

**BOROUGH OF WEST READING – BOROUGH COUNCIL**

**January 17, 2012 – 7:00 p.m.**

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, January 17, 2012 with the following persons present: Council President Kevin M. Conrad; Vice President James J. Gallen Jr. ; Council Members Elizabeth L. Heckler, Nathalie R. Kulesa, Deborah Hutcheson, Philip C. Wert; Mayor Shane J. Keller; Borough Manager Richard J. Sichler; Police Chief Edward C. Fabriziani; Fire Chief Mark D. Burkholder; Borough Solicitor Daniel P. Becker; Chief Code Enforcement Officer Tracey L. Levering; Recreation Coordinator Daphne E. Klahr; Public Works Director Dean E. Murray; Elm Street Manager Dean L. Rohrbach; Administrative Clerk Stephanie L. Burkholder; Borough Engineer Terry Naugle. Council Member Amy B. Good-Ashman was unable to attend.

<b><u>VISITORS:</u></b>	Jim & Karen Livingood	Residents
	Tina Shenk	Business/Property Owner
	Ashley Gold	Reading Eagle
	Carl Garman	Resident
	Rachel Garman	Resident
	Audrey Schaeffer	Resident
	Ken Kozo	Property Owner
	Amber Rambo	Resident
	Ruth Cardell	Temple

1. **CALL TO ORDER:** Council President Kevin Conrad called the meeting to order at 7:00 p.m. which was followed by the Pledge of Allegiance and roll call.
2. **PUBLIC COMMENT:**  
Resident Carl Garman asked if it would be possible to add a public comment opportunity at the end of the meeting. The Council members in attendance felt it was a good idea, therefore it will be added at the end of the agenda each month.

**PRESENTATION** – Rebecca Doubek spoke about the Merchants Event Calendar for 2012, some of which require approval and assistance from Council:

- a. First Thursdays on Penn will remain the same with the south side of 6<sup>th</sup> Avenue being closed to traffic from Cherry to Penn.
- b. Art on the Avenue will be held on Saturday, June 16<sup>th</sup> from 11 a.m. to 6 p.m. Penn Avenue from 700 block to the middle of 400 block will be closed to traffic from 8 a.m. to 7:30 p.m.
- c. Sundays on Penn will be held in conjunction with the highly successful Farmers' Market. Businesses will be open from 11 a.m. until 12 or 1 p.m.
- d. A Jazz Fest event is being planned for March 23<sup>rd</sup> 5:00 – 10:00 p.m. at the dance studio. The event will also include tented areas on the 600 block of Penn Avenue, which will require the entire block to be shut down.
- e. A 'Love West Reading' Block Party will be held in May and another in October. Street closures are not required for these events.

- f. Fall Festival, being held on September 15<sup>th</sup> this year, will require Penn Avenue to be closed to traffic, from the 700 block to the middle of the 400 block. A liquor license will also be required for the Beer Garden tent.
- g. Boo on the Avenue is a month long celebration with several small events being held throughout October.
- h. Run Santa Run will be held on December 1<sup>st</sup> with the children's run being held at 9:30 a.m. and the adult race at 10:00 a.m. It should be completed by 12:30 p.m. This will require the same street closure as the 5K run held last December. On December 7<sup>th</sup>, Penn Avenue (the 700 block to the middle of the 400 block) will be closed again for an evening holiday event. The event will include carolers, carriage rides and merchant activities from 5 – 8 p.m.

Mr. Conrad had concerns about Penn Avenue being closed at 5:00 p.m. during rush hour traffic. Chief Fabrizio said that it is doable, however overtime costs have not been budgeted for any new events.

**Moved** by Ms. Hutcheson and seconded by Mrs. Kulesa to approve the event requirements for the 2012 West Reading Merchant Event Calendar as follows:

- Sixth Avenue to be closed from Cherry Street to Penn Avenue on the first Thursday of each month from April through October.
- Penn Avenue (600 block) to be closed on March 23<sup>rd</sup> from 5:00 – 10:00 p.m.  
Penn Avenue (700 block to middle of 400 block) on June 16<sup>th</sup> from 8:00 a.m. to 7:30 p.m.  
Penn Avenue (700 block to middle of 400 block) on Sept. 15<sup>th</sup> from 10:00 a.m. to 11:00 p.m.  
Penn Avenue (700 block) on December 1<sup>st</sup> from 8:00 a.m. to 1:00 p.m.  
Penn Avenue (700 block to middle of 400 block) on December 7<sup>th</sup> from 4:00 p.m. to 9:00 p.m.

**Motion carried.**

3. **APPROVAL OF COUNCIL MINUTES:**

**Moved** by Mr. Gallen and seconded by Mrs. Heckler to approve the minutes of December 20, 2011 (regular council) and January 3, 2012 (reorganization meeting). **Motion carried.**

4. **UNFINISHED BUSINESS:** none

5. **ORDINANCES/RESOLUTIONS:**

- a. Resolution 2012-1 – It was noted that there were no substantial changes for the 2012 Fee Schedule as compared to 2011.

**Moved** by Mrs. Heckler and seconded Ms. Hutcheson to approve Resolution 2012-1 Fixing the Fees for the Borough of West Reading. **Motion carried.**

6. **CONSULTANTS' REPORTS:**

- a. Solicitor's Report – Mr. Becker said that an agreement has been prepared for the sale of the fire truck and noted that there is language that indemnifies the Borough and the Fire Department in the event that someone were to take any action. A copy of the report concerning the ladder has been included with the agreement. Council will take action once the executed agreement has been returned by the Keystone Hook and Ladder Company No. 1.

**Moved** by Ms. Hutcheson and seconded by Mr. Gallen to approve the Solicitor's Report.  
**Motion carried.**

- b. Engineer's Report – Mr. Naugle reported that the Third Avenue sidewalk project is complete however funds are being held back until the issues with the water damage have been resolved. He also noted that the ADA curb ramp project is complete. In response to Mrs. Heckler's question, Mr. Sichler stated that additional trees will be planted on Third Avenue, however they will be waiting until the spring to do so. As well, the Shade Tree Commission will be holding a special meeting in February to choose the varieties that will be planted.

Mr. Wert asked about the increase in the fee for the MS4 Individual permits from \$500 to \$2500. Mr. Sichler said that he would discuss the issue with engineer Nick Johnson who was in attendance at the meeting with DEP and the Wyomissing Creek Watershed Group.

**Moved** by Mr. Wert and seconded by Mrs. Heckler to approve the Engineer's Report. **Motion carried.**

7. **BOROUGH MANAGER'S REPORT:**

- a. Cooperative Purchasing Agreement Resolution:  
Mr. Sichler said that the Borough has been a member of the Cooperative Purchasing Council, mainly purchasing winter salt and diesel fuel/gasoline. He noted that the Purchasing Council has revised their agreement regarding membership and has provided a revised resolution to be a member of the Council and to appoint a representative. **Moved** by Mrs. Kulesa and seconded by Mrs. Heckler to approve Resolution 2012-2 to join the Berks County Purchasing Council. **Motion carried.**
- b. Appointment of Representative to the Berks County Cooperative Purchasing Council:  
**Moved** by Ms. Hutcheson and seconded by Mrs. Kulesa to appoint the Borough Manager as the representative to the Berks County Cooperative Purchasing Council and listing the Public Works Director as the alternate. **Motion carried.**
- c. Berks County Tax Claim Bureau – Certification of Uncollected Real Estate Taxes:  
**Moved** by Mr. Gallen and seconded by Mrs. Kulesa to authorize Mr. Conrad to sign the Certification of Uncollected Real Estate Taxes document, as presented by Deputy Tax Collector Janice Kaucher.

**Moved** by Ms. Hutcheson and seconded by Mrs. Heckler to approve the Borough Manager's Report. **Motion carried.**

8. **MAYOR'S REPORT & MAIN STREET REPORT:**

Mayor Keller noted that the November 7<sup>th</sup> Authority minutes, December 5<sup>th</sup> Authority minutes, and the November 7<sup>th</sup> Foundation minutes were included in the Council packet. He noted that he had just signed the application to reapply for the Borough's Tree City USA designation, which is required annually. He added that as mentioned at the last meeting, the police blotter is ready to be uploaded to the website. More information will be provided in Chief Fabrizio's report. Mayor Keller also requested an Executive Session to discuss police personnel.

**Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the Mayor's Report. **Motion carried.**

9. **DEPARTMENT REPORTS:**

- a. Code Enforcement – Mrs. Levering referred to her written report, and added that at the last Planning Commission meeting, a recommendation was made to Council regarding the conditional use application for the property at 426 Penn Avenue. She added that the applicant is amenable to the hearing being held at the next Council meeting. It was decided to hold the conditional use hearing at 6:30 p.m. on Tuesday, February 21<sup>st</sup>.

Mrs. Levering also noted that the new Code Enforcement Secretary, Cindy Shaner had started on January 9<sup>th</sup> and is working out very well.

**Moved** by Ms. Hutcheson and seconded by Mrs. Heckler to approve the Chief Code Enforcement Officer's Report. **Motion carried.**

- b. Police Department – Chief Fabriziani reported that a resident on Cherry Street had requested a handicapped parking space and since that time her situation has deteriorated. He referred to a drawing of the street and noted that it is a one way street with parking permitted on only one side and that the three spaces closest to S. 3<sup>rd</sup> Avenue are generally used by Fraser Business Systems. Also, there are no other handicapped spaces on that block. The space he recommended is not located at the corner because of those reasons. Some discussion ensued with Council opting not to go against established policy concerning handicapped spaces. Chief Fabriziani also updated Council regarding the progress that is being made on recent incidents in the Borough. He also spoke about the police blotter which is in the process of being added to the Borough's website and will provide anyone who wishes to see the address of the call, type of call, time and pertinent information. The narrative will be a call summary and will not include any investigation notes. He added that it will be updated each Tuesday.

**Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the Police Chief's Report. **Motion carried.**

- c. Public Works – There were no questions regarding Mr. Murray's report.

**Moved** by Mr. Gallen and seconded by Mrs. Heckler to approve the Public Works Director's Report. **Motion carried.**

- d. Fire Department – There were no questions for Chief Burkholder.

**Moved** by Mr. Wert and seconded by Mrs. Heckler to approve the Fire Chief's Report. **Motion carried.**

- e. Elm Street – Mr. Rohrbach noted that there were no action items as part of his report. He noted that his written report contained information pertaining to the 4<sup>th</sup> quarter of 2011 as well as the year in review. He added that meetings pertaining to the reorganization of Elm Street/Main Street which will probably occur in March.

**Moved** by Mr. Gallen and seconded by Mrs. Kulesa to approve the Elm Street Manager's Report. **Motion carried.**

10. **COMMITTEE/COMMISSION REPORTS:**

- a. Recreation Commission – Ms. Klahr noted that her written report contained information concerning the events for the year, including dates and times. **Moved** by Mr. Gallen and seconded by Ms. Hutcheson to approve the minutes detailing the list of events for 2012. **Motion carried.**

**Moved** by Mrs. Kulesa and seconded by Mr. Gallen to approve the Recreation Commission Report. **Motion carried.**

- b. Planning Commission – Mr. Wert said that the Planning Commission had reviewed a conditional use application from Kevin Kozo, and had a presentation from Lee Olsen about the Penn Corridor way finding signage study.

**Moved** by Mrs. Heckler and seconded by Ms. Hutcheson to approve the Planning Commission Report. **Motion carried.**

- c. Shade Tree Commission – Mr. Sichler said that the tree planting schedule was the topic of discussion and that Tree Vitalize is still available to help pay for tree planting. The planting plan must be prepared before the grant will be approved. A special meeting will be held on February 9<sup>th</sup> to discuss species.

**Moved** by Mrs. Kulesa and seconded by Mr. Wert to approve the Shade Tree Commission Report. **Motion carried.**

- d. Traffic & Infrastructure Committee – Mr. Sichler reported that there were no action items, however he did note that a request has come from the hospital to designate spaces in front of the Children’s Health Center and the Spine & Brain Center, for patient loading and unloading. He also reported that they have also asked for a mid block crosswalk between the parking area and the Children’s Health Center.

**Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the Traffic Committee Report. **Motion carried.**

Mrs. Kulesa said that the last line of the Traffic Minutes was incorrect, that the parking space on Cherry Street was not approved by Council in May of 2009 therefore it was agreed that the sentence should be removed. **Moved** by Mrs. Kulesa and seconded by Mrs. Heckler to amend the Traffic Committee report to reflect the change in the last sentence. **Motion carried.**

- e. Environmental Advisory Council – There were no questions regarding the Environmental Advisory Council report.

**Moved** by Mrs. Heckler and seconded by Ms. Hutcheson to approve the Environmental Advisory Council Report. **Motion carried.**

11. **TREASURER’S REPORT:**

- a. **Moved** by Ms. Hutcheson and seconded by Mrs. Kulesa to approve the Revenue Report for the 12 months ending 12/31/2011. **Motion carried.**

- b. **Moved** by Ms. Hutcheson and seconded by Mrs. Kulesa to approve Payment Approval Report for 12/21/2011 - 01/12/2012. **Motion carried.**

12. **PUBLIC COMMENT:**

Amber Rambo asked about the 'Run Rabbit Run' and Ms. Hutcheson stated that it would not be happening this spring.

13. **EXECUTIVE SESSION:**

Council recessed to Executive Session at 8:05 p.m. to discuss personnel. When the meeting reconvened at 8:20 p.m., no action was taken. Mr. Conrad announced that Council would be meeting on Friday, January 20<sup>th</sup> at 6:00 p.m. for an Executive Session and to conduct any business that may come before Council.

14. **ADJOURNMENT:**

**Moved** by Mr. Gallen and seconded by Mrs. Heckler to adjourn the meeting at 8:25 p.m. **Motion carried.**

Respectfully submitted,

Cathy Hoffman  
Administrative Assistant