

BOROUGH OF WEST READING – BOROUGH COUNCIL

December 18, 2012 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, December 18, 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, Amy B. Good, Philip C. Wert; Mayor Shane J. Keller; Borough Manager Richard J. Sichler; Sgt. Keith Phillips OIC; Fire Chief Mark D. Burkholder; Borough Solicitor Daniel P. Becker; Chief Code Enforcement Officer Tracey L. Levering; Public Works Director Dean E. Murray; Elm Street Manager Dean L. Rohrbach; Administrative Assistant Cathy L. Hoffman; Borough Engineer Terry Naugle.

<u>VISITORS:</u>	Ruth Cardell	Temple
	Karen Livingood	Resident
	Ed Fabriziani	Fleetwood
	Tina Shenk	Property Owner
	Audrey Schaeffer	Resident
	Dennis Wayne	Resident
	Amber Rambo	Resident
	David Morgan	SSM Group
	Dave Major	The Reading Hospital
	Tom Parr	Ballinger Architects
	Becca Gregg	Reading Eagle
	Fred Levering	Wyomissing Borough Council President
	Bill Murray	Wyomissing Borough Council Member
	Wyatt Metzger	WASD Football Team Starting Lineman

1. **CALL TO ORDER:** Council President Kevin M. Conrad called the meeting to order at 7:00 p.m. which was followed by the Pledge of Allegiance and a moment of silence for the victims of the tragedy at Sandy Hook Elementary School. A moment of silence was also observed for Ronald D. Fisher, Sr., a member of the Planning Commission who passed away in November.

Mr. Conrad then introduced Fred Levering, Wyomissing Borough Council President, Bill Murray, a Wyomissing Borough Council member, and Wyatt Metzger a member of the Wyomissing Area High School State Championship Football Team. He then read a joint resolution that was already enacted by Wyomissing Borough Council. Resolution 2012 – 17 commends the players and coaches of the 2012 Wyomissing Area School District PIAA Class 2A District 3 State Championship Football Team. **Moved** by Ms. Good and seconded by Mrs. Kulesa to approve Resolution 2012 – 17. **Motion carried.** The signed resolutions were presented to Mr. Metzger and Mr. Levering and they both made brief comments.

Mr. Conrad also announced that Council had held a brief Executive Session to discuss personnel just prior to the regular meeting, and that there no action will be taken at this time.

2. **PUBLIC COMMENT:** There was no public comment.
3. **APPROVAL OF COUNCIL MINUTES:**
Moved by Mr. Gallen and seconded by Mrs. Heckler to approve the minutes of November 20 (regular session), November 17 (budget meeting), and December 7 (special meeting), 2012. **Motion carried.**

4. **UNFINISHED BUSINESS:**

Pool Painting Project – Mr. Naugle said that the quotes for the work will be received within the next week and forwarded to the bonding company.

2013 Budget – The budget has been advertised and a copy has been available at Borough Hall for review, and is now ready to be enacted. It was noted that there will be no tax increase for 2013.

Moved by Mr. Gallen and seconded by Ms. Hutcheson to approve the 2013 budget. **Motion carried.**

5. **PRELIMINARY PLAN APPROVAL – THE READING HOSPITAL:** Mr. Wert said that at the December 5th meeting of the Planning Commission, it was unanimously decided to recommend approval of the preliminary plan for the Reading Hospital project. It was noted that items listed in the G V C comment letter were normal housekeeping issues. **Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the Preliminary Plan for the 7th Avenue Reading Hospital project. **Motion carried.** (Mr. Conrad abstained because he is employed by SSM Group which is the engineering firm working with the Reading Hospital on this project.)

6. **ORDINANCES/RESOLUTIONS:**

- a. Ordinance 1017 – This is the ordinance that amends and restates in its entirety Chapter XXV entitled Zoning, of the Borough Code of Ordinances. It was noted that there were no issues addressed at the Public Hearing which was held immediately prior to the Council meeting.

Moved by Ms. Hutcheson and seconded by Mr. Wert to enact Ordinance 1017. **Motion carried.**

- b. Ordinance 1018 – Mr. Sichler stated that the Parking Revisions Ordinance has been advertised however the time period has not been long enough to enact, therefore it will be presented at the next meeting.

7. **CONSULTANTS' REPORTS:**

- a. Solicitor's Report – Mr. Becker had nothing further to report

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

- b. Engineer's Report – Mr. Naugle distributed a letter prior to the meeting regarding the 5th Avenue Sidewalk Project which states that although Reamstown Excavating is requesting payment for the entire contract amount (excluding \$9,758. for a single banner pole installation), he recommended that additional retainage (approximately \$20,000) be held until some other items are addressed. **Moved** by Ms. Hutcheson and seconded by Mrs. Heckler to approve Payment Application #1 to Reamstown Excavating in the amount of \$47,909.81.

Motion carried. It was noted that Reamstown is aware of the outstanding issues and will be meeting with GVC in the coming week to discuss the necessary work.

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

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

- a. Committee/Commission/Board Vacancies – Mr. Conrad read a letter from Karen Livingood who is resigning from the Zoning Hearing Board effective December 31st, 2012. **Moved** by Ms. Good and seconded by Mr. Gallen to accept with regret the resignation of Karen Livingood from the Zoning Hearing Board. **Motion carried.**

Mr. Sichler said that there are currently vacancies on the Environmental Advisory Council, Zoning Hearing Board, Planning Commission, Shade Tree Commission and Civil Service Commission. Mrs. Heckler brought forward the name of Steve DeLucas as a candidate for the Civil Service Commission. **Moved** by Mrs. Kulesa and seconded by Mr. Gallen to approve Steve DeLucas as a member of the Civil Service Commission for the remainder of Ms. Lashinsky's term which expires on December 31, 2013. **Motion carried.**

Mr. Sichler noted that an advertisement will be placed in the Reading Eagle to request candidates for those vacancies. Mr. Wert asked that letters of intent be submitted for review prior to appointments being made, as was the practice in the past. **Moved** by Mr. Gallen and seconded by Ms. Hutcheson to authorize the advertising of the vacancies on the Environmental Advisory Council, Zoning Hearing Board, Planning Commission and Shade Tree Commission. **Motion carried.** It was noted that this will be placed on the website as well. Also, Mr. Sichler will review the list of committees/commissions etc to determine which terms are up for renewal, and will contact those individuals to see if they are willing to continue in that capacity. If they are not, those vacancies will be added to the advertisement.

- b. District Attorney's Crime Alert Request – A request has been received from the District Attorney's office that all municipalities donate \$250 to Crime Alert. Mayor Keller said that this is something that is budgeted each year however the Borough donates \$500.
- c. Handicapped Parking Spaces – Mr. Sichler reviewed handicapped parking space requests that were received from the residents at these locations:
 - 415 Sycamore Road – Because of the proximity of the three requests on Sycamore Road, the unusually long block, and the two existing spaces, it was decided to give the request further consideration before a decision is made.
 - 323 Sycamore Road – Further investigation is needed.
 - 305 Sycamore Road – Further investigation is needed.
 - 124 S. 4th Avenue – As there are no existing handicapped parking spaces on this block, one can be placed at the end of the block.
 - 115 Olive Street – Because of an existing space at 129 that was grandfathered, the new space will have to be allocated across the street at the opposite end of the block per the established policy. Mr. Sichler will verify this with the requester who has previously indicated that they are not interested in the space if it is not in front of their home.
 - 223 Tulpehocken Avenue – There are no existing spaces therefore the resident will be contacted to see which end of the block they would prefer the space to be located.
 - 331 Sunset Road – This is another unusually long block, therefore the space could be allocated across the street at the end of the alley.
 - 200 Chestnut Street – The resident has requested that the space be placed on S. 2nd however it was noted that there may be a handicapped space on Kline behind that property. This will be verified before a decision is made.
 - 401 Pine Street – The space could be allocated either on Pine or on S. 4th but because Pine Street is a snow emergency route, it was decided to place the space on S. 4th.Once Mr. Sichler has contacted those who have requested the spaces, the information will be brought back to Council, with advertising of the Ordinance to follow.

- d. Recreation Coordinator PT – Mr. Sichler stated that the Personnel Committee did not successfully interview any candidates for the part-time Recreation Coordinator position and requested permission to advertise again. **Moved** by Ms. Good and seconded by Mr. Gallen to rerun the advertisement for the part-time Recreation Coordinator. **Motion carried.**

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

9. **MAYOR'S REPORT & WEST READING COMMUNITY REVITALIZATION FOUNDATION REPORT:**

Mayor Keller noted that the November 5th and 12th minutes for the West Reading Community Revitalization Foundation were in Council's packets. He added the following information:

- Work has begun at the P.A.R.R. project at 23 S. 7th Avenue.
- The Governance Manual was approved at the December 3rd meeting and is being distributed to all volunteer committees.
- The tree lighting was very well attended. Mayor Keller thanked everyone who put in so much effort to make it such a wonderful event.
- Officer Joe Brown has requested reimbursement for fees/tuition/books as he continues his studies toward his Bachelor degree in Jurisprudence Legal Studies, a maximum of \$2000 per calendar year. The request is in compliance with Section 17 of the Collective Bargaining Agreement. It was noted that in order to be reimbursed he must provide receipts and proof of completion of the courses with a passing grade. **Moved** by Mr. Gallen and seconded by Mrs. Kulesa to approve Officer Brown's request. **Motion carried.**
- Ms. Good also commented about the Run Santa Run event that began on Penn Avenue and continued through the Borough. The Police and Public Works Departments were thanked for their assistance.

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

10. **DEPARTMENT REPORTS:**

- a. Code Enforcement – Mrs. Levering had nothing to add to her written report.

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

- b. Police Department – Sgt. Phillips added to his written report by stating that West Reading officers had participated in the recent 'drug round-up' with the DA's Drug Task Force which resulted in the removal of 18 people from the streets. Mrs. Kulesa commended Sgt. Phillips on his written report, noting that the graphs made the information much easier to comprehend.

Moved by Mrs. Heckler and seconded by Mrs. Kulesa to approve the Police Chief's Report. **Motion carried.**

- c. Public Works – Mr. Murray had nothing to add to his written report. Mrs. Heckler asked if more streets were going to be added to the list of streets that are regularly scheduled for cleaning such as Ann Street and Oak Terrace. Mr. Conrad said that the Traffic Committee will be evaluating the trial program to determine if it should continue. She noted that if the program continues, the residents on Oak Terrace still need to receive notification regarding the change that was made to the Ordinance.

Moved by Mrs. Kulesa and seconded by Ms. Hutcheson to approve the Public Works Director's Report. **Motion carried.**

- d. Fire Department – Chief Burkholder reported that the Kiddies' Christmas Party went well and that the online registration (used for the first time this year) was very helpful in planning for the party.

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

- e. Elm Street – Mr. Rohrbach had nothing further to add to his written report.

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

11. **COMMITTEE/COMMISSION REPORTS:**

- a. Recreation Commission – Mrs. Kulesa said that they had had a very large turn-out for their last meeting however most of the visitors were from outside West Reading and were there to discuss their previous request for a skateboard park in the Borough. She and Mr. Sichler will be contacting the County to see if they can be of assistance, as the Recreation Commission feels that this should be a county-wide project as far as both funding and location are concerned. She also spoke about the Christmas Tree Lighting and thanked the Fire, Police and Public Works Departments for their assistance.

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

- b. Planning Commission – Mr. Wert had nothing further to add.

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

- e. Environmental Advisory Council – There were no questions concerning the minutes and no action items.

Moved by Mr. Gallen and seconded by Mr. Wert to approve the Environmental Advisory Council Report. **Motion carried.**

- f. Safety Committee – Ms. Good asked if members of Council and volunteers from the various commissions/committees could be included in the planned CPR training without additional cost. Mr. Sichler said he would look into it.

Moved by Mrs. Kulesa and seconded by Mrs. Heckler to approve the Safety Committee Report. **Motion carried.**

12. **TREASURER'S REPORT:**

- a. **Moved** by Ms. Hutcheson and seconded by Mrs. Kulesa to approve the Revenues with Comparison to Budget Report for the 11 months ending 11/30/2012. **Motion carried.**

- b. **Moved** by Mr. Gallen and seconded by Mrs. Heckler to approve Payment Approval Report for 11/20/2012 - 12/13/2012 and 12/14/2012 - 12/17/2012. **Motion carried.**

13. **PUBLIC COMMENT:**

Tina Shenk thanked Mayor Keller for the completion of the Governance Manual and hoped it would be helpful in getting more people involved in the community. She also thanked Sgt. Phillips for the email she received today concerning a suspicious person visiting stores on Penn Avenue. She said it was good for the business owners on the Avenue to be aware of the situation so they can be more vigilant.

14. **EXECUTIVE SESSION:**

Council recessed to Executive Session at 8:00 p.m. to discuss personnel. When the meeting reconvened at 8:46 p.m., no action was taken.

15. **ADJOURNMENT:**

Moved by Ms. Hutcheson and seconded by Mrs. Kulesa to adjourn the meeting at 8:49 p.m. **Motion carried.**

Respectfully submitted,

Cathy Hoffman
Administrative Assistant