

BOROUGH OF WEST READING
BOROUGH COUNCIL BUDGET WORKSHOP/COUNCIL MEETING
OCTOBER 30, 2018

West Reading Borough Council held a Budget Workshop and Council Meeting at Borough Hall on Tuesday, October 30, 2018 with the following persons present: Council President Nicholas Imbesi; Council Vice President Philip Wert; Council Members Christopher Lincoln, Suzanne Thompson, Nicholas Gardecki, David Amato; Mayor Andrew Kearney; Borough Manager Cathy Hoffman; Fire Chief Mark Burkholder; Recreation Director Helen Moyer and Assistant to the Manager Cynthia Madeira. Council Member Kirk Mullen was unable to attend.

VISITORS PRESENT: Chad Moyer, Resident
Reading Eagle Reporter

CALL TO ORDER:

Council President Nicholas Imbesi called the meeting to order at 6:01 p.m.

PUBLIC COMMENT:

There was no public comment.

FIRE CODE OFFICIAL:

Cathy Hoffman noted safety inspections that were performed by Troy Hatt of Spring Township during the summer months for events along Penn Avenue as well as the intent to move forward with regular commercial safety inspections and the requirement to appoint a Fire Code Official.

Motion to appoint Troy Hatt as the Fire Code Official. **Moved** by Mr. Gardecki and seconded by Mr. Wert.
Motion carried 6-0.

FARMERS' MARKET:

The Farmers' Market Manager has requested to move the market from Penn Avenue to South Sixth Avenue between Penn Avenue and Cherry Street during the months of December through April. Mr. Gardecki recommended setting a protocol to cancel events during snow removal occasions.

Motion to approve the Farmers' Market dates and closure of South Sixth Avenue. **Moved** by Mr. Wert and seconded by Ms. Thompson. **Motion carried 6-0.**

PARKING LOT LEASE AGREEMENT:

Mr. Imbesi noted the owner of the parking lot has signed and notarized the parking lot lease agreement. A map of the lot, known as "Exhibit B" was provided indicating the following:

- Zone 1 – Located in the center of the parking lot and along the perimeter totaling 105 kiosk paid general parking spaces.
- Zone 2 – Located along Reading and Sixth Avenues totaling 53 parking spaces that would be designated as free employee parking use with the remaining spaces available for paid parking.
- 30-Minute Parking - Forty-five parking spaces bordering the entrances to the shopping center businesses would be available as free 30-minute parking.

The paid parking spaces would be numbered in correlation with the kiosk. Enforcement of the 30-minute parking would be controlled by the Police Department on a reported basis.

Motion to authorize execution of the Parking Lot Lease Agreement. **Moved** by Mr. Lincoln and seconded by Mr. Gardecki. **Motion carried 6-0.**

The kiosk will be ordered with plans to implement the program on January 2, 2019.

2019 BUDGET

FIRE DEPARTMENT:

Mr. Imbesi presented the Fire Department proposed 2019 Budget and noted the removal of a full-time Fire Chief to meet the requested 10% reduction. This allowed a reduction of 30% to the Fire Department Budget.

- 01-411-329 Communication pertaining to dispatch, phones and radio repairs was increased to \$19,500 to cover the increased County dispatching services fee structure.
- 01-411-330 Fire Company Radios – the amount of \$21,524 was noted as the final payment for the County mandated portable and mobile radios.
- 01-411-337 Vehicle Maintenance and Repair was increased to \$27,000. Use of the newly hired mechanic would only allow maintenance of the pickup trucks.
- 01-411-351 Fire Company Vehicle Insurance was reduced from \$5,409 to \$5,043, which was based on the history of claims.
- 01-411-354 Workers' Compensation Insurance was increased from \$26,814 to \$29,495 due to an assumed increase of 10%. Mrs. Rentschler will be requested to obtain a more accurate cost increase.
- 01-411-360 Utilities was increased from \$19,000 to \$21,000. Mr. Gardecki suggested installation of solar panels to offset the cost of electric.
- 01-411-750 Minor Equipment Purchases was increased from \$7,000 to \$7,500 for tool repairs and rescue tool servicing. There is potential for the on-staff mechanic to maintain certain items.
- 30-411-000 Fire Capital Expense remained at \$10,000 to purchase three sets of turnout gear, which has a shelf life of ten years. A grant is being requested to purchase a replacement ATV.

