

# FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: September 9, 2024 In-person meeting, held in Café**  
**Council meeting is recorded and posted on website after meeting**

## Roll Call:

<input checked="" type="checkbox"/> <b>Ralph Touch (President) - virtual</b>	<input checked="" type="checkbox"/> <b>Suzanne Pittella Touch, Mayor - virtual</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>Craig Conrad, Public Works Director</b>
<input checked="" type="checkbox"/> <b>Nancy Wunderly</b>	

## 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 6:32pm 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.

## Planning Commission – Pete Laucks

### 303 East Locust Street

Pete provided update to council that the Planning Commission voted in favor of the final plan approval. Pete reviewed the waivers and conditions. This project is taking one lot and sub-dividing into 3 lots.

Motion to approve the 2 waivers regarding procedural and lot depth.

<b>Made by: Jim Meals</b>	<b>Seconded by: John Rothenberger</b>
<input checked="" type="checkbox"/> <b>Motion Carried</b>	<input type="checkbox"/> <b>Motion Failed</b>

Motion to accept the final plan recommended by the Planning Commission for sub-division of this property.

<b>Made by: Mike Mayer</b>	<b>Seconded by: Mark Watkins</b>
<input checked="" type="checkbox"/> <b>Motion Carried</b>	<input type="checkbox"/> <b>Motion Failed</b>

### Hawkstone Village

Pete reviewed the waiver items and that the Planning Commission has granted preliminary approval for Hawkstone Village. The Planning Commission still needs to do a final review.

Motion to approve waivers.

<b>Made by: Pete Merkel</b>	<b>Seconded by: Mike Mayer</b>
<input checked="" type="checkbox"/> <b>Motion Carried</b>	<input type="checkbox"/> <b>Motion Failed</b>

## Police Department

The August 2024 police report was provided to Council prior to meeting.

Chief Ulshafer reviewed the following

- August 2024 police report
- Potential part-time officer is undergoing background checks
- Quotes received for new tasers and fire arms that will be discussed for the 2025 budget
- Update regarding gun shots fired into a house. This is being investigated.
- Discussion of placing cameras throughout the borough
  - Kutztown borough has cameras throughout their borough
  - Chief to check with Kutztown on how they funded it

## Animal Control Contract

Chief Ulshafer reviewed that the animal control contract with Safety Net Sanctuary is currently \$3,000, but will be increasing to \$6,000. This is not as expensive as a contract with the Animal Rescue League. Safety Net Sanctuary is close by and convenient for the police to transport stray/lost dogs to until an owner is found.

Motion to accept the contract at \$6,000 yearly fee, contingent on Andy George, Esq. reviewing the contract.

**Made by: Mark Watkins**

**Seconded by: Mike Mayer**

  X   Motion Carried

     Motion Failed

## Barry Isett & Associates (BIA)

### BIA Report

Report was provided to council prior to meeting.

Chris mentioned the estimate for the Willow Creek project was revised. The engineering costs are \$10,000 more than originally estimated.

## Entech

### Entech Report

Report was provided to council prior to meeting.

## Legal – Andy George, Esq.

### SALDO Ordinance

Andy reviewed some of the items that were discussed at the August 2024 borough council meeting regarding the revisions proposed by the Planning Commission. The question had been do they want to amend the Development & Land ordinance now or wait until the Planning Commission does a fuller set of revisions. This would eliminate the need to advertise and do public hearing twice. It was decided to hold on changes until the full set of revisions/recommendations is compiled.

## Park/Pool – Ralph Touch

### Rentals

Ralph discussed restricting future park rentals to Fleetwood Area School District residents and people with a Fleetwood address that don't live in the borough. This would reduce the circle of renters of the local area. There have been some issues with recent renters that caused damage to park area or did not clean up after their event. It was noted that rental of the park is not a money maker, but convenience for people to use the park facilities. However, if the area is not left as it was found, that creates more work for the Public Work crew and loss of funds to fix damage and cleanup.

There was suggestion if someone inquires to rent within a 30-day window and they are not from Fleetwood area, that the rental territory be expanded. It was also mentioned, that if renter is outside of the Fleetwood area, they could inquire with Council about renting area in park.

Motion to restrict park rentals to Fleetwood Area School District residents and people with a Fleetwood address.

**Made by: Mike Mayer**

**Seconded by: Pete Merkel**

  X   Motion Carried

     Motion Failed

## **Public Safety – John Rothenberger**

### **EMS Contract**

John mentioned a contract from Penn State Life Lion was sent to Council for review; Andy George, Esq. also has copy of contract. Any questions or concerns should be relayed to John Rothenberger. Page 6 of contract lists a yearly borough fee of \$28,343.00 (\$7.00 per capita) for two years (2025 and 2026). After that the yearly fee increases to about \$36,000 (\$9.00 per capita) for the following 5 years. This yearly fee would be a new invoice for the borough to pay. Currently the borough only pays for 911 fees. Penn State Life Lion has been providing service to Fleetwood for about 7 years.

Ralph Touch recommended that Andy George, Esq. review the contract and work with John Rothenberger. The contract states that Penn State Life Lion only needs to give 6-month notice if they decide to withdraw from the borough. This was discussed of trying to get it changed to one year notice. This new fee will need to be included in the 2025 budget planning.

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

### **Homecoming Parade Route**

Chris mentioned the Homecoming parade is scheduled for Friday, September 27<sup>th</sup>. The parade route is the same as in prior years. Parade departs the Fleetwood High School parking lot and 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: Jim Meals**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Other Events**

The Fiddlefest is occurring on Sunday, September 15<sup>th</sup> in the Fleetwood Park. This event is hosted by the Friends of the Fleetwood Park. They are looking for volunteers if anyone can help at this event.

