

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: November 18, 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) - virtual | <input checked="" type="checkbox"/> Suzanne Pittella Touch, Mayor - virtual |
| <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 checked="" 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 6:30pm by Ralph Touch.

Public Hearing

Vacate North Buttonwood Street

Andy George, Esq. stated this public hearing was advertised. Andy reviewed the multiple exhibit items that were part of the public hearing. Stenographer was present. The public hearing was in regard to vacating North Buttonwood Street that is a paper street on borough maps. This paper street was never paved or open to public traffic. Andy mentioned once the paper street is vacated, the next step for the 4 residents along this paper street would be to have property surveyed and adopted to their property deed at their expense if they choose to do so. There was a guest present who is one of the residents and is interested in pursuing this. Andy George, Esq. closed the hearing and the ordinance will be voted on later during the borough council meeting.

Public hearing ended at 6:39pm.

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.

Vacate North Buttonwood Street

Motion to adopt ordinance to vacate the North Buttonwood Street (paper street) and update borough maps to reflect the vacation of street.

Ordinance #: 658

Made by: Jim Meals
 Motion Carried

Seconded by: Nancy Wunderly
 Motion Failed

Police Department

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

Animal Control – 2025 Agreement with Safety Net Sanctuary

Chief Ulshafer mentioned the 2025 animal control agreement with Safety Net Sanctuary needs approval from Council. The cost for 2025 is \$6,000. Andy George, Esq. had reviewed the contract and additional verbiage to be added to the arbitration clause. Safety Net Sanctuary is okay with the verbiage changes. Once contract is updated, the revised agreement will be signed

Motion to approve contract for 2025 with Safety Net Sanctuary for \$6,000.

Made by: John Rothenberger
 Motion Carried

Seconded by: Mike Mayer
 Motion Failed

Police Department – (Continued)

Police Grant

Chief Ulshafer mentioned applying for grant funding for license plate reader cameras, tasers, radios, and patrol room renovations. Grant is for \$534,000 with \$0 match. Need approval resolution from Council to submit grant application. Andy George, Esq. has the updated paperwork.

Motion to approve submission of grant approval resolution.

Resolution: 2024-11-18-01

Made by: Mark Watkins

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Chief Ulshafer reviewed the following:

- October 2024 police report
- Personnel update
- Fleetwood Police Coverage in Tipton
 - Official notice was received from Tipton that they will be terminating their contract 12-31-2025.
 - There is no action needed
 - Tipton borough has requested a meeting to discuss details. At this time no date/time has been set.
 - There were no issues with the police coverage they were receiving from Fleetwood. Termination of coverage is due to financial constraints.
- Fleetwood Park –
 - Vandalism in restrooms and at band shell.
 - Restrooms will be locked at 3:00pm by Public Works.
 - Working on identifying individuals. Once identified they are charged with criminal mischief which carries a fine and restitution.

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.

Sewer Connection Agreement

Andy George, Esq. mentioned the owner of property at 604 Crisscross Road, a commercial property in Richmond Township has requested a hook up to sewer. It was stated this connection would come off the Richmond Township capacity. This request will also be reviewed at the Authority meeting on Tuesday, November 19th.

Motion to adopt agreement for 604 Crisscross Road property to hook into sewer system.

Made by: Pete Merkel

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

Adopting Portion of East Locust Street Ordinance

Andy George, Esq. reviewed that at the October borough council meeting the ordinance was approved (#657). All paperwork has been completed and the section of East Locust Street where Hawkstone Ridge will be located has been deeded to the borough.

Kozloff – Rate Updates

Andy George, Esq. stated the rates for Kozloff Stouder Attorneys are increasing by 2%.

Hawkstone Ridge – HOA Documents

Andy George, Esq. mentioned that Forino developers have a management company who compiles the HOA documents. Andy's group will review the HOA documents.

Public Safety

EMS Contract with LifeLion

Review of the EMS contract with LifeLion.

Motion to adopt the EMS contract with LifeLion.

Made by: John Rothenberger

Seconded by: Pete Merkel

Motion Carried

Motion Failed

Regional EMS Meeting Update

John Rothenberger discussed items from the regional EMS meeting. The county surveyed municipalities who participate in EMS services. Insurance only pays about 30% of the bill back to the EMS provider. It was suggested that the borough move EMS funds from the General fund to an EMS Tax account.

Borough Managers Report – Chris Young

2025 Budget

Chris reviewed the 2025 budget that was discussed at the October 2024 borough council meeting. The 2025 budget was advertised. The budget for 2025 is \$3,566,903.43.

Motion to adopt the 2025 Fleetwood Borough budget.

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Water / Sewer 2025 Budget

Chris mentioned the 2025 Water and Sewer budget was advertised and posted at borough hall. The 2025 Water budget is \$1,327,160.12. The 2025 Sewer budget is \$1,023,770.00.

Motion to adopt the 2025 Water and Sewer budget.

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Hawkstone Ridge - Addresses

Chris reviewed that street names for this development were approved at prior council meeting. The next step to is assign house numbers (1-28) and notify post office.

Motion to adopt the assigned addresses and have Chris Young notify Fleetwood Post Office.

Made by: Mark Watkins

Seconded by: Nancy Wunderly

Motion Carried

Motion Failed

Hawkstone Ridge - Landscape

The landscape plan for between housing development and East Locust Street was shared with a local arborist for review. The landscape plan was given back to Planning Commission for review. Planning Commission is recommending to Council to approve plan.