RECREATION DEPARTMENT:

Helen Moyer presented the Recreation Department proposed 2019 Budget.

Recreation Fund Revenues:

- 90-367-155 Pavilion Rental was increase from \$1,500 to \$2,500 due to the history of increased rentals.
- 90-367-204 Special Event Pool Receipts was increased to \$1,300.
- 90-367-206 Swim Class Receipts were discussed and recommended to increase the fee structure to offer a resident versus non-resident rate as well as private lesson rates.
- 90-367-300 Playground Registration was discussed and recommended to increase the fee structure to \$300 for the full-day program and \$150 for the half-day program in an effort to offset the history of operating losses.
- 90-367-805 Event Sponsors - \$400 in revenue was added to continue the Concert in the Park events.
- 90-367-806 Father-Daughter Dance revenue was increased to \$3,000 following a discussion to raise the fee from \$16 per couple to \$20 per couple.
- 90-367-808 Halloween Hayride and Haunted House was increased to \$3,500 due to the history of increased revenue.
- 90-367-811 Mother-Son Dance fees will also be raised to \$20 per couple.
- 90-367-814 Harvest Festival – Following discussion based on the cost to host this event and the number of other Harvest Festivals in the area it was decided to remove this event.

Recreation Expenses:

- 90-451-110 Harvest Hayride expenditure was reduced from \$2,700 to \$2,400 due to the inventory and maintenance of props.
- 90-451-112 Tons of Trucks event has been discontinued due to the lack of an available location to host the event.

Pool Expenses:

- 90-452-023 Equipment was reduced from \$2,000 to \$1,500 due to the history of expenditures.
- 90-452-185 Uniforms was reduced from \$1,700 to \$1,500 due to the history of expenditures.

- 90-452-300 General Expenses was reduced from \$1,500 to \$1,000 due to the history of expenditures for background checks of summer staffing.
- 90-452-370 Repair and Maintenance was increased from \$22,000 to \$32,000 with a list of the following requested items:
 - Fencing \$10,000
 - Refrigeration \$3,000
 - Camera System \$2,500
 - Repoint Deck \$8,000
 - Other \$8,500

Mr. Imbesi requested these items to be listed in order of importance for consideration during the November 10, 2018 budget meeting.

- 90-452-374 Repairs and Maintenance remained at \$21,000 even though 2018 expenditures totaled \$6,542. Mrs. Moyer indicated that this is for the Pool, Bicentennial House and Pavilion equipment and requested comment from the Public Works Director to clarify.

Playground Expenses:

- 90-453-038 Field Trip Expense was reduced from \$4,000 to \$3,500 with plans to cut expenses by keeping field trips to a more local area.
- 90-453-180 Uniforms was increased from \$650 to \$750 due to increased staffing.
- 90-453-183 Playground Wages was raised from \$15,000 to \$19,000 due to increased staffing. There were scheduling conflicts experienced during 2018 causing an increased expenditure of \$24,714, which will be resolved for 2019.
- 90-453-230 Fieldhouse Heat was questioned since there is no heat for this area. The \$400 expenditure was removed.
- 90-453-354 Recreation Grant/Donation would require a 50% match of \$81,500 should a \$193,000 grant be awarded for a pedestrian bridge.

EXECUTIVE SESSION:

Council recessed to executive session at 7:30 p.m. to discuss potential litigation and contract items. Council reconvened at 8:59 p.m.

ADJOURNMENT:

Motion to adjourn the meeting at 8:59 p.m. **Moved** by Mr. Lincoln and seconded by Mr. Gardecki. **Motion carried 6-0.**

Respectfully submitted,

Cynthia Madeira
Assistant to the Manager

Cathy Hoffman
Borough Manager