

**BOROUGH OF WEST READING
BOROUGH COUNCIL BUDGET WORKSHOP / COUNCIL MEETING**

October 26, 2021 – 7:00 p.m.

West Reading Borough Council held a Budget Workshop and Council Meeting at Borough Hall on Tuesday, October 26, 2021 with the following persons present: Council President Jack Gombach; Council Vice President Philip Wert; Council Pro-Tem Christopher Lincoln; Council Members Jennifer Bressler, Patrick Kaag, Samantha Kaag, and Ryan Lineaweaver; Chief of Police Glenn Granitz, Jr. (via Zoom); Police Officer Nicholas Karetas (via Zoom); Solicitor Daniel Becker (via Zoom); Treasurer Jeanette Rentschler; Borough Manager Dean Murray; and Borough Secretary Cynthia Madeira.

VISITORS:

Carl Garman, Resident	Zachary Shaver, Resident	Brian Adams, Resident
Denise Drobnick, Resident	James Rogers, Resident	Sheila Perez, Visitor
Reading Eagle Reporter	Suzanne Thompson, Resident	

1. **CALL TO ORDER:** Council President Jack Gombach called the meeting to order at 7:00 p.m., which was followed by the Pledge of Allegiance and Roll Call. A moment of silence was observed.

2. **PUBLIC COMMENT:**

Mr. Rogers apologized to Borough Council and residents for the misinformation he provided during last week's meeting in regards to the lighting expense for the pickleball court area. The total project cost was \$249,000 which included repairs to the basketball court area at a reduced contractor rate.

Mr. Adams read a message that was received by a fellow business owner from a member of Council that pertained to a discrimination investigation into an incident between a resident and business owner. The message noted an investigation that was completed to ensure that the Borough dealt with the incident appropriately, and that it was found that the officers handled the situation quickly and respectfully. A link to the investigation outcome was included in the message with a note that some residents have not accepted the investigation results and continue to make accusations even though they have been addressed by Council as a whole. Mr. Adams questioned why a Council member would speak on behalf of all Council and why he had to wait months for a written copy of the investigation outcome and asked that this Council member be held responsible for their actions.

Ms. Perez requested to read a letter from resident Stacey Shirk whom was unable to attend the meeting tonight. Ms. Shirk wrote of her request to become a voting member of the Zoning Hearing Board that she was appointed to as an Alternate non-voting member in 2020. She proceeded to question Borough Council's orchestration of the Environmental Advisory Council board that consists of a majority of Council members and then referred to Ordinance 1128 that amended the composition of the Environmental Advisory Council. Ms. Shirk seemed to think this was a common practice for Borough Council to appoint themselves as "citizens" on the various subcommittees for a majority vote. She also noted that the Chairperson on these subcommittees are Borough Council members and questioned the agenda being beneficial to residents and businesses or Borough Council members. Ms. Shirk noted that Brian Adams was

unjustly removed as Vice Chairperson from the Environmental Advisory Council in May of 2021 and there are six members, four of which are elected officials or employees of the Borough. The Economic Development Committee consists of nine members, four of which are from the public.

3. **LETTER OF RESIGNATION:**

A letter of resignation was received from Jenna Hiester from the Environmental Advisory Council.

Motion to accept the letter of resignation from Jenna Hiester from the Environmental Advisory Council. **Moved** by Mr. Kaag and seconded by Mr. Lineaweaver. **Motion carried 7-0.**

4. **ADMINISTRATION BUDGET:**

Mrs. Rentschler and Mr. Murray presented the Administration budget noting the following:

Revenues

- **01-301-100 Real Estate Taxes Current** – The proposed 2021-year end estimate of \$1,274,000 comprised of 7.25 mils was carried through to the 2022 budget without a tax increase.
- **01-301-125 Real Estate Road Taxes Current** – The proposed 2021-year end estimate of \$131,500 comprised of 0.75 mils was carried through to the 2022 budget without a tax increase.
- **01-301-150 Real Estate Taxes Fire Current** – The proposed 2021-year end estimate of \$500,500 comprised of 2.85 mils was carried through to the 2022 budget without a tax increase.

Mr. Adams and Ms. Perez departed the meeting at 7:12 p.m.

- **01-310-100 Real Estate Transfer Tax** – This is a 1% tax that is imposed on the value of real estate transferred within West Reading that is shared equally with Wyomissing School District. The 2021-year end estimate was \$131,800. Due to uncertainties of the housing market the proposed 2022 budget was \$105,000.
- **01-310-200 Earned Income Tax** – This is a 1% tax that is imposed on each dollar earned within the Borough that is shared equally with Wyomissing School District. The proposed 2021-year end estimate was \$784,000. This amount exceeded the proposed 2021 budget by roughly \$84,000. Further clarification on this anomaly will be asked of the tax collector.
- **01-310-500 Local Services Tax** – This is a \$52 tax assessed on people that work within the Borough. This tax is divided between the Borough and Wyomissing School District by \$47 and \$5 respectively. The proposed 2021-year end estimate was \$393,000. This amount is below the proposed budget by roughly \$37,000. The tax collector will also be asked for further clarification.
- **01-310-800 Business Privilege Tax Current** – The 2021-year end estimate of \$236,600 exceeds the budget by roughly \$26,000. The proposed 2022 budget was \$210,000.
- **01-310-830 Business Privilege Tax Delinquent** – The 2021-year end estimate of \$70,800 exceeds the budget by roughly \$59,000. It appears that better collection efforts have been implemented. The proposed 2022 budget was \$20,000. It was noted that a meeting with the tax collector is scheduled next week to discuss delinquent collections.

- **01-341-105 PLGIT Prime Interest** – The 2021-year end estimate of \$880 is below the proposed budget by roughly \$4,000. Due to low interest rates \$880 was proposed for the 2022 budget.

Mr. Adams rejoined the meeting at 7:29 p.m.

- **01-355-010 Public Utility Realty Tax** – It was unclear what determines this tax rate. The 2021-year end estimate of \$3,220 exceeds the budget by roughly \$700. The proposed 2022 budget was \$3,220.
- **01-359-100 Reading Hospital** – The Payment In Lieu Of Taxes (PILOT) 2021-year end estimate was \$643,774. New contract negotiations that are led by the solicitor should begin next summer. The amount budgeted for 2022 with a cost-of-living increase was \$650,212.
- **01-361-400 Xpress Bill Pay Service Fees** – This is a 3% pass through revenue for all credit card transactions except utility bill payments. The 2021-year end estimate of \$2,273 exceeds the budget by roughly \$1,458. The proposed 2022 budget was \$2,200.
- **01-362-456 Special Event** – There were two events this year, the French Fry Festival and the Reading Hospital Road Run totaling \$100. It was confirmed that events taking place on Recreation grounds would follow the Recreation Department Fee Schedule.
- **01-363-210 Parking Meter Revenue** – The 2021-year end estimate of \$29,100 has been carried through to the 2022 budget.
- **01-363-510 Contracted Snow Removal for PennDOT** – The 2021-year end estimate of \$3,700 was carried through to the 2022 budget.
- **01-392-009 Transfer from Refuse Fund** – This is a reimbursement to the General Fund for Administrative and overhead expenses. The proposed 2022 budget was \$114,000. Mrs. Rentschler noted that incremental annual percentage increases need to be determined.
- **01-392-060 Transfer from Water Fund** – This is a reimbursement to the General Fund for Administrative and overhead expenses. The proposed 2022 budget was \$504,000.
- **01-392-080 Transfer from Sewer Fund** – This is a reimbursement to the General Fund for Administrative and overhead expenses. The proposed 2022 budget was \$504,000.
- **01-394-100 Refund Prior Year Expenditures** – Dividends from the Pennsylvania Municipal Health Insurance Trust are difficult to budget for insurance, workers' compensation and healthcare coverages. A proposed 2022 budget amount was not determined.

Expenses

- **01-400-111 Salaries of Council** – A total of \$13,000 would be provided to the Mayor and Council Members for the year 2022.
- **01-400-121 Salary Manager** – A 3% increase was proposed for the new Borough Manager position totaling \$80,340 for the year 2022.
- **01-400-130 Salary Treasurer** – A 3% increase was proposed for the Treasurer position totaling \$61,779 for the year 2022.
- **01-400-135 Assistant Treasurer Wage** – Mr. Murray proposed a level rate for the Code Department, Assistant Treasurer and Administrative Clerk positions, noting the

longevity benefit for length of service. The proposed level salary was \$45,204 with a 3% increase.

- **01-400-140 Office Staff Wages** – The Borough Secretary and Administrative Clerk wages with a 3% increase for 2022 were proposed at \$106,351.
- **01-400-210 Office Supplies** – The estimated 2021-year end expense of \$5,000 was carried through to the 2022 budget.
- **01-400-243 COVID-19** – The Personal Protective Equipment supplies; audio and video equipment upgrade for Zoom meetings; and \$2,000 per employee bonus expenses were proposed for 2022 at \$55,000. Council agreed that upgrades are needed if virtual meetings are to continue to be offered encouraging increased resident attendance of public meetings.
- **01-400-311 Auditing Services** – Mallie, LLC contract year 2022 budget is \$15,500, the final contract year of 2023 increases by \$250 to \$15,750. The annual \$250 increase for services should be renegotiated during the next renewal period.
- **01-400-313 Engineering Services** – The 2021-year end estimate of \$10,000 was carried through to 2022. Clarification is needed to determine which engineering services are needed for the Administration Department.
- **01-400-314 Legal Services** – The 2021-year end estimate of \$81,900 exceeds the budget by roughly \$60,000 due to unforeseen circumstances this past year. The proposed 2022 budget was \$81,900.
- **01-400-374 Computer Repair and Maintenance** – The fees comprised under this account are for support of the Caselle operating system; IT services that are split with the Police Department; and upgrades to Office 365. The proposed 2022 budget was \$23,950.
- **01-400-501 Merchant Account Fees** – The 2021-year end estimate of \$3,847 is roughly \$7,000 below budget due in part to the reallocation of utility bill processing fees to the water, sewer and refuse budget. The proposed 2022 budget was \$3,924.
- **01-400-611 Miscellaneous Costs** – Unanticipated administrative expenses such as County fees and parking studies are budgeted at \$0 for 2022. It was noted that a separate account would be established for parking studies. It was decided to budget \$30,000 for an overall parking study should state funding not be awarded.
- **01-400-740 Major Equipment Purchases** – A replacement copier for the Administration office was proposed. The existing copier would be moved to the Code Department to allow color printing/copying. Also, the Assistant Treasurer is currently using a laptop, it was proposed to purchase a desktop computer for this station to allow the laptop computer to be used for virtual meetings. The 2022 proposed budget was \$15,000.
- **01-403-187 Commissions Elected Tax Collector** – The proposed 2022 budget of \$1,600 is for the elected tax collector who receives \$599 and the deputy tax collector who receives \$1,000.
- **01-403-188 Commissions Appointed Tax Collector** – The projected 2021-year end estimate of \$16,000 was carried through to the year 2022 to compensate Berks Earned Income Tax Bureau for collecting business privilege and local service taxes.
- **01-415-310 Professional Services** – The 2021-year end estimate of \$8,424 was carried through to the year 2022 for Westside Regional Emergency membership. The annual

membership is \$2 per person based on population. It was noted that the population increased to 4,553 based on results of the 2020 Census. This figure will be updated to reflect the additional number of residents.

- **01-415-320 Emergency Management Communications** – The 2021-year end estimate of \$9,256 was carried through to the year 2022 for dispatching services through the County of Berks. It was noted that this figure is one-third of the annual expense for ambulance dispatching. Fire and police dispatching expenses are included within their respective budgets.
- **01-419-542 Animal Rescue Contribution** – The elevated 2021-year end estimate of \$4,080 was a result of compensating both Safety Net Sanctuary and Animal Rescue League contracts. The proposed 2022 budget of \$4,553 was based on the \$1 per capita Animal Rescue League agreement.
- **01-462-000 Tax Incremental Financing (TIF) Payments to Berks County Redevelopment Authority** – The annual budget of \$10,325 for Candlewood Suites redevelopment will carry through to the year 2026.
- **01-462-545 West Reading Elm Street Operating Expense** – The annual expense of \$21,600 was budgeted for the year 2022.
- **01-465-300 West Reading Main Street Operating Expense** – The annual reimbursable expense of \$42,000 was budgeted for the year 2022.
- **01-486-352 Casualty/Fire/Flood/Liability Insurance** – An estimated 5% increase was proposed for the 2022 budget totaling \$146,055. Insurance options are currently being reviewed.
- **01-487-151 Pension/State Aid** – A 10.8% increase totaling \$453,200 was proposed for the year 2022. This increase is primarily a result of the minimum municipal obligation for the police pension.