Motion to approve landscape plan.

Made by: Mike Mayer

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Caselle Business Development and Business Modules

Chris explained the borough currently uses Caselle software for water and sewer, and finance. The borough office staff had gone to West Reading for demo on new software module that can be used to track rental/apartment inspections and codes.

This additional software module would make tracking these items more efficient for office staff. Cost of the additional software module is a one-time fee not to exceed \$20,000 and a yearly \$6,000 fee for software support.

Motion to approve purchase of Caselle Business Development and Business module.

Made by: Pete Merkel

Seconded by: Nancy Wunderly

Motion Carried

Motion Failed

Friends of Fleetwood Parks - Donation

Chris reviewed letter from Friends of Fleetwood Parks thanking borough for use of park, preparation of park for the Fiddlefest held in September 2024. The organization would like to make a donation to the borough to help offset electric cost, etc. Discussion among Council, the Friends of the Fleetwood Parks charter is to help make enhancements to park. Decision was made that it would be better for the organization to put funds toward park enhancements.

Motion to deny donation from Friends of Fleetwood Parks and have them use those funds toward enhancing the parks.

Made by: Mark Watkins

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Borough Managers Report – Chris Young (Continued)

Fleetwood Pool Grant

Chris mentioned grant for \$250,000 for pool upgrades (building, pumps) was awarded. Total cost of the project is \$500,000. It is time for the borough to pay the 50% match. Chris and Craig Conrad are meeting with BIA Engineers on 11-19-24. There is another grant to apply for with DCED, if awarded those funds could go toward the 50% match. Pete questioned new fence around pool property. New fencing is in the project, but is not part of the grant funding project. Chris will provide update at December borough meeting.

DCED Fire Survey

DCED had sent fire survey to Fleetwood and Richmond Township fire companies to gather information. A specialist is available and additional surveys with borough manager and township supervisor will begin. It was mentioned it could take 6 months to a year for the specialist to hold surveys and compile results.

Solar Panels – Sewer Plant

Approval for solar panels at the sewer plant along Crisscross Road was given and currently going through Richmond Township for permit process. Start of this construction is scheduled for Spring 2025.

Service Dog

Discussion regarding service dog in borough building for an employee. Approved - no motion needed.

Burn Ban

Review of burn ban for the borough and county is still in affect due to drought warning. Police are giving warnings/citations for violations. John Rothenberger asked if Swift Reach call could be put out as reminder to residents of the burn ban.

Comprehensive Committee Report

Mayor Touch, Nancy Wunderly, and Russell Anderson had meeting with Maidencreek and Richmond Townships. There is a survey for each of the municipalities to make available to residents for feedback. Discussed there are a few events coming up in Fleetwood where survey papers could be distributed. There are also handouts with QR code for people to fill out survey on line. Chris asked to get digital version of survey and he can put on borough website. It was suggested to add a cover letter explaining what the survey is about. Nancy will get digital version and also find out the due date for surveys to be completed.

Public Works Report – Craig Conrad

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

Craig reviewed the following

- Provided update of screen project at sewer plant
- Salt shed is full for the winter
- Equipment is ready for winter season
- Vandalism at restrooms and band shell
 - Public Works will be locking restrooms at 3:15pm
- Chris Young and Craig working on ideas for tracking Public Works data to provide reporting to Council

New Gate – Sewer Plant

Craig explained that he is looking for new electronic aluminum gate with key-pad to install at the sewer plant. Cost is \$15,375 and would come out of the sewer budget. Quote was gotten from AKA Fencing who is a CoStar vendor. Motion to approve purchase of electronic/key-pad gate for sewer plant entrance.

Made by: John Rothenberger

Seconded by: Pete Merkel

X Motion Carried

Motion Failed

Safe Digging Support Letter

Craig explained there is a letter to be signed in support of the April 'PA One Call' digging program. Motion to approve signing support letter for PA One Call.

Made by: Mike Mayer

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

Public Works Report – Craig Conrad – (Continued)

New Leaf Collector

Craig mentioned the box on the current leaf collector is getting aged. Craig had demo of new equipment option but its only one dimension, cannot be used anything other than leaf collection. Craig will continue to research other equipment options. It was noted there are grants available to be applied for to use towards this type of equipment. Need to look at recycling ordinance to show DEP that borough has ordinance and is recycling.

New Pickleball Court

Craig mentioned that as part of the agreement for Hawkstone Ridge development, the developer is to contribute funds to add additional recreation are to the borough. To install new pickleball courts is more expensive than initially thought; looking into other options.

Upgrade Water/Sewer System Security

Craig mentioned the survey was done by SSC regarding security checks, prioritizing call list, etc.

Guests: See attached list.

Bills

Ratify October 28th Invoices

Motion to ratify bills paid October 28, 2024.

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Ratify November 12th Invoices

Motion to ratify bills paid November 12, 2024.

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Minutes

Motion to approve the October 15, 2024 borough council meeting minutes.

Made by: Nancy Wunderly

Seconded by: Jim Meals

Motion Carried

Motion Failed

Executive Session

Regular borough meeting ended at 7:55pm and recording of meeting was stopped.

Executive session began at 7:56 pm.

Executive session ended at 8:03 pm.

Adjourn

Motion to adjourn borough meeting at 8:03 pm.

Made by: Mark Watkins

Seconded by: John Rothenberger

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary