

FLEETWOOD BOROUGH COUNCIL MINUTES

☒ BOROUGH COUNCIL MEETING

☐ BOROUGH COUNCIL WORKSHOP

Date: February 10, 2025 In-person meeting, held in Café
Council meeting is recorded and posted on website after meeting

Roll Call:

☒ **Ralph Touch (President) - virtual**
☒ **Pete Merkel (Vice-President)**
☒ **Jim Meals**
☒ **Mark Watkins**
☒ **John Rothenberger**
☒ **Mike Mayer**
☒ **Nancy Wunderly**

☒ **Suzanne Pittella Touch, Mayor**
☒ **Chris Young, Borough Manager**
☒ **Doreen O'Neil, Recording Secretary**
☒ **Julia Adams. Esq**
☒ **Angela Arndt, Police Corporal**
☒ **Craig Conrad, Public Works Director - virtual**

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 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 monthly 2025 police report was provided to Council prior to meeting.

Corporal Arndt provided summary of February 2025 police activity report.

The Fleetwood Police Department is seeking Act 1 part-time officers.

Appointments

BIA as Borough Engineer

Motion to appoint BIA as borough engineer for 2025.

Made by: Jim Meals

Seconded by: John Rothenberger

☒ **Motion Carried**

☐ **Motion Failed**

Entech as Borough Water and Sewer Engineers

Motion to appoint Entech as borough water and sewer engineers for 2025.

Made by: Pete Merkel

Seconded by: John Rothenberger

☒ **Motion Carried**

☐ **Motion Failed**

Kozloff Stoudt as Borough Solicitor

Motion to appoint Kozloff Stoudt as borough solicitor for 2025.

Made by: Mark Watkins

Seconded by: Mike Watkins

☒ **Motion Carried**

☐ **Motion Failed**

Herbein as Borough Auditor

Motion to appoint Herbein as borough auditor for 2025.

Made by: John Rothenberger

Seconded by: Nancy Wunderly

☒ **Motion Carried**

☐ **Motion Failed**

Barry Isett & Associates (BIA)

BIA Report (Codes/Engineering)

Report was provided to council prior to meeting.

Entech

Entech Report (Water/Sewer)

Report was provided to council prior to meeting.

Legal – Julia Adams, Esq.

Police BCERT (Berks County Emergency Response Team)

Julia Adams, Esq. reviewed resolution appointing Dale Ulshafer, Police Chief, and Thomas Focht, Police Sergeant to BCERT.

Motion to approve resolution for appointing Dale Ulshafer, Police Chief, and Thomas Focht, Police Sergeant to BCERT.

Resolution: 2025-02-10-01

Made by: Mike Mayer

☒ **Motion Carried**

Seconded by: Pete Merkel

☐ **Motion Failed**

Disposal of Municipal Records

Julia Adams, Esq. reviewed resolution for disposal of records from 2017.

Motion to approve resolution for disposal of municipal records from 2017.

Resolution: 2025-02-10-02

Made by: Mark Watkins

☒ **Motion Carried**

Seconded by: Nancy Wunderly

☐ **Motion Failed**

Borough Managers Report – Chris Young

Hawkstone Plans

Chris Young stated that 6 copies of Hawkstone development plans required signatures from council members. It was noted that height of buildings changed due to bedrock – BIA Engineers are ok with the change.

Motion to authorize council members to sign plans.

Made by: Jim Meals

☒ **Motion Carried**

Seconded by: Mark Watkins

☐ **Motion Failed**

Elm Street Address to 102 S. Richmond Street address

Chris reviewed that new property owners of 102 S. Richmond Street would like an additional address for their loading dock location. This will aid in truck deliveries and GPS coordinates. The frontage of the property will retain the 102 S. Richmond Street address. The loading docks would be given the address of 111 West Elm Street. If Council approves, Chris will sign letter of new address and give to post office.

Motion to authorize Chris Young to sign letter of new address for 111 West Elm Street.

Made by: Pete Merkel

☒ **Motion Carried**

Seconded by: Mark Watkins

☐ **Motion Failed**

303 East Locust Street – Subdivision Addresses

Chris provided update to Council –property of 303 East Locust Street was subdivided to three parcels. The other 2 addresses would be 307 and 313. Chris will prepare paperwork for the two new addressed for March council meeting approval.

2025 Fleetwood Pool Rates

Chris reviewed park/pool committee recommendations. Lifeguard salaries will be increased. There are no changes to daily rates or pool rental rates for Fleetwood residents. Daily pool rates will be \$17 for non-Fleetwood residents. Pool rental rates will have an up-charge rate of 10% for non-Fleetwood residents.

Motion to approve the new 2025 pool rates.

Made by: Mike Mayer

☒ **Motion Carried**

Seconded by: Mark Watkins

☐ **Motion Failed**

Fleetwood Pool

Chris provided update that grant for \$250,000 has been approved, with match from Fleetwood funds. Construction on pool bathhouse, pump house and equipment will begin end of 2025.

Borough Managers Report – Chris Young (Continued)

EMA Training

All council members had EMA counting training in February 2024. Newer Council members Mike Mayer and Nancy Wunderly recently attended Zoom meeting and are up-to-date with county training. The 2025 EMA training for all council members will be February 17, 2025 at 6:30pm in Community Center cafeteria. Chris Young will send invite.

Grant Update – Pool and Willow Creek

Chris had call with BIA engineers – the DCNR grant was frozen. The DCED grant that was applied for was not granted. This leaves \$250,000 on the books for the borough. Cannot re-apply once construction starts.

Grant – Safe Street

Chris and Craig Conrad discussed the new SS4 grant for Safe Streets that is available with a 20% match. This grant is done in two phases. Apply for funds to make a plan, then apply for funds to move forward with plan/changes.

Grant – Pond and New Pickleball Court

Chris had met with BIA Engineers regarding DCNR grant to do work on pond and new pickleball court at borough maintenance garage. This grant must be applied for by April 2, 2025.

CodeRED replacing Swiftreach / Rave as our reverse 9-1-1

Chris mentioned that borough currently uses Swiftreach/Rave for reverse 9-1-1. The borough will be switching to CodeRED – cost is about the same. CodeRED training is scheduled for 02-14-25. Data from current system will be loaded to CodeRED. Residents will have the ability to go into the system via borough website to add/update other phone numbers.

Commercial and residential inspection ordinance update

Chris mentioned there are two separate ordinances for Commercial and Residential inspections. Chris will be meeting with Andy George, Esq. to discuss combining to one ordinance.

Audit week of February, 17, 2025

Chris notified Council that borough audit is week of February 17th.

Joint Comprehensive Committee

Update

Mayor Touch and Nancy Wunderly attended meeting on January 28th. There were discussions about busses and connecting to other services. The survey between Fleetwood borough, Maidencreek and Richmond townships is open thru May 2025. They are creating business cards with QR code for residents to scan for survey and provide feedback. Survey is still posted on borough website. Received about 335 responses.

Bridges

Mayor Touch mentioned the bridge on West Main Street, Fleetwood (near park) is owned by the state. It was requested to advise PennDOT to discuss repairs and pictures for creating a plan.

Railroad Transit

There is a meeting on 02-24-25 regarding rocks from railroad beds washing into storm drains and causing blockage/issues.

Safe Route

Looking into grants for safe routes for students to walk to school – one idea is painting paw prints directing students to crosswalks and locations with crossing guards.

Trail project near high school, Springfield Drive, and Richmond Street (grass area)

Mayor Touch reviewed that she, Nancy, Chris and Craig met with Larry Lloyd (Berks Nature) to discuss options of walking path in this area and the wetlands. Grass areas would be replaced with wild flowers, perennials, and pollinators this would reduce grass mowing.

Public Works Report – Craig Conrad

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

Craig mentioned salt supply is getting low and has placed another order.

Public Works is clearing snow/ice during storms, equipment maintenance, projects, office painting, etc.

Snow Removal

Multiple thanks from council members and guests to Craig and Public Works crew on the snow removal from borough streets. Chris Young also mentioned the borough office received calls praising a job well done with the streets.

Electric Panel Maintenance – Community Center

The various electrical panels are outdated, can't be replaced and more are failing. These are about 20 years old. The plan is to gut the cabinets and put in modern equipment. Cost is \$35,000 and would come from Capital funds. A capital plan is being formed by Chris Young and Jim Meals. It was questioned if multiple quotes were needed, no since its maintenance on the building.

Motion to approve \$35K capital project for electric panel maintenance.

Made by: Jim Meals

Seconded by: Mike Mayer

X Motion Carried

Motion Failed

Guests: See attached list.