Mr. Lineaweaver inquired as to 01-445-300 Parking Meter Kiosk Expense. This was accidentally omitted from the Administration budget. Mrs. Rentschler shared that these expenses are related to maintenance of the kiosks and credit card processing fees and provided a verbal account of the current year budget information. The 2021 budgeted amount was \$9,600; the year end projected estimate is \$15,000. The overages were based primarily on the Butts Ticket company assessing kiosk maintenance fees that were missed for two years and the \$7,500 reimbursement to the West Reading Community Revitalization Foundation for the purchase of the kiosks. 01-445-400 Parking Lot Revenue Split 2021 budgeted amount was \$15,000; the year end projected estimate is \$12,000. This relates to the 50% split of gross revenue with the parking lot owner. The 2022 proposed budget amount was \$12,600. Mr. Lineaweaver inquired as to 01-363-210 Parking Meter Revenue. Mrs. Rentschler indicated that this a revenue account and the 01-445-400 is an expense account.

Council recessed for a break at 8:23 p.m. and reconvened at 8:30 p.m.

5. CODE DEPARTMENT BUDGET:

Mrs. Hoffman presented the Code Department budget noting the following:

Revenues

- **01-321-471 Rental Occupancy Late Fees** – Mrs. Hoffman noted that all 2021 rental occupancy fees, except for the two multi-unit properties that are currently under varying degrees of enforcement, have been paid. It was thought that the additional tier in late fees promulgated better compliance. The proposed 2022 budget was \$400.
- **01-321-610 Transient Retailers** – There have been no requests for solicitation permits this past year, the proposed 2022 budget was \$100.
- **01-321-620 Plumbing Licenses** – Mrs. Hoffman stated that plumbing licenses are no longer required and the application for plumbing work has been shifted to the building permit application.
- **01-321-850 Public Right-of-Way License** – There have been no new requests for right-of-way access. It was noted that the Seventh Avenue approved wireless communication facility had not been installed. The Tulpehocken Avenue and Walnut Street wireless communication facility should be contributing the annual \$270 license fee. The proposed 2022 budget was \$5,000.
- **01-322-400 Dumpster Permits** – The number of dumpster permit requests were diminished this year bringing the estimated 2021-year end revenue to \$300. The proposed 2022 budget was \$500.
- **01-331-125 Violations of Ordinances/Statutes** – The 2021-year end estimate of \$8,500 for Magisterial District Court fines is below the \$12,000 proposed budget. The amount budgeted for the year 2022 was \$9,000.
- **01-331-225 Code Department Fines** – The fines assessed for failing to remove snow from sidewalk violations projected year end budget was \$150. The proposed 2022 budget was \$500.
- **01-331-350 False Alarm Fines** – Fines that are assessed for exceeding three false alarms per calendar year were projected to end the year at \$4,100. The proposed 2022 budget was \$3,500.
- **01-332-100 Restitution for Code Related Violations** – This primarily pertains to lawncare fees incurred by the Borough to remedy high grass or shrubbery violations. The 2021-year end estimate was \$1,800. The proposed 2022 budget was \$1,400.
- **01-332-200 Settlement of Liens** – There are a few properties that have had liens assessed this past year due to issues pertaining to hoarding or condemnation. The proposed 2022 budget of \$20,873 was based on the anticipated collection of municipal liens next year.
- **01-355-080 Alcohol Beverage License** – There were no new requests for liquor licenses this past year. The proposed 2022 budget was \$5,000.
- **01-361-300 Land Development Fees** – There were no new land development plans submitted this year and Mrs. Hoffman did not anticipate any new development plans for 2022. Therefore, the proposed 2022 budget was \$0.
- **01-361-310 Residential Plan Review** – The pass-through fee for the engineer to review residential building plans projected 2021-year end total was \$700. The proposed 2022 budget was \$735.
- **01-361-320 Commercial Plan Review** – The pass-through fee for the engineer to review commercial building plans projected 2021-year end revenue was \$9,000, quite a bit lower than the budgeted \$30,000. The 2022 proposed budget was \$15,000.

- **01-361-340 Hearing Fees** – Fees for Zoning/Liquor License/Conditional Use hearings projected year end estimate was \$1,500. The proposed 2022 budget was carried through at \$6,000.
- **01-362-100 Fire Code Inspection Fees** – Mrs. Hoffman reported that she is behind on invoicing businesses for life safety inspections and has committed to completing this task by the end of the month. She will be reviewing the Township of Spring Intergovernmental Agreement with regards to fees to determine if an increase to the Borough's fee schedule is needed to cover expenses. Mr. Lincoln requested a copy of the agreement and if the number of inspections being completed are in line with the agreement.
- **01-362-200 Burning Permit** – Due to a change in regulations, the number of burning permits have been reduced. The proposed 2022 budget was \$100.
- **01-362-410 Building Permit** – The projected 2021-year end estimate of \$65,000 is not far from the budgeted \$75,000. The proposed budget for 2022 was \$75,000.
- **01-362-412 Reading Hospital Building Permit** – Mrs. Hoffman reported that the hospital only obtained one building permit this past year and the projected 2021-year end revenue estimate was \$8,000, roughly \$82,000 under budget. The proposed 2022 budget was \$40,000. Mr. Wert recommended reaching out to the hospital to try to determine the number of projects that are planned for next year. It was unknown as to who the new contact would be at the hospital.
- **01-362-415 State Fees** – This is a pass-through expense to the state of \$4.50 for each permit issued. The projected 2022 budget was \$700.
- **01-362-430 Plumbing Permit** – Mrs. Hoffman reported that this has been transferred to building permit revenue.
- **01-362-450 Business License** – The annual \$35 license fee collected by Berks Earned Income Tax Bureau 2021-year end estimate of \$17,000 exceeds the budgeted amount of \$16,000. The proposed 2022 budget was \$17,000.
- **01-362-455 Sidewalk Café Permit** – There are roughly twenty restaurants that take advantage of the annual permit fee to create an outdoor seating area. The proposed 2022 budget was \$1,000.
- **01-362-460 Sign Permit** – Mrs. Hoffman reported thirteen new businesses this past year that obtained a sign permit. The proposed 2022 budget was \$2,500.
- **01-362-470 Rental Occupancy Fee** – Mrs. Hoffman reported that there are currently 984 rental units in the Borough. The proposed 2022 budget was increased to \$98,000 noting that the two large multi-unit rental properties that are currently under enforcement and have not paid their 2021 rental occupancy fees are projected to be collected next year.
- **01-362-473 Zoning Permit** – The 2021-year end estimate of \$4,000 is below budget by roughly \$1,500. The proposed 2022 budget was \$6,000.
- **01-362-475 Housing Certification Fees** – Mrs. Hoffman noted that the fee for this type of inspection increased \$25 this year and that roughly \$500 has not yet been collected for these services. The proposed 2022 budget was \$13,000.
- **01-362-476 Rental Inspection No-Show Fine** – The fee assessed for failing to attend a scheduled rental inspection proposed 2022 budget was \$2,100.

- **01-362-477 Additional Reinspection Fee** – Mrs. Hoffman indicated that the proactive efforts to remind property owners of a pending reinspection has reduced this revenue by roughly \$900. The proposed 2022 budget was \$250.
- **01-362-479 Commercial Certificate of Occupancy** – This pass-through expense was lower than anticipated with only thirteen new businesses this past year. The proposed 2022 budget was \$2,500.
- **01-362-480 Alarm Permit** – The permit fee revenue to register an alarm device was reduced for the 2022 budget to \$263.
- **01-362-490 Pet Permit** – Currently there are no active pet permits. The amount budgeted for 2022 was \$50.
- **01-363-100 Street/Sidewalk Opening Permit** – The projected 2021-year end estimate for sidewalk/street opening permits was \$6,000. The amount proposed for 2022 was increased by 5% to \$6,300.

Expenses

- **01-413-130 Code Enforcement Officer Wages** – A standard 3% increase was proposed for the Code Department Manager totaling \$68,789.
- **01-413-140 Clerical Wages** – The proposed 2022 budget of \$47,988 was based on bringing this salary up to the recommended level of \$45,200 with a nominal amount of overtime built into this wage. Otherwise, a standard 3% increase to this wage was recommended to be budgeted at \$45,040.
- **01-413-173 Longevity** – The proposed 2022 budget based on years of service and COVID bonuses for two employees was \$5,760.
- **01-413-196 Health and Accident Insurance** – The proposed 2022 budgeted amount of \$41,519 appears to be less than the 2021-year end estimate of \$42,435 due to payment of the December 2020 bill in January of 2021.
- **01-413-210 Supplies and Equipment** – Mrs. Hoffman indicated that this department does not need a great deal of supplies and proposed the 2022 budget at \$1,500.
- **01-413-313 Engineering Services** – Zoning administration, and inspection of the new construction on Penn Avenue brought the projected 2021-year end estimate to \$65,000 roughly \$20,000 over budget. A 5% increase was proposed for the 2022 budget at \$68,250.
- **01-413-314 Legal Services** – Funding for unusual circumstances this year included aspects surrounding the new townhome construction, hoarding properties, and the two multi-unit rental properties brought the projected 2021-year end estimate to \$40,000. The proposed 2022 budget was \$30,000.
- **01-413-316 Fire Code Inspections** – Mrs. Hoffman indicated that presently the total amount to be billed this year for fire safety inspections was \$5,400. She hopes to have a clearer picture as to recommended revisions to this program before year end.
- **01-413-373 Property Maintenance** – Expenses pertaining to the two hoarding properties found this year brought the 2021-year end estimate up to \$12,000. The proposed budget for 2022 was \$10,580.
- **01-413-375 Computer Maintenance** – It was noted that a new component known as Community Development has been added to the Dallas Data software program bringing

- the projected 2021-year end estimate up to \$8,125. A 5% increase was added to the proposed 2022 budget totaling \$8,300.
- **01-413-401 Code Department Administration** – The projected 2021-year end estimate of \$125,000 for Systems Design Engineering to administer the Code Department is roughly \$23,000 under budget. The proposed 2022 budget was \$142,000.
 - **01-413-740 Major Equipment Purchase** – A \$5,000 budget was proposed for 2022 to potentially purchase a color copier. This amount could be lowered should the Administration copier be handed down to the Code Department.
 - **01-414-300 General Expense** – The expenses associated with a hearing stenographer and General Code ordinance related items were recommended by Mrs. Hoffman to be divided between all departments. The 2021-year end estimate was \$1,195. The proposed 2022 budget was \$8,000.
 - **01-414-314 Legal Services** – Mrs. Hoffman noted the difficulty in predicting how many hearings would be requested in the course of a year, this past year there was only one hearing, and the projected 2021-year end estimate was \$30,000. The proposed 2022 budget was 31,500.
 - **01-414-320 Planning and Zoning Hearing Expense** – The 2021-year end estimate of \$12,500 is roughly \$2,000 over budget. A 5% increase was proposed for the 2022 budget at \$13,125.
 - **01-414-330 Subdivision and Land Development Ordinance Update** – It was noted that there are no planned updates next year and nothing was proposed for the 2022 budget.
 - **01-414-342 Zoning Ordinance Updates** – Mrs. Hoffman proposed a budget of \$2,000 for zoning updates and deferred to Mr. Wert as to his thoughts on the adequacy of this amount. Mr. Wert noted additions to the definition section and the potential for a number of updates in the pursuit of form-based codes. It was agreed to budget \$4,000 for 2022.
6. **EXECUTIVE SESSION:** Mr. Gombach noted that an executive session was not required this evening.
6. **PUBLIC COMMENT:**
- Mr. Shaver elaborated on the public comment made earlier this evening regarding the business owner message. The message was addressing a discouraging message posted on Facebook by a business owner. The Council member reached out to clarify the circumstances and offered to answer questions. The link that was provided by the Council member was to the Borough Council minutes located on the Borough website, not to a formal discrimination investigation report. Secondly Mr. Shaver stated that as a Fire Officer he has attended a number of public meetings and noted the recent unacceptable behavior of venting complaints and personal attacks that creates an uncomfortable atmosphere.
- Mr. Adams proceeded to make an accusation and angrily depart the meeting at 9:14 p.m.
- Mr. Rogers noted his attendance of meetings to know what is going on and to provide guidance to Council. He has found the Right-to-Know tool to be helpful in gathering information that is not discussed during Council meetings. Mr. Rogers recommended that Council practice better diligence in establishing contracts for arrangements such as Western Berks Ambulance

occupying the fire house, the West Reading Community Revitalization Foundation, and the engineer duties within the code department.

Mr. Gombach thanked Mr. Rogers for reaching out to engage Council noting that it generally allows members to take pause to look at things in a different light even though Council may not agree.

7. **ADJOURNMENT:** Motion to adjourn the meeting at 9:17 p.m. **Moved** by Mr. Kaag and seconded by Mr. Wert. **Motion carried 7-0.**

Respectfully submitted,

Cynthia Madeira
Borough Secretary