

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

Date: October 15, 2024 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 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 6:31pm 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

Hawkstone Village – Final Approval on Sub-division

Pete Laucks mentioned the Planning Commission had met on Sept 26th. Pete reviewed the waivers that were granted. A new plan regarding landscaping along East Locust Street was submitted by the developer. The Planning Commission has given their conditional approval and recommends to Council to give their final approval.

Motion was given for final approval.

Made by: Pete Merkel

Seconded by: Mark Watkins

Motion Carried

Motion Failed

303 East Locust Street

Pete Laucks mentioned the Planning Commission has received an updated packet of conditions, but they have not reviewed yet or received feedback from engineers. Nathan Pletscher (Forino) has submitted HOA documentation for Council to review and drawings were submitted for landscaping plans.

Police Department

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

Chief Ulshafer reviewed the following:

- September 2024 police report
- Working on 2025 budget
- Applying for grant for new equipment
- November 4th at 8:00am there is Fleetwood Police Officer meeting in the Community Center cafeteria. Mayor Touch will be attending meeting, other council members are invited.
- Fleetwood Police Coverage in Topton
 - At the 10-14-24 Topton borough meeting, Topton voted to end their contract for police coverage by the Fleetwood Police Department on December 31, 2025. This was due to Topton financial constraints. They are exploring other options.

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.

Legal – Andy George, Esq.

Vacation and dedication for portion of East Locust Street

Andy reviewed that the ordinance for section of East Locust Street (from the end line of East Locust Street with the closest intersection being East Locust Street and East Linden Street to the boundary of that portion of East Locust Street at the intersection of East Locust Street and Dogwood Drive/Hickory Drive) to be dedicated as a Fleetwood Borough street and be added to the map of the borough streets. A copy of the ordinance draft was sent to residents of that area. Andy George, Esq. noted that the ordinance was advertised on 09-25-24 and 09-30-24.

Motion to accept the vacation and dedication of this section of East Locust Street as a borough street.

Ordinance #657

Made by: Jim Meals

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Paper Street (North Buttonwood)

Andy reviewed status of ordinance for vacating a section of North Buttonwood Street. This section of North Buttonwood was considered a paper street and was not an actual street on the borough’s maps. The next step would be to advertise the ordinance for public hearing.

Motion to authorize Andy George, Esq. to advertise ordinance for vacating this section of North Buttonwood Street.

Made by: John Rothenberger

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

Borough Managers Report – Chris Young

2025 Proposed Budget

Chris had sent out copy of proposed 2025 budget along with a summary document about a week ago for Council to review. If the budget is accepted there would not be any tax increase.

Chris mentioned that there was an increase of spending in most departments. Mark questioned the EIT line item. Chris noted that Berks EIT provided an estimate of revenue for 2025, so the line item was increased based the estimate provided.

Ralph mentioned that the borough runs on a cash-in/cash-out basis. The borough must stay in the black. Any funds that remain at the end of the year are put towards capital projects the following year.

Motion to accept and advertise the 2025 budget for Fleetwood Borough

Made by: John Rothenberger

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Assign Address – New Property on South Franklin Street

A house is being built on South Franklin Street. The post office requires the borough to assign a house number and file the address with the Fleetwood Post Office. Current house numbers on either side of this property are 401 and 415.

Motion to authorize Chris Young to decide on address number for new house property and notify post office.

Made by: Mark Watkins

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

EIT Report

Chris had provided power point of EIT information to council for their review. Chris and Janice DeLay had met with Berks EIT.

The Lofts Parking Plan

Chris and Pete Merkel had met with Andrew (Fleetwood Lofts) to review the parking plan that was discussed at September borough council meeting. Andrew (Fleetwood Lofts) was ok with the plan and will be attending the November borough council meeting.

Borough Managers Report – Chris Young (Continued)

EMS Contract Update

Follow-up discussion from last month’s meeting regarding contract clause that Penn State Life Lion would provide 6 months notice for cancelling service with the borough. It was requested that Life Lion revise the contract to be 1 year notice for cancelling service. They countered back with 9 months notice for cancelling service with the borough. Discussion among council that 9 months notice should provide time to find a replacement ambulance service, if Penn State Life Lion were to cancel service contract with the borough. There was no new contract provided at this time.

