

**BOROUGH OF WEST READING
BOROUGH COUNCIL REORGANIZATION MEETING**

January 2, 2024 – 6:00 p.m.

West Reading Borough Council held its reorganization meeting at Borough Hall on Tuesday, January 2, 2024 with the following persons present: Mayor Samantha Kaag; Solicitor Daniel Becker; Council Members Ryan Lineaweaver, Philip Wert, Patrick Kaag, Zachary Shaver, Denise Drobnick, Bethany Bower and Zanna Leiendecker; Borough Manager Dean Murray; and Borough Secretary Cynthia Madeira.

VISITORS:

James Rogers, Resident

Karen Livingood, Resident

Johanny Cepeda-Freytiz, State Representative

Ty Gardner, Resident

Charles Aden, Resident

1. **CALL TO ORDER:** Mayor Samantha Kaag called the meeting to order at 6:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.
2. **SWEARING-IN OF COUNCIL MEMBERS:** Mayor Kaag swore in council members Bethany Bower, Zanna Leiendecker and Patrick Kaag.
3. **AGENDA AMENDMENTS:** There were no amendments to the agenda.
4. **PUBLIC COMMENT:**
State Representative Johanny Cepeda-Freytiz wished everyone a happy new year and noted her enjoyment in recognizing, congratulating and welcoming new council members. She presented Ms. Bower, Ms. Leiendecker, and Mr. Kaag with a certificate from the Commonwealth of Pennsylvania.

Mr. Rogers provided an update on his research into the collection of Business Privilege Taxes noting newfound funds totaling \$55,000. These businesses are now entered into the system and will continue to be collected in the coming years. He was sure that Council would find ways to utilize these newfound funds to the best of their ability.

5. **NOMINATION AND ELECTION OF OFFICERS:**
 - a. **Nomination for Council President** – Mr. Wert nominated Ryan Lineaweaver for Council President. There were no other nominations. **Moved** by Mr. Wert and seconded by Ms. Drobnick. **Motion carried 7-0.**

Mr. Lineaweaver thanked everyone for entrusting him to perform the duties of Council President and chaired the remainder of the meeting.
 - b. **Nomination for Vice President** – Mr. Shaver nominated Philip Wert for Council Vice President. There were no other nominations. **Moved** by Ms. Drobnick and seconded by Mr. Kaag. **Motion carried 7-0.**
 - c. **Nomination for Council Pro Tem** – Mr. Shaver nominated Patrick Kaag as Council Pro Tem. There were no other nominations. **Moved** by Ms. Leiendecker and seconded by Mr. Wert. **Motion carried 7-0.**

6. APPOINTMENTS:

- a. **2024 Committee Appointments** – The following list of appointments were reviewed:

Position	Name	Term
Administration		
Business Privilege Tax Collector and Local Services Tax Collector	Berkheimer Tax Innovations	1/1/24 – 12/31/25
Deputy Tax Collector	Janice Kaucher	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25
Borough Secretary	Cynthia Madeira	1/1/24 – 12/31/25
Assistant Borough Secretary	Dean Murray	1/1/24 – 12/31/25
Treasurer	Jeanette Rentschler	1/1/24 – 12/31/25
Assistant Treasurer	Helen Moyer	1/1/24 – 12/31/25
Open Records Officer	Dean Murray	1/1/24 – 12/31/25
Alternate Open Records Officer	Chad Moyer	1/1/24 – 12/31/25
Alternate Open Records Officer	Cynthia Madeira	1/1/24 – 12/31/25

Code Enforcement

Code Department Manager	Chad Moyer	1/1/24 – 12/31/25
Code Enforcement Officer	Andrew Weber	1/1/24 – 12/31/25
Commercial Building Inspector	Matt Davenport, SDE Inc.	1/1/24 – 12/31/25
Residential Building Inspector	Matt Davenport, SDE Inc.	1/1/24 – 12/31/25
Plumbing Inspector	Systems Design Engineering, Inc.	1/1/24 – 12/31/25
Sewage Enforcement Officer	Scott McCaffrey, SDE Inc.	1/1/24 – 12/31/25
Zoning Officer	Chad Moyer	1/1/24 – 12/31/25
Assistant Zoning Officer	Systems Design Engineering, Inc.	1/1/24 – 12/31/25

Professional Services

Engineer	Pamela Stevens, SDE Inc.	1/1/24 – 12/31/25
Solicitor	Daniel Becker, Kozloff Stoudt	1/1/24 – 12/31/25
Zoning Solicitor	Jason Ulrich, Gross McGinley,LLP	1/1/24 – 12/31/25
Auditor / Accounting Specialist	Maillie, LLP	1/1/24 – 12/31/25

Fire Department

Fire Chief	Chad Moyer	1/1/24 – 12/31/25
Deputy Chief	Jeffrey Reinert	1/1/24 – 12/31/25
Assistant Chief	Jason Witman	1/1/24 – 12/31/25
Captain	Jamie Keith	1/1/24 – 12/31/25
Lieutenant	Andrew Gudinas	1/1/24 – 12/31/25
Lieutenant	TBD	1/1/24 – 12/31/25
Safety Officer	Daniel Strause	1/1/24 – 12/31/25
Fire Police Captain	Timothy Goodhart	1/1/24 – 12/31/25
Fire Police Lieutenant	Lance Parmer	1/1/24 – 12/31/25
Fire Marshal	Mark Burkholder	1/1/24 – 12/31/25
Fire Code Official	Chad Moyer	1/1/24 – 12/31/25

Planning Commission

Council Member	Philip Wert	1/1/24 – 12/31/27
Member	Christopher Lincoln	1/1/24 – 12/31/27

Shade Tree Commission

Member	Zachary Shaver	1/1/24 – 12/31/27
Member	Michael Hayes	1/1/24 – 12/31/27

Economic Development Committee

Mayor	Samantha Kaag	1/1/24 – 12/31/25
Council Member	Philip Wert	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25
Member	Aaron Gantz	1/1/24 – 12/31/25
Member	Robin Horman	1/1/24 – 12/31/25
Member	Main Street Manager	1/1/24 – 12/31/25
Member	Heidi Lincoln	1/1/24 – 12/31/25

Emergency Services

Emergency Management Coordinator	Tom Bausher	1/1/24 – 12/31/25
Deputy Emergency Management Coordinator	Mike Fesh	1/1/24 – 12/31/25
Emergency Management Board Members	Dean Murray, Borough Manager Chad Moyer, Alternate	1/1/24 – 12/31/25
Fire Police Captain	Timothy Goodhart	1/1/24 – 12/31/25
Fire Police Lieutenant	Lance Parmer	1/1/24 – 12/31/25

Vacancy Board

Vacancy Board Chair	Andrew Moletress	1/1/24 – 12/31/25
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Recreation Commission

Council Member - Chairperson	Denise Drobnick	1/1/24 – 12/31/25
Secretary	Colleen English	1/1/24 – 12/31/25
Member	Heather Jagielski	1/1/24 – 12/31/25
Member	Kristen Hawley	1/1/24 – 12/31/25

Traffic & Infrastructure Committee

Chairman	Christopher Lincoln	1/1/24 – 12/31/25
Council Member	Patrick Kaag	1/1/24 – 12/31/25
Mayor	Samantha Kaag	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25
Police Department	Richard Tornielli	1/1/24 – 12/31/25
Public Works Department	Kerry Grassley	1/1/24 – 12/31/25

Bank Signatories

Treasurer	Jeanette Rentschler	1/1/24 – 12/31/25
Manager	Dean Murray	1/1/24 – 12/31/25
Secretary	Cynthia Madeira	1/1/24 – 12/31/25
Council President	Ryan Lineaweaver	1/1/24 – 12/31/25

Finance Committee

Council Member	Ryan Lineaweaver	1/1/24 – 12/31/25
Council Member	Zachary Shaver	1/1/24 – 12/31/25
Member	John Harvey	1/1/24 – 12/31/25
Member	Vacancy	1/1/24 – 12/31/25
Member	Vacancy	1/1/24 – 12/31/25
Member	Vacancy	1/1/24 – 12/31/25
Non-Voting Member	Dean Murray	1/1/24 – 12/31/25
Non-Voting Member	Jeanette Rentschler	1/1/24 – 12/31/25
Non-Voting Member	Helen Moyer	1/1/24 – 12/31/25

Pension Advisory Committee

Council Member	Ryan Lineaweaver	1/1/24 – 12/31/25
Council Member	Zachary Shaver	1/1/24 – 12/31/25
Member of Civil Service Commission	James Livingood	1/1/24 – 12/31/25
Member of Police Bargaining Unit	Nicholas Karetas	1/1/24 – 12/31/25
Member of Public Works	Jamie Flickinger	1/1/24 – 12/31/25
Mayor	Samantha Kaag	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25
Borough Treasurer	Jeanette Rentschler	1/1/24 – 12/31/25
Assistant Treasurer	Helen Moyer	1/1/24 – 12/31/25
Member	Kerry Grassley, Public Works Director	1/1/24 – 12/31/25
Member	Wayne Holben, Police	1/1/24 – 12/31/25
Member	Chad Marks, Police	1/1/24 – 12/31/25

Civil Service Commission

Member	Stephen DeLucas	1/1/24 – 12/31/29
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Environmental Advisory Council

Council Member	Patrick Kaag	1/1/24 – 12/31/26
Member	Nicole Weik	1/1/24 – 12/31/26
Member	Bethany Bower	1/1/24 – 12/31/26
Associate Member	Jim Keller	

Board of Appeals (IPMC)

Member	Terry Siggins	1/1/24 – 12/31/26
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Alternate Member	Vacancy	1/1/24 – 12/31/26
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Housing Review Board (Rental)

Member	Andrew Moletress	1/1/24 – 12/31/26
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Joint Municipal Authority

Member	Richard Sichler	1/1/24 – 12/31/28
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Ad Hoc Special Event Committee

Borough Manager	Dean Murray	1/1/24 – 12/31/25
Police Chief	Richard Tornielli	1/1/24 – 12/31/25
Fire Chief	Chad Moyer	1/1/24 – 12/31/25
Public Works Director	Kerry Grassley	1/1/24 – 12/31/25
Recreation Director	Michael Esterly	1/1/24 – 12/31/25
Mayor	Samantha Kaag	1/1/24 – 12/31/25

Police Negotiating Committee

Council Member	Zachary Shaver	1/1/24 – 12/31/25
Council Member	Zanna Leiendecker	1/1/24 – 12/31/25
Mayor	Samantha Kaag	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25

Public Safety Committee

Council Member	Patrick Kaag	1/1/24 – 12/31/25
Mayor	Samantha Kaag	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25
Police Department	Richard Tornielli	1/1/24 – 12/31/25
Public Works	Kerry Grassley	1/1/24 – 12/31/25

Fire Department	Chad Moyer	1/1/24 – 12/31/25
Code Department Manager	Chad Moyer	1/1/24 – 12/31/25

Mayor's Advisory Committee

Mayor	Samantha Kaag	1/1/24 – 12/31/25
Police Chief	Richard Tornielli	1/1/24 – 12/31/25
Fire Chief	Chad Moyer	1/1/24 – 12/31/25
Public Works Director	Kerry Grassley	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25

Town/Gown

Council Member	Denise Drobnick	1/1/24 – 12/31/25
Mayor	Samantha Kaag	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25

Personnel Committee

Council Member	Ryan Lineaweaver	1/1/24 – 12/31/25
Council Member	Zachary Shaver	1/1/24 – 12/31/25
Council Member	Zanna Leiendecker	1/1/24 – 12/31/25
Mayor (Police Matters)	Samantha Kaag	1/1/24 – 12/31/25
Borough Manager	Dean Murray	1/1/24 – 12/31/25

Hospital Committee

Council Member	Philip Wert	1/1/24 – 12/31/25
Council Member	Patrick Kaag	1/1/24 – 12/31/25
Council Member	Ryan Lineaweaver	1/1/24 – 12/31/25
Mayor	Samantha Kaag	1/1/24 – 12/31/25

Borough Manager	Dean Murray	1/1/24 – 12/31/25
Code Department Manager	Chad Moyer	1/1/24 – 12/31/25

July 4th Ad Hoc Committee

Council Member	Ryan Lineaweaver	1/1/24 – 12/31/25
Recreation Commission Chair	Denise Drobnick	1/1/24 – 12/31/25
Recreation Director	Michael Esterly	1/1/24 – 12/31/25
Member	Kayla Lipari	1/1/24 – 12/31/25
Member	Justin Choate	1/1/24 – 12/31/25
Member	Stephanie Perrette	1/1/24 – 12/31/25
Member	Vacancy	1/1/24 – 12/31/25
Member	Vacancy	1/1/24 – 12/31/25

Motion to appoint or reappoint committee members as named. **Moved** by Ms. Drobnick and seconded by Mr. Shaver. **Motion carried 7-0.**

b. **Resolution 2024-1 Reaffirm Zoning Hearing Board** – Motion to reaffirm the Zoning Hearing Board Members. **Moved** by Mr. Shaver and seconded by Ms. Leiendecker. **Motion carried 7-0.**

c. **Resolution 2024-2 Uniform Construction Code (UCC) Board of Appeals** – Motion to continue an intergovernmental agreement with the County of Berks to hear appeals associated with the UCC. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 7-0.**

7. ORDINANCES / RESOLUTIONS:

a. **Resolution 2024-3 Fee Schedule Amendment** - Mr. Lineaweaver noted discussions last month to increase the Business Privilege License annual fee from \$35 to \$50 and the recent confirmation from Berkheimer Tax Innovations of their plans to resend notices to collect the increased fee.

Motion to adopt Resolution 2024-3 Fee Schedule Amendment. **Moved** by Mr. Shaver and seconded by Mr. Kaag. **Motion carried 7-0.**

8. EXECUTIVE SESSION:

An executive session was not needed this evening.

9. **PUBLIC COMMENT:**

Mr. Rogers encouraged Borough Council to adopt a policy requiring the Code Department to verify proof of a valid Business Privilege License and paid taxes prior to performing a rental occupancy inspection. Mr. Wert noted that a receipt is not received for payment of taxes. Mr. Becker recommended a review of the legalities and internal process with the Code Department Manager prior to proceeding.

10. **ADJOURNMENT:** Motion to adjourn the meeting at 6:41 p.m. **Moved** by Mr. Shaver and seconded by Mr. Kaag. **Motion carried 7-0.**

Respectfully submitted,

Cynthia Madeira
Borough Secretary