

# FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: December 9, 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 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.

## **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**

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

Chief Ulshafer reviewed the following:

- November 2024 police report
- Personnel update
- New radio batteries and Mics have been ordered

## **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.

## **Public Safety – John Rothenberger**

### **Elm Street Parking**

Elm Street is currently one-way from South Richmond Street to South Chestnut Street. John mentioned with parking on both sides makes it very difficult for emergency vehicles to maneuver down street, which has been something discussed various times in the past. Craig Conrad stated also tight for getting plow trucks through. There has been temporary no parking on the south side of Elm Street for about the first 50' in from South Richmond Street. In addition, two representatives of Retro Property Management (future business at 102 South Richmond Street) were present to discuss possible traffic flow to allow trucks into their business, along with concern of parking on Elm Street. Will Matthews from Retro Property Management explained deliveries will be from UPS, FedEx, DHL, and in addition delivery containers up to 40' which is classified as tractor trailer. Deliveries from tractor trailers will be about once a month, maybe every 3 months. They would know of the delivery schedule approximately 1 week in advance. The business plans to start moving in end of Feb/March 2025. The first 40' container delivery would be in March. Once container arrives, it takes about 2-3 hours to unload – during this time the delivery truck would be in the parking lot of the business. They inquired of options for handling traffic flow for the delivery trailer to get in/out in regard to street parking and limited room on street. Council mentioned to Will Matthews that ideas regarding the tight thoroughfare have been discussed in the past and that it is a safety issue for emergency vehicles. Prior discussions had lead to the temporary no parking on the south side of Elm Street.

Multiple options were discussed -

- Chief Ulshafer mentioned if restrict parking to one side on Elm Street, need to make sure trucks can make the left turn from Elm Street onto South Chestnut street
- Consider Elm Street 2-way traffic from Plum Alley to South Richmond Street
  - Signage would be needed
    - Truck traffic only permitted for the 2-way section during certain times
  - No parking on both sides of street in this area
  - Would require traffic study by PennDot since traffic would now be exiting onto South Richmond from Elm Street
    - Concern of 40' container and tractor trailer turning left out of Elm Street if light at railroad tracks turns red. The truck would be blocking both lanes of South Richmond Street (662), thus affecting not only traffic on south side of tracks, but also traffic on north side of tracks will be stopping on the tracks since can't proceed south on Richmond Street (662)
- No parking on North side of Elm Street
  - When delivery truck is scheduled, give borough notice and police (if available), or other borough dept could check that truck can make turn from Elm to Chestnut (this may require no parking section at that intersection to allow truck to swing onto Chestnut Street
- Council questioned Will Matthews if able to get a tractor trailer with 40' container to do a mock run

Motion to have no parking on the entire north side of Elm Street from South Richmond Street to South Chestnut Street. In addition the current temporary no parking on the south side of Elm Street (approximately 50' in from South Richmond Street) will be changed to permanent no parking. Authorize Andy George, Esq. to create revised ordinance for the new no parking restrictions on Elm Street and advertise for the January 2025 borough council meeting.

**Made by: John Rothenberger**

**Seconded by: Mike Mayer**

**X   Motion Carried**

**Motion Failed**

### **ISO Rating Improvement – John Manmiller**

John Manmiller (Fleetwood Fire Company Chief) explained that ISO is not an insurance company, they work for insurance companies. For the recent survey they used the 2019 water flow test results which are good for 10 years. The new water flow test report will be ready for the next ISO survey. ISO ratings are on a scale of 1-9; lower number gives better rating. The rating is based on borough water system/flow, Fire Company training, manpower, and equipment, and dispatch. John Manmiller noted that each of these 3 areas gained points for improvements that were made through recommendations by the ISO group. These ratings can help with insurance rates for residents/businesses in the borough.

Fleetwood historical data of ISO Ratings –

- 10 years ago rating was 6
- 5 years ago rating was 5
- Currently rating is 4

### **Fleetwood Volunteer Fire Company Budget**

John Manmiller mentioned that FVFC budget was provided to Council. There is no change in the fire company's budget for 2025. John noted the various fundraisers held by the fire company brings in more monies than the fire tax. The fund raising monies are used for items that the fire tax monies do not cover (fire prevention, candy for parades, community events, etc). DECD has their first meeting with the fire company members on December 10<sup>th</sup> at 6pm.

**Legal – Andy George, Esq.**

**Topton Police Agreement Amendment for 2025**

Andy George, Esq. reviewed the Topton police agreement for 2025. Topton’s yearly police service cost is \$176,688.00 to be paid in monthly installments of \$14,724.00. In addition to this monthly installment, Topton will pay Fleetwood \$15,000 annually to reimburse Fleetwood for the purchase of a police vehicle,

**Made by: John Rothenberger**                      **Seconded by: Mike Mayer**  
  X   **Motion Carried**                                     **Motion Failed**

**Ruscombmanor Township Police Agreement Amendment for 2025**

Andy George, Esq. reviewed the Ruscombmanor Township police agreement for 2025. Ruscombmanor Township yearly police service cost is \$176,688.00 to be paid in monthly installments of \$14,724.00. In addition to this monthly installment, Ruscombmanor Township will pay Fleetwood \$15,000 annually to reimburse Fleetwood for the purchase of a police vehicle,

**Made by: Mark Watkins**                              **Seconded by: Nancy Wunderly**  
  X   **Motion Carried**                                     **Motion Failed**

**Richmond Township Police Agreement Amendment for 2025**

Andy George, Esq. reviewed the Richmond Township police agreement for 2025. Richmond Township’s yearly police service cost is \$727,897.00 to be paid in monthly installments of \$60,658.08, subject to a discount that relates to Richmond Township’s contribution to the Fleetwood Public Library equal to \$333.33 per month, which reduces Richmond Township’s monthly payment to \$60,324.75.

**Made by: Mike Mayer**                                      **Seconded by: Pete Merkel**  
  X   **Motion Carried**                                             **Motion Failed**

**Hawkstone**

Andy George, Esq. provided updates on the Developer Improvements Agreement and the Stormwater Facilities Maintenance and Operator Agreement. There is no action at this time.

**Borough Managers Report – Chris Young**

**2025 Meeting Schedules**

Chris provided list of 2025 meeting schedules to Council prior to meeting.  
Motion to authorize Andy George, Esq to advertise the 2025 meeting schedules.

**Made by: Mike Mayer**                                      **Seconded by: Nancy Wunderly**  
  X   **Motion Carried**                                             **Motion Failed**

**Authority Lease**

Chris reviewed that water rates had increased to cover the PennVest project.  
The Authority has agreed to give portion of the tap-in fees to the borough, this results in no additional increase for sewer rates.

**Water System Security**

Discussion regarding security of water system where water enters the borough system via pumps. Review of system found some deficiencies that have either been rectified or scheduled for replacement. Chris noted that the contract with Security Service Company has been updated to require SSC to do yearly tests/inspections of the system and provide report to borough. A change in process has been made for any sensor work that requires Chris Young and Craig Conrad to both sign documents approving work to be done. Mayor Touch inquired if Craig (Public Works department) could do mock tests on the system every 6-months. Craig said they can do tests of the entry alarms, but not the fire detection alarms.

**Joint Comprehensive Committee**

Ralph Touch and Russell Anderson attended the Joint Comprehensive Committee meeting (Fleetwood Boro, Maidencreek Township, and Richmond Township). Reviewed items discussed at meeting – ideas on land usage (tiny houses), grant monies for use by dedicated Main Street business owners, signage, etc.  
The survey for the joint comprehensive plan is available on the borough website and Fleetwood Library website. Survey deadline is 12-20-24.

## Public Works Report – Craig Conrad

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

Craig reviewed the following

- Sewer plant – screen has been installed and getting wired. Will be in service on January 13, 2025
- Leaf collection continues until December 13th
- Working on holiday decorations in borough and in Fleetwood Park for tree lighting on December 13<sup>th</sup>
- Fleetwood Park restrooms continue to be locked at 3:00pm

### Scissor Lift

Craig mentioned the current scissor lift unit is used for various jobs (lighting in gym, parks, etc). The piece of equipment does work, but is old. A.P. Merkel has a 2017 scissor lift for sale with low hours; cost \$9,500. The cost of the equipment would be split over 3 departments. If council allows purchase of the 2017 scissor lift, Craig will list the current scissor lift on Municibid.

Motion to allow Craig Conrad to purchase the 2017 scissor lift from A.P. Merkel at the cost of \$9,500.

**Made by: Mike Mayer**

**Seconded by: Mark Watkins**

**Peter Merkel - Abstained**

**X   Motion Carried**

**Motion Failed**

### Public Works Data Collection

Craig and Chris Young have met to discuss collection of Public Works data. This is in a temporary mode and being tested. This will go into effect on January 1, 2025.

**Guests:** See attached list.

## General

### Burn Ban

The burn ban has been lifted. Fire pits are permitted in the borough. Chris Young has paper for Mayor Touch to sign.

### Upcoming Borough Events

- Friday, December 13<sup>th</sup> - Tree Lighting and Caroling in Fleetwood Park, Santa and Mrs. Claus
- Saturday, December 14<sup>th</sup> – Holiday Santa Parade
- Sunday, December 15<sup>th</sup> – Breakfast Brothers serving breakfast at community center and Santa visit.

## Bills

### Ratify November 25th Invoices

Motion to ratify bills paid November 25, 2024.

**Made by: John Rothenberger**

**Seconded by: Mike Mayer**

**X   Motion Carried**

**Motion Failed**

### Approve December 9<sup>th</sup> Invoices

Motion to pay invoices for December 9, 2024

**Made by: John Rothenberger**

**Seconded by: Mark Watkins**

**X   Motion Carried**

**Motion Failed**

## Minutes

Motion to approve the November 18, 2024 borough council meeting minutes.

**Made by: Mike Mayer**

**Seconded by: Nancy Wunderly**

**X   Motion Carried**

**Motion Failed**

## Adjourn

Motion to adjourn borough meeting at 7:52pm.

**Made by: John Rothenberger**

**Seconded by: Nancy Wunderly**

**X   Motion Carried**

**Motion Failed**

**Submitted by:**

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