoor event occurring at the Fleetwood Legion property. A permit needs to be issued to grant permission to have event.

Motion to grant permission to Fleetwood Legion to hold their indoor/outdoor event on 08-15-26.

**Made by: Mike Mayer**

**Seconded by: John Rothenberger**

**Abstain: Nancy Wunderly**

**X   Motion Carried**

**Motion Failed**

### **Joint Comprehensive Plan – Next Step**

Council had agreed to Joint Comprehensive Plan at previous meeting. The next step is to have a public hearing to adopt the plan. This allows for public comment. Andy George, Esq. stated that each municipality needs to hold their own public hearing (Fleetwood Borough, Richmond Township, Maidencreek Township).

Discussed that public hearing would be held on Tuesday, August 11, 2026 at 6:00pm prior to the regular scheduled borough council meeting at 6:30pm.

Motion to authorize Andy George, Esq. to schedule public hearing for 08-11-26 at 6:00pm to adopt the Joint Comprehensive Plan.

**Made by: Nancy Wunderly**

**Seconded by: Mark Watkins**

**X   Motion Carried**

**Motion Failed**

### **Payapps for DESCCO – Pool**

Tabled until July 6, 2026 borough council meeting.

### **West Pine Street – Change Order**

Tabled until July 6, 2026 borough council meeting.

## **Guests –**

No guests.

## **Bills**

### **Ratify Invoices Paid June 17th**

Motion to ratify invoices paid June 17, 2026

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**X   Motion Carried**

**Motion Failed**

## Minutes

Minutes from the June 8, 2026 borough council meeting were not approved.

John Rothenberger requested revision to section regarding bid awarded for street paving to include the street names.

Doreen O'Neil will revise and send to council for review. The revised minutes will be up for approval at the July 6, 2026 borough council meeting.

## Police Department

### Police Recruitment Options

Chief Ulshafer discussed status of police officer applications. The hardship of finding applicants is all over, not just Fleetwood.

Currently there are 17 full-time/part-time officers in the Fleetwood Borough police department. The Chief, Sergeant, Corporal, and Criminal Investigator are included in the count. They do administrative work and handle back-up patrol.

Chief mentioned possible ideas to attract applicants –

- Sending to Academy
  - Cost is about \$7,000 plus salary to the officer
  - Training sessions are twice a year for 6-months
  - Overall cost is approximately \$30,000
  - There is no guarantee applicant completes the course
  - If applicant does complete course, no guarantee they stay with the force
- Offer Sign-on Bonus

Ralph recommended doing an efficiency/financial review to have supporting documentation of financial costs, savings with more officers and decreased overtime for next budget.

## Executive Session

Meeting recording was stopped.

Executive session started at 8:03pm to discuss Personnel issues.

Executive session ended at 8:34pm

No actions taken.

## Adjourn

Motion to adjourn meeting at 8:35pm.

**Made by: Mike Mayer**

**X   Motion Carried**

**Seconded by: Nancy Wunderly**

**Motion Failed**

**Submitted by:**

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