Boy Scouts – Troop 103 Fleetwood

Multiple boy scouts attended meeting to earn their Citizenship merit badge. Scouts presented questions to Mayor Touch and Council members.

- Graffiti in the park
 - Council working with police, locking bathrooms early
 - Council asks that citizens contact police if they see something
- Creek overflowing
 - Applying for grants to stabilize creek bed
 - Additional work being done on the creek and banks this summer
 - Possibly have student groups or boy scouts involved
- Safe Streets
 - If issue with street(s) contact borough – the streets committee meets to discuss paving plan and/or resolve issue with streets
 - Craig Conrad is working with BIA engineers to apply for Safe Streets grant
- In regards to new proposed walking trail behind high school
 - Citizens/Scouts could be involved in building/maintaining birdhouses, pledge to help maintain the grounds
- Vaping in High School/Middle School Bathrooms
 - Notify school administration
 - Mayor Touch will contact school superintendent to discuss presentation at school to discuss hazards of smoking/vaping
- Speeding in School Zones
 - Signage is present in the school zones
 - Mayor Touch will discuss concern with Chief Ulshafer, possibly install electronic signs
 - If see issue, can call boro office/police
- Branches of Government Municipal
 - Executive and Legislative
- Lead Pipe Project
 - Scout had worked with Craig Conrad as part of a prior school project and questioned progress
 - Craig noted the survey was good. About 300 letters were sent to ones that didn't know and received about half of these back. Public Works will reach out to remaining residents with follow-up letter and if no response then DEP considers it unknown.
- Borough Equipment/maintenance
 - Craig tracks when equipment needs replacement. Sometimes able to sell old/used equipment to put those funds toward purchase of new equipment.

Guests (Continued)

Residents

- Does Fleetwood have a Code Blue for animals left outside all day in frigid temperatures? No
 - Human Society should be contacted if this occurs
- Constant dog barking
 - This falls under noise ordinance and enforced by police
 - Police can be contacted by the non-emergency number to report
 - Mayor Touch will discuss with Chief Ulshafer
- Permit parking at East Main and North Franklin Streets lot
 - This lot is permit parking for residents who have no off street parking in 0 block of East Main Street
 - Times when resident can't enter/exit from their permitted parking space because people at the laundromat are parked alongside of building.
 - Mayor Touch will discuss with Chief Ulshafer about enforcing towing of vehicles parked along building
 - Resident mentioned sinkhole on parking lot
 - Craig Conrad will check lot
- Area in 0 block of East Main Street – no down spout directing water so it lays on sidewalk and freezes
 - Mayor Touch explained that if resident doesn't clear snow in 24hours after weather event, can contact borough office
 - Mayor Touch and Ralph Touch will check with codes group. Chris will review Quality of Life ordinance to see if references ice on sidewalks
- Water service was to be split to separate feeds to 2 residences during Main Street project, but wasn't. One water line comes into adjacent resident and splits to other residence.
 - Craig Conrad will check records/plans
- Resident has no off-street parking and with no parking allowed on Main Street where would contractor park to do maintenance on property?
 - Mayor Touch will provide resident a PennDOT phone number for them to contact PennDOT to ask question
- Dogwood Drive has cracks/holes
 - Craig mentioned there are no leaks, have checked manholes and found nothing. Craig will monitor and check in spring, may need to cut out the road
- Residents with ice on sidewalks more than 24 hours after weather event
 - Chris Young explained borough is complaint-based
 - Sidewalks not cleared in the allotted time-frame can be reported to borough office
- Resident acknowledged the drop-box for borough related items, and requested when snow is being cleared, that this area also be cleared.

Bills

Ratify January 28th Invoices

Motion to ratify bills paid January 28, 2025

Made by: John Rothenberger

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Approve February 10th Invoices

Motion to pay invoices for February 10, 2025.

Made by: John Rothenberger

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

Minutes

Motion to approve the January 13, 2024 borough council meeting minutes.

Made by: Mike Mayer

Seconded by: Mark Watkins

X Motion Carried

Motion Failed

Adjourn

Motion to adjourn borough meeting at 8:39pm.

Made by: John Rothenberger

Seconded by: Nancy Wunderly

X Motion Carried

Motion Failed

Submitted by:

Doreen O'Neil, Borough Recording Secretary