Comprehensive Committee Report

Mayor Touch mentioned that the next Comprehensive Committee meeting between Maiden Creek Township, Richmond Township, and Fleetwood Borough is November 22, 2024.

Topics for the meeting are:

- Change in income with municipalities
- Change in age of residents in the municipalities

Public Works Report – Craig Conrad

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

Borough Property - Grass/Wetland area North Richmond Street/Springfield Drive

Follow-up to last month’s meeting regarding mowing areas within the borough that could be enhanced and eliminate mowing that is done by Public Works. Craig discussed idea with Larry Lloyd (Berks Nature). Larry is willing to work with Craig on ideas/recommendations. Craig will be meeting with Larry on 10-17-24 at 8:00am at this site. Ralph Touch will attend meeting with Craig.

Clover Alley

Craig inquired with Andy George, Esq. on status regarding letters to residents as it pertains to a new water line in Clover Alley. Andy reported that residents are not responding to the letters. A second letter was sent to residents, but so far no responses to the second letter either.

Ventrac Machine Purchase

Craig mentioned that a new Ventrac machine is about \$60,000. He had discussed with Chris Young, and Craig was able to locate a used Ventrac machine with less than 200 hours. It was used at a church property and is well maintained. Craig had got to location to look at machine. The cost of this used machine is \$21,000. Craig asked Council for approval to purchase the machine which would be paid for with 2024 water funds. Craig also has two other verbal quotes to compare.

Motion to authorize Craig Conrad to purchase the used Ventrac machine for \$21,000.

Made by: John Rothenberger

Seconded by: Pete Merkel

 X Motion Carried

 Motion Failed

Guests: See attached list.

102 North Willow Street

Guest from 102 North Willow Street mentioned they are aware of project to update the storm sewer lines in this area. They have noticed the street along the curb in front of their property is sinking. When parked at the curb, the vehicle door now hits the curb. Guest inquired if borough has any spare black top from other projects, could it be placed in this area for now until the full storm sewer project is started/completed. Craig Conrad said he will look into way to temporary patch the sinking area of road by the curb.

West Main Street Walkway at Bridge

Guest mentioned that the hole in road by the bridge on West Main Street coming into town was fixed. Guest inquired who they can contact regarding the bridge walkway that is deteriorating. Guest was instructed to contact PennDOT, they would be the ones responsible for fixing the walkway of the bridge.

Hawkstone Ridge Development Timeline

Guest inquired about the timeline for the Hawkstone Ridge development. The plan for construction to start in December 2024 and depending on weather throughout the winter months could possibly be done with construction by June 2025.

Hawkstone Ridge – Recreation Area

As part of the agreement with the Hawkstone Ridge developer, they will be providing funds to the borough for additional recreation area. The funds will be used to construct 4 additional pickleball courts behind the borough maintenance garage. Initial thought had been to add courts at the Locust Street park, however, there were concerns of it bringing more residents to that area and limited parking. With locating them behind the borough garage there is parking available and Craig is looking at increasing parking at the garage area.

Ralph Touch mentioned the borough is looking at costs for the Public Works team to dig holes and volunteers install fencing around the new courts to contain the game balls. Craig mentioned that some of this land is in Richmond Township so the plan of the 4 pickleball courts will need to be discussed with them and steps followed for obtaining permits. By November should know more information regarding costs. It was noted that the developer could start working on the pickleball courts prior to starting construction of the Hawkstone Ridge development.

Bills

Ratify September 23rd and October 7th Invoices

Motion to ratify bills paid September 23, 2024 and October 7, 2024.

Made by: John Rothenberger **Seconded by: Mark Watkins**
__X__ Motion Carried **___ Motion Failed**

Approve October 15th Invoices

Motion to pay invoices for October 15, 2024

Made by: John Rothenberger **Seconded by: Mark Watkins**
__X__ Motion Carried **___ Motion Failed**

Minutes

Motion to approve the September 9, 2024 borough council meeting minutes.

Made by: Nancy Wunderly **Seconded by: Jim Meals**
__X__ Motion Carried **___ Motion Failed**

General

- November borough council meeting was moved to Monday, November 18th.

Adjourn

Motion to adjourn borough meeting at 7:14pm.

Made by: John Rothenberger **Seconded by: Mark Watkins**
__X__ Motion Carried **___ Motion Failed**

Submitted by:

Doreen O'Neil, Borough Recording Secretary