

FLEETWOOD BOROUGH COUNCIL MINUTES

 X BOROUGH COUNCIL MEETING

 BOROUGH COUNCIL WORKSHOP

Date: July 8, 2024 In-person meeting, held in Café
Council meeting is recorded and posted on website after meeting

Roll Call:

<u> x </u> Ralph Touch (President)	<u> x </u> Suzanne Pittella Touch, Mayor
<u> x </u> Pete Merkel (Vice-President)	<u> x </u> Chris Young, Borough Manager
<u> x </u> Jim Meals	<u> x </u> Doreen O'Neil, Recording Secretary
<u> </u> Mark Watkins	<u> x </u> Andy George, Esq. (virtual)
<u> x </u> John Rothenberger	<u> x </u> Dale Ulshafer, Police Chief
<u> </u> Mike Mayer	<u> x </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 6:30pm 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.

Police Department

Chief Ulshafer had provided the June 2024 police report to council prior to meeting.

The following was discussed

- An add was placed on the Fleetwood Police Facebook page for part-time police officer applicants
- Nation night out will be held on August 2, 2024 at the Berks County Fairgrounds
- Chief Ulshafer is working with Chris Young on creating a new format of the monthly police report.
- Fuel Issue
 - Chief Ulshafer has been working with Craig Conrad
 - Craig is looking at fuel usage and pricing for a new pump. The 500 gallon tank may not be efficient anymore since the added police vehicles and other borough equipment/vehicles. He is exploring options. Currently fuel is provided by Leffler who delivers twice a week. Craig mentioned that when the tank reads that it's empty, it still has about 100 gallons left. When tank is filled, they only fill to 80% capacity, not 100%.

Barry Isett & Associates (BIA)

BIA Report

Report was provided to council prior to meeting.

Entech

Entech Report

Report was provided to council prior to meeting.

Entech – (Continued)

Willow Street Stormwater Project - EWO

Craig Conrad and Karl Leitner (Entech) explained images that were taken of the storm water pipes at Foundry Alley to Willow Street and to Arch Street outfall area. The pipes are galvanized and filled with railroad stones, and starting to rot away. Review of a 65” round pipe that is 75% filled with railroad stone. The creek basin that is the outfall area has railroad stone from it washing from the pipes. Water is not passing through pipes like it should. Need better solution from Norfolk Southern railway for them to retain the railroad stone in their area and prevent it from washing into the borough drainage pipes. Craig mentioned there is an Engineering Work Order (EWO) to survey the site, pipes and size of pipes, and what options are possible. The cost of the EWO is \$33,000. Karl noted that they would be looking to get rid of 400ft of pipe and turn that area into a vegetated swale which would help the borough’s MS4. Discussed that for now Karl could start investigating and laying out plans to be discussed with Council and Andy George, Esq. If communication is needed to Norfolk Southern, it would all be done through Andy George, Esq. Andy mentioned that the borough’s storm water management ordinance was updated in 2022.

Motion to approve EWO for the Willow Street stormwater project and authorize Karl Leitner (Entech) to start researching and compiling plans/options.

Made by: Jim Meals

X Motion Carried

Seconded by: Pete Merkel

Motion Failed

Guests: See attached list.

Rotary Car Show – Duck Race

Gary Eberly discussed past resistance of having a duck race in the creek during the Rotary Show of Wheels car show. The flyers for event are printed/mailed out December noting the duck race event. He explained that the duck race helps raise about \$500. It was stated that the past few years there has been maintenance and plantings being done on the stream banks; not knowing what condition of creek would be, was the reason Council denied having the duck race.

Gary mentioned he doesn’t need the full creek, only about 50 – 75 feet. At the time of the race, there are only 2 people in the creek at the finish line to retrieve ducks. For 2025 race, Gary would like to dump ducks from bridge #1 and have finish line prior to the deep area of creek at bridge #2 (the usual area that was used a few years ago). Council noted that next year there will be creek work from bridge #2 to bridge #3. Gary mentioned if there are plantings in the area of the duck race, the Rotary could rope off that area to keep spectators from trampling the plantings.

It was decided that before Gary prints and sends out car show flyers in December, he must check with the borough to get approval for the duck race. By December, the drawings for phase 3 of creek projects will be back from engineers, and Craig can determine a good location for Rotary to hold duck race.

Legal – Andy George, Esq.

Perpetual Water Line Easement Agreement – 129 S. Franklin Street and 115 S. Franklin Street

Andy George, Esq. mentioned this relates to the unopened portion of Clover Alley to Sun Sweet property.

Property owners of 115 and 129 S. Franklin Street were sent letter on June 1st but have not signed/returned letters to Andy George, Esq. Craig Conrad mentioned he had spoken with property owners prior to letters being sent and they were ok with it. Craig noted he would follow-up with these two property owners to see if they received letter. Once Andy George, Esq. receives the signed letters the next step is for Council to sign documents and have water line easement recorded.

Motion for Council to sign and execute the water line easement agreement to get them recorded for 115 and 129 S. Franklin Street properties, once signed letters are received from the property owners.

Made by: John Rothenberger

X Motion Carried

Seconded by: Pete Merkel

Motion Failed

Willow Creek Floodway Perpetual Easement and Maintenance Agreement – 209 W. Washington Street and 330 W. Arch Street

Andy George, Esq. had prepared documents to allow the borough to have easement along Willow Creek and to maintain it going forward at these two properties. Andy emailed the documents to BIA June 26, 2024 for their review. When he hears back from BIA, then he can contact these two property owners. Andy has not heard from BIA and will follow-up with them. The property line of these properties is partially in the Willow Creek. The easement will grant permission for the borough to maintain both sides of the Willow Creek banks.

Motion to approve BIA to send letters to property owners at 209 W. Washington Street and 330 W. Arch Street for the signature on easement agreement.

Made by: John Rothenberger

X Motion Carried

Seconded by: Nancy Wunderly

Motion Failed

Borough Managers Report – Chris Young

Willow Creek Update

Chris and Craig Conrad had met with BIA engineers to discuss phase 3 which covers the flood plain area by the old restrooms between bridge #2 and #3. BIA will look at drawings and see if possible to remove sediment in this area to lower the creek and include this with other items as part of phase 3. They will look at old records on the creek condition compared to today's condition.

EMS Agreement Meeting

Chris mentioned there is a meeting scheduled for July 31, 2024 for Penn State Life Lion (EMS) to meet with Fleetwood Borough, Richmond Township, and Ruscombmanor Township to discuss ties with these municipalities. Penn State Life Lion is working on getting an agreement for 2025 with these municipalities.

Planning Update – 303 East Locust Street

Pete Laucks mentioned that property owners want to sub-divide this property into 3 properties. After a 15month hiatus, this is back for discussion with the Planning Commission. At the June Planning Commission meeting, the plans were sent back to property owner for them to provide more documentation.

Planning Update - Hawkstone Village Update

Variance hearing is scheduled for July 30, 2024.

Planning Commission – SALDO (Subdivision and Land Development Ordinances) Update

Pete Laucks mentioned the Planning Commission SALDO is quite old. They have started to review other ones as templates to compile a revised SALDO. Pete had provided a list of interim (band-aid) items to be considered for revising current ordinance. Andy George, Esq. mentioned once council approves revision, there would need to be public hearing to amend the current ordinance. Chris will share Pete's list of revisions with Council and Andy to review and discuss at the August borough council meeting.

Locust Street Park – Pickleball Court Security

Discussion that pickleball court/basketball court is locked at night by police. The court was being locked early and prevented people from using it. Restroom facilities at Locust Street Park and Fleetwood Park are also locked at night by police.

Decision by Council -

- The pickleball/basketball court at Locust Street Park would **not** be locked at any time
- The restroom facilities at both Fleetwood Park and Locust Street Park would be locked 1 hour after sunset

Mayor Touch will relay this information to the police officers.

Public Works Report – Craig Conrad

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

Bills

Ratify June Invoices

Motion to ratify bills paid June 2024.

Made by: John Rothenberger

 X Motion Carried

Seconded by: Jim Meals

 Motion Failed

Approve July 8th Invoices

Motion to pay invoices for July 8, 2024

Made by: John Rothenberger

 X Motion Carried

Seconded by: Nancy Wunderly

 Motion Failed

Minutes

Motion to approve the June 10, 2024 borough council meeting minutes.

Made by: Jim Meals

 X Motion Carried

Seconded by: Pete Merkel

 Motion Failed

Adjourn

Motion to adjourn borough meeting at 7:42pm.

Made by: John Rothenberger

Seconded by: Jim Meals

X Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary