

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING

 BOROUGH COUNCIL WORKSHOP

Date: August 11, 2026 - In-person meeting, held in Room 113
Council meeting is recorded and posted on website after meeting

Roll Call:

<u> </u> Ralph Touch (President)	<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 - Virtual	<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> Nancy Wunderly	

Also Present:

 X John Manmiller, Fleetwood Fire Company Chief (not in attendance of full meeting)
 Barry Isett & Associates

The borough council meeting was held at 110 West Arch Street in room 113. Meeting was called to order at 6:31pm by Vice President Pete Merkel.

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

Guest (Rachel) mentioned she was in attendance regarding discussion on item 6d on agenda – Permit Parking at on small municipal lot on north-side of West Main Street (property of 23-25 West Main Street).

Police Department

Police Report -

Chief Ulshafer provided overview of the July 2026 police report that was sent out to Council.

Police Personnel

Karol Wilczynski and Brian Sockel

Officers Karol Wilczynski and Brian Sockel were hired as full-time officers.

Motion to ratify the hiring of full-time officers Karol Wilczynski and Brian Sockel.

Made by: John Rothenberger Seconded by: Nancy Wunderly

 X Motion Carried Motion Failed

Officer Joel Gallo

Officer Joel Gallo was promoted to Sergeant.

Motion to promote officer Joel Gallo to Sergeant.

Made by: John Rothenberger Seconded by: Mike Mayer

 X Motion Carried Motion Failed

Officer James Pollock

Officer James Pollock moved into the Criminal Investigator position following the retirement of CI Keith Merkel.

Motion to accept the move of officer James Pollock to Criminal Investigator position.

Made by: John Rothenberger Seconded by: Mike Mayer

 X Motion Carried Motion Failed

Applicant Joshua Klouser

Status of applicant Joshua Klouser is currently in the background investigation of the police hiring process. If the background check and medical evaluations are passed; estimated start is by end of August 2026/September 1, 2026.

Motion to hire officer Joshua Klouse on the condition of passing background check and medical evaluations.

Made by: John Rothenberger Seconded by: Mike Mayer

 X Motion Carried Motion Failed

Officer Recruitment / Hire Status

Chief Ulshafer mentioned that when officer Joshua Klouser is hired, the force is staffed except for one part-time opening. Chief will re-open the process to accepting applications for that open position.

Police Equipment

Chief mentioned 15 tasers have been ordered and should arrive next month. The tasers were purchased as part of the grant award.

Electric Bikes – Park Enforcement

Chief Ulshafer posted charts today on the Fleetwood Police Facebook of the newest rules from PennDOT regarding EBikes and EScooters. Chief noted that parents have no idea of the rules/legality of EBikes and EScooters. He noted that EScooters are not permitted on roadways.

EBikes and EScooters in the Fleetwood Park have gotten better; there are still issues and offices are patrolling. Multiple signs are posted in the park stating EBikes and EScooters are prohibited.

Barry Isett & Associates (BIA – Codes/Engineering)

Engineering report was sent out to Council prior to meeting.

Kinsley Pay-App – Willow Creek

Motion to approve pay-app of \$71,174.79 to Kinsley for Willow Creek project.

Motion to approve paying \$71,174.79 to Kinsley.

Made by: Pete Merkel

Seconded by: Mike Mayer

X Motion Carried

Motion Failed

M&A Pay-App – Pine Street

Motion to approve pay-app of \$82,703 to M&A for Pine Street project.

Motion to approve paying \$82,703 to M&A.

Made by: Mike Mayer

Seconded by: John Rothenberger

X Motion Carried

Motion Failed

Entech (Water/Sewer)

Chris Young mentioned he received the report from Entech earlier today and will send to Council tomorrow.

HRG (Storm Sewer)

Stormwater proposal is tabled for now.

Legal – Andrew George Esq.

Willow Crest Water line dedication

Andy mentioned tabled until the September 2026 meeting. There will be a resolution and bill of sale as part of the water line dedication.

Fleetwood Cemetery

Andy mentioned the Fleetwood Cemetery board is amending their bylaws. He will likely have something for the September 2026 meeting.

Point-of-sale Inspection Ordinance

Andy mentioned a copy of the point-of-sale inspection ordinance was included in packet to Council. Andy reviewed a few items from the draft ordinance. There are different deadlines depending on type of property (residential owner occupied versus rentals, businesses and borough properties). Ordinance covers curbing, sidewalk, debris, overgrown vegetation, exterior problems with property. If issues are not addressed by deadlines, there are penalties/fines. It was recommended that members of the Code Committee review the draft ordinance and give opinions; also, a copy should be sent to the appropriate borough Engineers to review/comment. Andy mentioned goal is to have ordinance finalized by end of 2026.

Borough Managers Report – Chris Young

MMO Report

Chris provided information for the annual MMO (Minimal Municipal Obligation) report.

- 2027 Police MMO = \$178,383
- 2027 Defined Benefit MMO (old non-uniformed pension) = \$63,900
- 2027 Non-Uniformed MMO (current) = \$0

Motion to accept MMO report and authorize Chris Young to sign.

Made by: Mike Mayer

Seconded by: Pete Merkel

 X **Motion Carried**

 Motion Failed

Codes and Permits Engineer to LTL

For the past 7 years BIA Engineering has been responsible for Codes and Permits. There has been issue with lack of follow-up by BIA to codes and permits. Chris and Janice met with LTL Consultants (from Oley) to discuss handling codes and permits for the Fleetwood Borough. LTL is local and serve other local municipalities. Recommendation is to have LTL handle codes and permits; BIA Engineering will remain the municipal engineers for borough.

Motion to approve moving permits and code enforcements to LTL Consultants.

Made by: Pete Merkel

Seconded by: Mark Watkins

 X **Motion Carried**

 Motion Failed

Hickory Alley one-way from North Richmond Street to Pearl Alley

Chris mentioned he spoke with Public Works and Council regarding making Hickory Alley one-way coming in off of North Richmond Street to Pearl Alley. One-way signs have been posted.

Motion to ratify making Hickory Alley one-way between North Richmond Street and Pearl Alley

Made by: Mike Mayer

Seconded by: John Rothenberger

 X **Motion Carried**

 Motion Failed

Permit Parking at Municipal Lot on Pearl Alley

The small municipal parking lot along Pearl Alley and Myrtle Alley (behind 23-25 West Main Street properties) is posted with 2-hour parking signs. Resident who owns rental properties of 23 and 25 West Main Street discussed having permitted parking on this lot, similar to the municipal Tannery Lot. There is no parking available for their tenants and some have gotten ticketed for exceeding the 2-hour parking. The 23 and 25 West Main Street properties do not have any grass area to convert to parking. Resident requesting 3 permitted spaces on this small lot for their tenants. Currently signage for 2-hour parking is between 7am to 9pm Monday thru Friday. Discussion of possibly changing signage to be 7am to 6pm Monday thru Friday.

Council members Nancy, Mike, and Jim were asked to look into this – checking times of businesses in West Main Street area, and provide possible options back to Council (maybe it's just changing time frame on signs). Options will be discussed with all Council members. If times change or something else altered, it will require the ordinance to be revised.

Main Street Fair – Road Closure

The Main Street Fair is planned for Saturday, October 3rd. This requires approval to close down West Main Street between Franklin and Richmond Streets from 8:00am to 3:00pm. Chief Ulshafer would need to file paperwork with PennDOT to request closure of this state roadway.

Motion to approve closing down West Main Street between Franklin and Richmond Streets on October 3rd between 8:00am and 3:00pm and approval for Chief Ulshafer to contact PennDOT.

Made by: Mike Mayer

Seconded by: John Rothenberger

 X **Motion Carried**

 Motion Failed

Public Works Sell of Dump Truck on Municibid

Chris requested approval to advertise the Public Works 2007 GMC 5500 Dump Truck with salter and plow on Municibid. Andy George, Esq. mentioned a motion is not needed to advertise, only need motion/approval on the bid.

Public Works Report

Report was provided to Council in packet. Chris noted that a meeting is needed with the water/sewer team.

Guests –

Guest 1 – Inquired when parking lot in rear of Community Center would be fixed. Parking lot is dug up due to a water issue, thus reducing parking spaces and making it difficult for patrons in wheelchairs to access Library. Discussed temporary option of having police park personal cars elsewhere and put up a few temporary ‘Handicap Parking Only’ signs. Pete Merkel noted the quote to re-route Community Center roof water is pending review.

Guest 2 – Wanted to make Council aware of people walking dogs off leash around town and in Fleetwood Park. Questioned if dog park area was considered. Council noted it was discussed and found that DEP does not permit dog parks in flood plain areas (which includes the Fleetwood Park). A dog park is also a liability to the borough. Chris noted that signage and ordinance can be reviewed. PA law requires that all dogs must be under control and must not be allowed to run at large.

Guest 2 – Inquired about the status of their rental application for the Community Center cafeteria. Chris Young will contact guest tomorrow after 2:00pm to discuss.

Bills

Ratify Invoices Paid July 28th

Motion to ratify invoices paid July 28, 2026

Made by: John Rothenberger

☒ **Motion Carried**

Seconded by: Pete Merkel

☐ **Motion Failed**

Invoices Paid August 11th

Motion to pay August 11, 2026 invoices.

Made by: John Rothenberger

☒ **Motion Carried**

Seconded by: Pete Merkel

☐ **Motion Failed**

Minutes

Motion to approve the July 6, 2026 borough council minutes.

Made by: John Rothenberger

☒ **Motion Carried**

Seconded by: Mike Mayer

☐ **Motion Failed**

Fleetwood Fire Company

Fire Chief John Manmiller mentioned he had fire report for the past 6 months and would see that Council receives copy of report.

Chief stated that the new medical director, Dr. Simon Johnson from Penn State Health met with the fire company members at station tonight. Discussion on types of training available and what firefighters would be interested in for training.

Chief noted that 3 of the fire company trucks are equipped and EMS/QRS members are qualified to use equipment to check blood sugar and provide aid to patient. Also equipped with Check & Inject to treat patients having a serious anaphylactic shock reaction.

The new fire truck ladder is estimated to be ready towards the end of May 2027. Manufacturer will give John Maniller a 2-week notice for them to come do final inspection of truck. John expects by Mid-June 2027 training on the truck will be started along with driver training. Truck would be in-service in August 2027.

Executive Session

Regular borough meeting ended at 7:38pm.

Executive session started at 7:40pm to discuss Personnel updates and litigation.

Executive session ended at 8:30pm.

No actions taken.

Adjourn

Motion to adjourn meeting at 8:40pm

Made by: Mike Mayer

☒ **Motion Carried**

Seconded by: Nancy Wunderly

☐ **Motion Failed**

Submitted by:

Doreen O’Neil, Borough Recording Secretary