

BOROUGH OF WEST READING – BOROUGH COUNCIL

November 15, 2016 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, November 15, 2016 with the following persons present: Council President Carl G. Garman; Council Vice-President Nathalie Kulesa; Council Members Grace M. Craze, Kristin L. Kramer, Christopher C. Lincoln, Suzanne Thompson, Philip C. Wert; Acting Borough Manager Cathy L. Hoffman; Mayor Valentin Rodriguez, Jr; Police Chief Stephen D. Powell; Fire Chief Mark Burkholder; Main Street Manager Christin Kelley; Public Works Director Dean Murray; Solicitor Charles Haws ; Engineer Tom Unger; Recreation Director Helen Moyer; and Administrative Clerk Stephanie L. Burkholder. Elm Street Manager Dean Rohrbach was unable to attend.

VISITORS:	Amber Rambo	Resident
	Karen Livingood	Resident
	Oswald Herbert	Resident
	Michael Hart	Resident
	Terry Siggins	Resident
	Tina Shenk	Business Owner
	Reporter	Reading Eagle

1. **CALL TO ORDER:** A public hearing was held prior to the regularly scheduled council meeting. Council President Carl G. Garman noted that following the Pledge of Allegiance and Roll Call there would be an executive session to discuss personnel as well as a proposed purchase of property by WBWA. The council meeting was called to order at 7:12 p.m. Mr. Garman then requested an executive session at 7:14 p.m. When the council meeting reconvened at 7:38 p.m., Mr. Garman advised there would be an action item after public comment.

2. **PUBLIC COMMENT:**

Terry Siggins spoke about a lighted Christmas globe idea that he had viewed online from a town in Greensboro, NC and thought this would be a great idea for the borough to get the community involved. He stated the globes are made out of chicken wire and strings of lights and are placed in trees.

Mrs. Moyer stated that Terry Siggins approached the Recreation commission about the globes and thought the community could get involved. She had spoken with the Main Street and Elm Street managers to see if this was something they wanted to get involved with as well. Mrs. Moyer stated she has scheduled a workshop at the Bicentennial house for the Christmas globes to be made but she would need permission from Council so they can be placed on borough trees. Mrs. Moyer stated that volunteers will be available to help make the globes and Mrs. Kulesa advised that there will be a scheduled day for the globes to come down. The cost for the large globes is \$7.50 which will hold 300 lights and the small globes (\$3.50) will hold 100 lights. They can be plugged in to the homeowner's outdoor electrical outlet and if residents don't have trees in front of their homes, the globes can be hung from their porch. The Christmas globe workshop is scheduled for November 26th and 27th and Mrs. Moyer is looking into getting some food items donated for the event. Mr. Murray advised that the globes can come down on the same day the borough takes the decorations down on Penn Avenue.

Moved by Ms. Thompson and seconded by Mrs. Kulesa to approve the use of borough trees for the Christmas ball event. **Motion carried 7-0.**

Moved by Mr. Wert and seconded by Ms. Kramer to approve Resolution 2016-13 in support of the water system purchase by Western Berks Water Authority. **Motion carried 7-0.**

Moved by Mrs. Kulesa and seconded by Ms. Craze to appoint Cathy Hoffman as Borough Manager with a salary of \$72,000 per year, per the offer of employment letter of November 15, 2016. **Motion carried 7-0.**

3. **APPROVAL OF COUNCIL MINUTES:**

Moved by Mr. Lincoln and seconded by Mrs. Craze to approve the Council meeting minutes of October 18, 2016, October 25, 2016 and the budget meeting minutes of November 5, 2016. Mayor Rodriguez approved the minutes with the changes from the November 5th meeting. **Motion carried 7-0.**

Mayor Rodriguez advised that at the November 5th budget meeting he didn't see any information regarding the paving of Buttonwood Street and asked if anything can be done before the traffic detours are taken out since it will cost additional money to put them back in. Mayor Rodriguez was requesting that the minutes be amended so they include the projected cost. Mrs. Hoffman stated she would add that information to the minutes.

4. **ORDINANCES/RESOLUTIONS:**

a. **Ordinance – Joint Comprehensive Plan (Resolution 2016-11)**

Mr. Wert advised that a resolution would have to be passed since the Joint Comprehensive Plan is being updated and is shared with Sinking Spring Borough, Wyomissing Borough and Spring Township. Mr. Wert stated that he and Mr. Herbert attended a meeting with the Wyomissing Area School District to discuss the comprehensive plan which is 13 years old and is required to be updated every 10 years. It had been discussed to have the county work on the plan and the cost would be \$27,138.66 which can be split up four ways. Mr. Wert stated that the county was asking for the borough to pass a resolution in support of the plan so the process could start.

Moved by Mr. Lincoln and seconded by Ms. Kramer to approve the Joint Comprehensive Plan Resolution 2016-16. **Motion carried 7-0.**

5. **UNFINISHED BUSINESS:**

a. **Abandoned Properties** – Mrs. Hoffman stated that 425 Chestnut Street will be going to Sheriff's sale on December 9th.

6. **CONSULTANTS' REPORTS:**

a. **Solicitor's Report** – Mr. Haws stated that his items were already covered elsewhere on the agenda.

Moved by Mr. Wert and seconded by Ms. Kramer to approve the Solicitor's report. **Motion carried 7-0.**

b. **Engineer/Code Enforcement Report** – Mr. Unger spoke about the Parkview Road Bridge stating that the Engineer that does the state inspections advised there's a severe bump at the cross drain and recommends that a bump sign be placed to alert motorists. The RFP for the design build is ready and had been put on hold when Mr. Sichler left. Mr. Unger stated that Mrs. Hoffman will be taking care of this. Mr. Unger stated that once the proposals are submitted from the contractor they will know what the engineering costs will be for the design and make sure it's within the borough's budget.

Moved by Ms. Craze and seconded by Mr. Lincoln to approve the purchase of two bump signs for the Parkview Road Bridge. **Motion carried 7-0.**

Mr. Murray advised that the posts are already in place which will save some money and only the signs are needed.

Buttonwood Street Paving – Mr. Unger advised that there's a deadline that the work must be completed by and he needs at least 3 months so this can be advertised and has time to receive bids. Mayor Rodriguez stated that during the budget workshop council was considering the recommendation made by the Infrastructure Committee to go ahead with the paving project. Mayor Rodriguez stated that if council approves the 2017 budget for the work to be done, this could coincide with the completion of the bridge. Chief Powell stated that the completion of the bridge is on schedule should be open at the end of April.

Museum Road Curb Replacement – Mr. Unger reported that the work was to be done the day before but the PA 1 call wasn't done. The work is scheduled to be done the next day.

Pump Station Flow Monitoring Meter – Mr. Unger reported this is under the bidding amount requirement and he believes this is in the borough's budget. Mr. Unger is requesting authorization to get 3 quotes so the meter can be installed.

Moved by Mrs. Kulesa and seconded by Ms. Craze to authorize the 3 quotes for the pump station flow monitoring meter. **Motion carried 7-0.**

Mr. Unger advised that the grant application has been submitted for the alley sewer work and recommends that council contact the state representatives so they can help to promote the application since this is a state application. Mr. Unger noted that the mini cell tower denial letters have been distributed and received.

Moved by Mr. Lincoln and seconded by Ms. Craze to approve the Engineer's Report. **Motion carried 7-0.**

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

- a. **Cable Franchise Audit** – Mrs. Hoffman reported that Cohen Law Group has offered their services to the Borough for cable franchise agreements as well as mini cell towers however Mr. