

FLEETWOOD BOROUGH COUNCIL MINUTES

BOROUGH COUNCIL MEETING

BOROUGH COUNCIL WORKSHOP

**Date: January 13, 2025 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 type="checkbox"/> Dale Ulshafer, Police Chief |
| <input checked="" type="checkbox"/> Mike Mayer | <input 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 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 December 2024 police report was provided to Council prior to meeting.

Barry Isett & Associates (BIA)

BIA Report

Report was provided to council prior to meeting.

Entech

Entech Report

No report.

Legal – Andy George, Esq.

Ordinance for one-way Elm Street (Restricted Parking)

Andy George, Esq. reviewed the ordinance regarding changes to parking on West Elm Street. The first 45ft west in from South Richmond Street on south side of West Elm Street is being changed from temporary no parking to permanent no parking. The entire north side of West Elm Street will be no parking from South Richmond Street to South Chestnut Street. Guest inquired if any changes to parking on South Chestnut Street – none at this time.

Guest from property along South Richmond Street that does not have an alley or driveway to property questioned parking changes. Chris Young mentioned the business owners at 102 South Richmond Street will contact the property owner to discuss possible agreement on parking on their property. The agreement would be between the business owner and the resident; the borough would not be a part of the agreement.

Motion to approve new parking ordinance for West Elm Street.

Ordinance: 659

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Renew Lease Agreement for Suite 104

Andy George, Esq. reviewed the lease agreement renewal Kleckner Laucks Architects, PC for suite 104 in the Community Center. Lease agreement would be effective January, 1, 2025.

Motion to accept new lease agreement for suite 104.

Made by: Mike Mayer
X Motion Carried

Seconded by: Jim Meals
_____ Motion Failed

Resolution for New Borough Seal

Andy George, Esq. discussed resolution for new Fleetwood Borough seal. Chris Young presented versions of old and new seals to Council. Mark Watkins inquired about having a backup seal. Chris can get more now that there is a digital version. Motion to adopt the new borough seal.

Resolution #: 2025-01-13-01

Made by: Mike Mayer
X Motion Carried

Seconded by: Nancy Wunderly
_____ Motion Failed

Hawkstone Developer Improvements Agreement and Stormwater Facilities Maintenance and Operation Agreement

Andy George, Esq. reviewed the developer improvement agreement which allows the borough engineer to inspect and security if something fails. The storm water facilities maintenance and operation agreement will have funds in escrow account for borough engineer to inspect. The two agreements will be signed by borough representative and passed to developer for signatures on agreements.

Motion for agreements to be executed and signed by borough representative, then passed to developer.

Made by: Mark Watkins
X Motion Carried

Seconded by: Pete Merkel
_____ Motion Failed

Borough Managers Report – Chris Young

Borough Office Position (Full-Time)

Chris mentioned he had met with the Personnel team end of quarter last year to create a full-time office position. Chris stated that currently Janice DeLay is part-time with approximately 30 hours. He is looking to have Janice’s job changed to the full-time position. Full-time position would be a minimum of 35 hours weekly, and if hours over 40, then overtime. The full-time position would be back dated with effective date of January 6, 2025.

Motion to approve creating full-time borough office position effective January 6, 2025.

Made by: Mike Mayer
John Rothenberger - Abstained
X Motion Carried

Seconded by: Mark Watkins
_____ Motion Failed

Pavilion Rental Rate Increase for 2026

Chris reviewed the pavilion rental rates. Currently for 2025 they are \$55 Fleetwood resident and \$90 Fleetwood area resident. Suggestion to increase rental rates for 2026 to be \$60 Fleetwood resident and \$95 Fleetwood area resident. There was question of past issues where some renters did not clean up after their event and/or damaged park property. Chris mentioned that the rental agreement has note addressing the clean up, etc.

Motion to approve the new pavilion rental rates for 2026.

Made by: Nancy Wunderly
X Motion Carried

Seconded by: Mike Mayer
_____ Motion Failed

Handicap Parking Renewals

Jim Meals reviewed 3 handicap parking spaces that are up for renewal. All required documentation was received. Jim recommends renewing. Even though three locations are up for renewal, does not make the space reserved for residents at that address. Anyone with valid handicap placard is permitted to park in the designated space.

- 101 East Washington Street
- 124 East Washington Street
- 105 South Chestnut Street

Motion to approve renewing the three handicap spaces at these addresses.

Made by: Jim Meals
X Motion Carried

Seconded by: Nancy Wunderly
_____ Motion Failed

Joint Comprehensive Committee

Mayor Touch and Nancy Wunderly provided update. The next joint comprehensive meeting is January 28, 2025. They expect to receive the results of the survey as they relate to Fleetwood.

Chris Young mentioned that the Fleetwood Library may want Mayor Touch and Nancy to speak at one of their meetings to provide update of survey results.

Russell Anderson mentioned at the last Joint Comprehensive Committee meeting the Berks County Planning Commission was not recognizing improvements that were made in the municipality. At the meeting they discuss one topic at a time, but attendees aren't notified of the discussion topic prior to meeting.

Public Works Report – Craig Conrad

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

Municibid High Bid – Police Car

Chris Young reviewed that the 2017 Ford Explorer was advertised on Municibid. The high bidder was \$4,600 from Illinois. Motion to accept the high bid of \$4,600.

Made by: Mark Watkins

Seconded by: Mike Mayer

X Motion Carried

Motion Failed

Municibid High Bid - Scissor Lift

Chris Young reviewed that the scissor lift was advertised on Municibid. The high bidder was \$5,050 from Quakertown, PA. Motion to accept the high bid of \$5,050.

Made by: John Rothenberger

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

General

Council Re-elections for 2026

Chris Young mentioned the office positions and current officeholder that are up for re-election in 2026. These offices will appear on the 2025 ballot.

- Tax Collector – Marci Mayer
- Mayor – Suzanne Touch
- Member of Council – Mark Watkins
- Member of Council – Jim Meals
- Member of Council – Nancy Wunderly
- Member of Council – Ralph Touch

Balance Sheets – Upcoming Audit

Chris Young mentioned the balance sheets that were distributed for 2023-2024. The good news is that the accounts gained in 2024. Chris mentioned that the audit will start middle of February.

Thank You

Ralph Touch thanked Sally (guest at borough meeting and Fleetwood resident) for her posts on certain Facebook pages reminding others of the borough council meeting.

Fleetwood Fire Company 2024 Annual Report

John Manmiller, Fleetwood Fire Company Chief distributed copies of the 2024 Annual Report for the Fleetwood Fire Company to Council. If Council has questions they will be addressed at the February Council meeting.

Guests: See attached list.

Emergency Management Plan

Denton Schucker inquired about a 2025 Emergency Management plan. Chris Young mentioned that February 2024 Megan Young-Kraft (with Berks DES) had done training with Council. Megan Young (Fleetwood's EMC) will be attending the February 2025 council meeting to discuss revised EMC plan.

Denton inquired if the plan needs to be reviewed every two years and/or if members of Council change; also if a resolution is required to accept the EMC plan.

Andy George, Esq. will verify what is needed by the borough.

Chris Young and Council discussed that the February workshop (Feb. 24th at 6:30pm) could be used to meet with Megan Young-Kraft for emergency training and Megan Young (EMC) could review the EMC plan.

It was confirmed that workshop on Monday, February 24, 2025 at 6:30pm in the cafeteria would be used to discuss EMC Plan and provide training if the required attendees can attend.

Bills

Ratify December 22nd Invoices

Motion to ratify bills paid December 22, 2024

Made by: John Rothenberger

Seconded by: Mark Watkins

Motion Carried

Motion Failed

Ratify January 8th Invoices

Motion to ratify bills paid January 8, 2025

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Approve January 13th Invoices

Motion to pay invoices for January 13, 2025

Made by: John Rothenberger

Seconded by: Jim Meals

Motion Carried

Motion Failed

Minutes

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

Made by: Mark Watkins

Seconded by: Nancy Wunderly

Motion Carried

Motion Failed

Adjourn

Motion to adjourn borough meeting at 7:30pm.

Made by: John Rothenberger

Seconded by: Mike Mayer

Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary