

BOROUGH OF WEST READING – BOROUGH COUNCIL

July 19, 2016 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, July 19, 2016 with the following persons present: Council President Carl G. Garman; Vice President Nathalie Kulesa; Mayor Valentin Rodriguez, Jr.; Council Members Grace M. Craze, Kristin L. Kramer, Christopher C. Lincoln, Suzanne Thompson, Philip C. Wert; Police Chief Stephen D. Powell; Treasurer Jeanette Rentschler; Deputy Fire Chief Chad T. Moyer; Public Works Crew Leader Kerry Grassley; Recreation Director Helen Moyer; Main Street Manager Christin Kelley; Elm Street Manager Dean L. Rohrbach; Engineer Tom Unger; Borough Secretary Cathy L. Hoffman.

VISITORS:	Karen Livingood	Resident
	Tina Shenk	Property Owner
	James T. Rogers	Resident
	Oswald Herbert	Resident
	Robert Schneier	Resident
	Scott Fiegel	Resident
	Rick Fehling	Wyomissing
	Mike Vind	Financial S&Iutions

1. **CALL TO ORDER:** Council President Carl G. Garman called the meeting to order at 7:00 p.m. which was followed by the Pledge of Allegiance and Roll Call.
2. **PUBLIC COMMENT:**

James T. Rogers spoke about the trash and weeds situation at the Bertolet fishing dock. Mr. Rogers also had questions concerning the street cleaning program.

Scott Fiegel thanked everyone for their efforts concerning the truck traffic in residential areas. He also recommended that signs be posted on both sides of the street in certain areas so that the truck prohibition will be clearly marked.

Rick Fehling, former resident of West Reading, spoke about his involvement in the community in his younger years and commended Council for doing a great job.
3. **APPROVAL OF COUNCIL MINUTES:**

There were no errors or omissions reported therefore it was **Moved** by Ms. Kramer and seconded by Mr. Lincoln to approve the Council minutes of June 28, 2016 as well as minutes of both Public Hearings. **Motion carried 7-0.**
4. **ORDINANCES/RESOLUTIONS:**
 - a. **Ordinance 1058** – The amendments to the traffic regulation were advertised and ready for adoption. **Moved** by Ms. Craze and seconded by Ms. Kramer to adopt Ordinance 1058. **Motion carried 7-0.** It was noted that a letter be sent to local businesses that will be impacted by this change.
 - b. **Ordinance 1060** – The ordinance authorizing collection agency fees for Berks EIT was advertised and is ready for adoption. **Moved** by Mr. Lincoln and seconded by Mrs. Kulesa adopt Ordinance 1060. **Motion carried 7-0.**
 - c. **Ordinance 1061** – The smoking ordinance had not been advertised and therefore tabled.

5. **UNFINISHED BUSINESS:**

- a. **Bond Refunding (Ordinance 1062)** – Mike Vind of Financial Solutions was on hand to brief Council on the next phase of the process. He provided updated documents for their review and noted that Council would have to decide how the savings would be received – in a lump sum in 2016 and 2017 or as equal annual payments until 2032. Discussion ensued regarding the process and he noted that the bonds will be priced on August 2nd. Mr. Haws also confirmed that all documents were ready to be executed. **Moved** by Ms. Kramer and seconded by Mr. Lincoln to adopt the Ordinance (1062) and to take the proceeds as a lump sum up front. **Motion carried 7-0.**
- b. **Belovich Development** – Mrs. Hoffman reported that two homeowners have yet to sign but everyone is still working to get the required signatures.
- c. **Abandoned Properties** – The property at 417 Franklin has another blighted property hearing on July 26th as part of that process. There are no updates concerning the other two properties.

6. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Haws had no specific report to give other than items found elsewhere on the agenda.
- b. **Engineer/Code Enforcement Report** – Mr. Unger spoke about the following:
 - Bids have been received for the two alley paving projects with the low bid being \$185,642.50. The low bid for the alley between Sunset and Sycamore was \$117,444.90 and the 'T' alley between 7th and Lakeview was \$61,438. He noted that the project was bid in such a way that one or both alleys can be awarded. It was noted that only \$157,000 had been budgeted for paving projects although it was previously thought that more than \$200,000 had been budgeted. As well, \$43,000 had been utilized to pay the remainder from last year's paving project. Discussion ensued concerning the state of both alleys and Mr. Grassley recommended that if either were to be cut, it should be the 'T' alley and noted that the alley between Sycamore and Sunset is in bad shape. He also noted that there is only 10' to 15' of the 'T' alley that needs to be repaired which could be done by Public Works. The amount necessary to complete the alley including contingencies is \$124,203.90. Mrs. Rentschler recommended that the additional funds necessary to complete the project be taken from the Real Estate Road Tax line item. The year-to-date balance for this line item (31-392-010) is \$37,359.
Moved by Ms. Craze and seconded by Mr. Lincoln to accept the bids. **Motion carried 7-0.**
Moved by Ms. Kramer and seconded by Mr. Lincoln to award Project #1 (the Sunset Alley project from Linden to S. 5th) to Schlouch Inc. in the amount of \$124,203.90 (including miscellaneous extras). **Motion carried 7-0.** It was decided not to authorize the transfer of funds until later when the actual numbers would be available. The project is scheduled to begin at the end of August or early September.
 - To move forward with Council's request for the upgrading of Buttonwood Street, Mr. Unger asked for more specific direction regarding the scope of work. Mayor Rodriguez asked if Council was in agreement concerning phase 1 which would be the resurfacing of Buttonwood Street up to Delaney Circle. It was suggested that it would be important to take advantage of the shutdown of the street and have it completed before the street reopens. Mr. Lincoln said that it would be difficult to have this work completed by April which is when the bridge is scheduled to reopen. **Moved** by Ms. Kramer and seconded by Ms. Thompson to authorize Mr. Unger to prepare a proposal for utilities, sewer, street and sidewalks for Phase I of Buttonwood Street. **Motion carried 7-0.**

- DEP is requiring that the second sewer pump station, located at the Borough garage, be equipped with a flow meter just as was required for the Olive Street station. Mr. Unger asked that this be budgeted in 2017 for completion if the funds were not budgeted for 2016.
- Concerning the fire hydrant flow testing, Mr. Unger said that SDE can prepare a plan which would provide the sequence for testing as well as some training. The cost for this would not exceed \$2500. **Moved** by Mrs. Kulesa and seconded by Mr. Lincoln to approve in an amount not to exceed \$2500 the plan for flow testing and training by SDE. **Motion carried 7-0.** The cost for this work will be covered from the water fund.
- The Codes department and zoning report is also included in the written report.

There was some discussion regarding the engineering line items and Mr. Garman indicated that the engineering expenses are being reviewed to determine if they were incorrectly coded. As well, additional line items will be added to better track the codes department monthly expenses as compared to other projects that are being undertaken.

Moved by Mrs. Kulesa and seconded by Mr. Wert to accept the Engineer's Report. **Motion carried 7-0.**

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

a. **Hail Damage Repairs**

Mrs. Hoffman explained that John Denning from Grecco Construction had been hired by the insurance company to assist with the remaining hail damage repairs. She noted that Mr. Grassley had taken him through the Borough to review all of the damaged areas, however there are many items that were not included in the original adjuster's report. Mr. Haws added that a Writ of Summons had been filed to basically hold the statute of limitations with regard to the deadline for repairs. He added that a status conference has been scheduled with the judge for October 4th. Prior to that date, a comprehensive list will need to be compiled. It was noted that Mr. Denning has indicated that there are items that should have been included in the adjuster's assessment that have not been therefore he will approach the insurance company directly to see if they can be added.

b. **Uncollected Taxes**

The Tax Collector requires acknowledgement of unclaimed taxes, which in this case is \$13.55 which must be filed with the Tax Claim Bureau. **Moved** by Ms. Thompson and seconded by Ms. Craze to authorize the signing of the uncollected taxes report. **Motion carried 7-0.**

Moved by Mr. Lincoln and seconded by Ms. Thompson to approve the Borough Manager's report. **Motion carried 7-0.**

8. **MAYOR'S REPORT:**

Mayor Rodriguez provided an update concerning the Buttonwood Street/Norfolk Southern underpass column repair by stating that Norfolk Southern has advertised bids for the repair of the columns in the deteriorated areas. This work includes the installation of reinforced cast-in-place concrete which will be covered with waterproofing/sealant and an anti-graffiti coating. The information from Norfolk Southern concerning the anti-graffiti coating states that they have applied this to other underpasses to encourage local government or community groups to remove the graffiti themselves using the public right-of-way. Mayor Rodriguez thanked County Commissioner Christian Leinbach and Rudy Husband of Norfolk Southern for their collaborative efforts in addressing this important repair project.

Moved by Ms. Craze and seconded by Ms. Kramer to approve the Mayor's Report. **Motion carried 7-0.**

9. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell referred to his written report and noted the following:
- The proposed camera maintenance agreement for 2017 – 2019 was submitted to solicitor Keith Mooney for review. The cost is \$2976 per year with no increase over the three years which takes effect on January 1, 2017. It was noted that this covers two inspections and cleanings per year. **Moved** by Ms. Kramer and seconded by Ms. Craze to authorize the Borough Manager to execute the contract. **Motion carried 7-0.**
 - National Night Out will be held on August 2nd.
 - Executive session is required for a personnel and litigation items.

Moved by Ms. Thompson and seconded by Mr. Lincoln to approve the Police Department Report. **Motion carried 7-0.**

- b. **Public Works** – Mr. Grassley referred to his written report and the following was discussed:
- Ms. Craze spoke about maintenance that is required at the playground by the Fire Company. Discussion ensued regarding adding mulch to the area near the swings to improve safety. Mrs. Moyer will look at her budget to see if funds can be found to cover the purchase of playground mulch.
 - Trash at the fishing dock was discussed and it was decided that a trash can will be placed on site.
 - Trash on Penn Avenue was also discussed and Mr. Grassley noted that Eagle Disposal picks up the trash on Tuesdays and Fridays and then borough staff puts the bags in the containers. It was requested that the crew members that work during the Farmers' Market be asked to empty the trash cans on Sunday. Purchasing an additional trash can would cost about \$1000. This will be budgeted for next year. Ms. Kelley has also sent information to the businesses on Penn Avenue asking them not to put their trash in the public trash cans. Mr. Wert will also add this to the Environmental Advisory Council agenda.

Moved by Ms. Craze and seconded by Ms. Thompson to approve the Public Works Director's Report. **Motion carried 7-0.**

- c. **Fire Department** – Deputy Chief Chad Moyer referred to the Chief's written report.

Moved by Ms. Craze and seconded by Ms. Thompson to approve the Fire Department Report. **Motion carried 7-0.**

- d. **West Reading Community Revitalization Foundation Elm Street and Main Street Manager' Report** – Mr. Rohrbach referred to their written report and noted the following:
- The Borough has received a lot of positive press within the last month.
 - The Elm Street program has received a \$2000 donation.
 - He has been invited to meet with members of the House Urban Affairs Committee to discuss both Main Street and Elm Street.

Ms. Kelley spoke about the following:

- There are a large number of Pokémon Go stops in West Reading which is bringing more people to the Borough.
- Art on the Avenue was hugely successful.

- The open air art event 'Plein Air' was very well received by both artists and those attending. Plans for the 2017 event have already begun.
- Plans for Fall Festival continue.
- Several new businesses have arrived in the Borough.
- The Sustainability Festival will be held on July 23rd at the Park.

Moved by Ms. Thompson and seconded by Ms. Craze to approve the Elm Street and Main Street Managers' Reports. **Motion carried 7-0.**

10. **COMMITTEE/COMMISSION REPORTS:**

a. **Recreation Commission** – Mrs. Moyer referred to her written report and noted these items:

- 'The Fight', a fundraising event for pediatric cancer, is being held on September 3rd. The Recreation Commission recommended that the fees be waived for this event. **Moved** by Mr. Lincoln and seconded by Ms. Craze to waive the field and pavilion fees for the fundraiser. **Motion carried 7-0.**
- Lori Hoffman and Hunter Beane have submitted letters of interest to become members of the Recreation Commission. **Moved** by Ms. Thompson and seconded by Ms. Craze to appoint Ms. Hoffman and Mr. Beane to the Recreation Commission. **Motion carried 7-0.**
- There have been some issues concerning people asking to enter the pool to catch Pokémon characters.
- A letter has been received from Mr. Kuhn concerning the damaged shed doors at the basketball court. This repair is being covered as part of the hail damage repairs.

Moved by Ms. Thompson and seconded by Ms. Craze to approve the Recreation Commission Report. **Motion carried 7-0.**

b. **Planning Commission** – Mr. Wert referred to the minutes of the July 6th meeting and noted that the lighting, landscaping and parking plans for the 'Lofts at Narrow' were reviewed at length. He noted that Mr. Unger had prepared a comments letter (included in the engineer's report) concerning the plans however Mr. Hughes was not in attendance to answer any of the questions that were raised by the Commission. Parking for this project as well as other upcoming development projects was discussed by Council with regard to future plans for parking.

Moved by Ms. Craze and seconded by Ms. Thompson to approve the Planning Commission report. **Motion carried 7-0.**

c. **Economic Development Committee** – There was no quorum for this meeting.

d. **Environmental Advisory Committee** – There was no quorum for this meeting as well.

e. **Traffic and Infrastructure Committees** – Mr. Lincoln referred to the draft minutes and noted the following:

- The Belovich development was discussed with regard to the plowing of Elm and Cashmere which will not be dedicated to the Borough until the remainder of the empty lots have been built on and the streets top-coated. Mrs. Hoffman told Council that it would be best for the residents who have garages on Cashmere Way to be plowed by the Borough and recommended that this extra plowing be completed at no cost to Fulton Bank. Mr. Grassley noted that it would be much easier for the crew to plow both Elm and Cashmere than to omit them, and would take only a few minutes to do so. Mrs. Hoffman

recommended that the easement agreement be amended to allow this change, with the provision that the Borough be held harmless for any damage that may be done to the street or curbing during plowing. If the streets have to be opened to gain access to the utilities under it, the Borough would certainly be responsible for its remediation. The Traffic Committee recommended these changes to the easement agreement. **Moved** by Ms. Craze and seconded by Ms. Thompson to direct the solicitor to amend the easement agreement as noted. **Motion carried 7-0.**

- The radar signs have arrived but need to be mounted and tested.
- Signs will be placed in conjunction with the newly approved truck traffic restrictions.

Moved by Ms. Craze and seconded by Ms. Thompson to approve the Traffic Committee report.
Motion carried 7-0.

Moved by Mrs. Kulesa and seconded by Ms. Craze to approve the Infrastructure Committee report.
Motion carried 7-0.

- f. **Shade Tree Commission** – Mrs. Hoffman reported that the Committee (2 members) met to discuss the many tree trimming and removal requests that have been received. She noted that Mr. Grassley was given a list of trees to determine what action needs to be taken and if the Borough can do the necessary work or a contractor is required to complete it. Once a contractor's list is prepared, quotes will be requested and then presented to Council for approval. The budgeted amount for 2016 is \$20,000 however \$3400 has already been spent or allocated. She also noted that Ms. Craze has volunteered to sit on the Commission however additional members would also be welcome.

Moved by Mr. Lincoln and seconded by Ms. Thompson to approve the Shade Tree Commission report. **Motion carried 7-0.**

- g. **Finance Committee** – This meeting was cancelled.

- h. **Safety Committee** – There were no questions concerning the Safety Committee minutes however Mr. Garman asked that more time be taken at the safety meetings to discuss safety procedures. It was also noted that Borough's insurance company will be carrying out their annual training with staff in September.

Moved by Mrs. Kulesa and seconded by Ms. Craze to approve the Safety Committee report.
Motion carried 7-0.

- i. **Personnel Committee** – Chief Powell reported that as part of the pension RFP process, the Committees met to discuss the three submissions and determined unanimously that PSAB-MRT was the best choice based on many factors including the fact that the Municipal Retirement Trust would provide more scrutiny concerning investments as well as complete transparency.

Moved by Mrs. Kulesa and seconded by Ms. Craze to approve moving forward with PSAB-MRT and to transfer the funds accordingly. **Motion carried 7-0.**

- j. **Hospital Committee** – Mr. Wert said that the Committee met on July 8th with representatives of the Hospital concerning the PILOT agreement, which was a fruitful discussion. Once their board meets, the Committee will meet with them again.

Moved by Ms. Kramer and seconded by Mrs. Kulesa to approve the verbal Hospital Committee report. **Motion carried 7-0.**

11. **TREASURER'S REPORT:**

- a. **Revenues with Comparison to Budget** – Mrs. Rentschler reported that we are at the mid-year point and a more thorough review will be provided by Donal Renninger at the August meeting.

Mr. Garman asked about the boot disbursement for the new hires and after some discussion it was decided that it would not be given until after the probation period. It was noted that there are no procedures in place for new hires in this regard therefore it was recommended that the Personnel Committee prepare a policy concerning new hires.

Moved by Mr. Lincoln and seconded by Ms. Kramer to approve the Revenues with Comparison to Budget Report for the six months ending June 30th. **Motion carried 7-0.**

- b. **Payment Approval Report** –

Moved by Ms. Thompson and seconded by Mr. Wert to approve the Payment Approval Report for the periods of 6/29/2016 – 7/15/2016 and 7/16/2016 – 7/19/2016. **Motion carried 7-0.**

12. **EXECUTIVE SESSION:**

Council recessed to Executive Session at 9:20 p.m. to discuss personnel and litigation. When the meeting reconvened at 10:55 p.m., no action was taken.

13. **PUBLIC COMMENT:**

Robert Schneier spoke about receiving a parking ticket on July 4th after having lost his keys. Chief Powell said he would look into this situation further.

James T. Rogers asked what happens when non-residents who has been sponsored for years at the pool loses the sponsor. Mrs. Moyer said that if there have been no issues with the non-resident, they will be allowed to continue without a sponsor. Given that there is no written policy in this regard, one will be created.

14. **ADJOURNMENT:**

Moved by Mr. Lincoln and seconded by Ms. Kramer to adjourn the meeting at 11:05 p.m. **Motion carried 7-0.**

Respectfully submitted,

Cathy Hoffman
Borough Secretary