The Main Street Fair is scheduled for Saturday, October 5<sup>th</sup>.

### **The Lofts Parking Plan**

Chris reviewed that The Lofts parking agreement had been two spaces per apartment. The developers of The Loft have requested 1.5 spaces to be accounted for 1-bedroom apartment, instead of 2 spaces. If council approves of this concept then the Parking Committee would discuss with The Loft developers. If not approved, The Loft would need to apply for a variance.

It was discussed that the large Tannery Lot consists of 183 spaces. Fleetwood Bank, other businesses, and individual persons account for 50 of these spaces. The Lofts currently have 40 spaces. There are 6 handicap spaces on the lot. This leaves 87 remaining spaces. The Lofts would like an additional 40 spaces (at the 1.5 per 1-bedroom apartments) which would leave 47 open spaces on the Tannery Lot.

Discussion regarding The Lofts needing to finish the construction of their two parking lots on the north and south side of East Locust Street. These two lots that The Lofts own account for about 20 spaces on the smaller north side of East Locust Street lot and about 80-85 spaces on the larger south side of East Locust Street lot.

Motion to approve allowing 1.5 spaces per 1-bedroom apartments which equates to 40 spaces on the borough owned Tannery Lot, and no variance needed.

**Made by: Mike Mayer**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

### **Hawkstone Village Street Names**

Chris mentioned that road names for this development need to be approved by council. Road A would be known as Woolrich Drive and Road B would be known as Lucille Way. It was suggested that Chris Young check that these street names are not duplicated elsewhere with a Fleetwood, PA address.

Motion to approve street names of Woolrich Drive (Road A) and Lucille Way (Road B) in the new Hawkstone Village development.

**Made by: Mike Mayer**

**Seconded by: Nancy Wunderly**

**Motion Carried**

**Motion Failed**

### **LSA Grant Application**

Chris explained that the borough is pursuing a second grant for the pool. There is no borough match for this. The grant would be applied to the pool filter building, filter system, and new fencing around the pool grounds. The cost of this is \$355,068.

Andy George, Esq. has copy of resolution for the grant application.

Motion to authorize Ralph Touch and/or Chris Young to sign the grant application.

**Resolution: 2024-09-09-01**

**Made by: Mark Watkins**

**Seconded by: Mike Mayer**

**Motion Carried**

**Motion Failed**

## **Borough Managers Report – Chris Young (Continued)**

### **Finance Change to Cash Basis**

Chris explained that currently finances for water and sewer are done on accrual basis. During an audit, it was noted that this could be converted to cash basis. This was discussed with the bank and no problem if this is done. The conversion for water and sewer to cash basis would start in 2025 which will bring everything under the same plan.

Motion to convert water and sewer finances to cash basis plan.

**Made by: John Rothenberger**

**Seconded by: Pete Merkel**

**Motion Carried**

**Motion Failed**

## **Public Works Report – Craig Conrad**

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

Craig reviewed items on the report.

- Part-time employee Tyler Miller has left Fleetwood Public Works for full-time position with Richmond Township
- Pool has been closed down and cover will be installed on September 12th
- Preparing for Fiddlefest on Sunday, September 15<sup>th</sup>
- Paving of alleys will occur Sept 23<sup>rd</sup> thru Oct 2<sup>nd</sup>
- Preparing for Homecoming festival on Friday, September 27<sup>th</sup>

## **Borough Grass/Wetlands**

Mayor Suzanne Touch questioned Craig if it was possible to place plantings in some of the grass/wetland areas that are currently maintained and mowed by the Public Works crew. Plants should not require maintenance, thus eliminating some areas of mowing. Craig will discuss with Larry Lloyd (Berks Nature) for recommendations. A project of placing plantings in these areas would count toward the borough's MS4.

## **Pool**

Mark Watkins inquired about the robotic pool cleaner. Craig was able to fix the cleaner. There was also mention that Mary Templin (Pool Manager) would like to talk with the Pool Committee, Craig Conrad, and Chris Young.

**Guests:** See attached list.

Guest thanked Chris/Council for getting 220 North Franklin Street property cleaned up. Chris mentioned that the property was purchased and new property owner handled getting the property cleaned up.

## **Bills**

Chris Young notifies council via email when check register is available for review. John Rothenberger encouraged council to stop in borough office to review checks/invoices.

### **Ratify August 26<sup>th</sup> Invoices**

Motion to ratify bills paid August 26, 2024.

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

### **Approve September 9<sup>th</sup> Invoices**

Motion to pay invoices for September 9, 2024

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**Motion Carried**

**Motion Failed**

## **Minutes**

Feedback from Nancy and John for revisions to the August 12, 2024 minutes

- Page 2 - Stop Signs on Franklin Street section - correct typo of 't' to 'to'
- Page 3 – Ratify August 6<sup>th</sup> Invoices section - change 'pay invoices' to 'ratify invoices'

Motion to approve the August 12, 2024 borough council meeting minutes.

**Made by: Nancy Wunderly**

**Seconded by: John Rothenberger**

**Motion Carried**

**Motion Failed**

## **General**

- October borough council meeting will be held on Tuesday, October 15<sup>th</sup>.
- November borough council meeting was moved to Monday, November 18<sup>th</sup>.

## **Adjourn**

Motion to adjourn borough meeting at 8:00pm.

**Made by: Nancy Wunderly**

**Seconded by: Mike Mayer**

  X   **Motion Carried**

       **Motion Failed**

**Submitted by:**

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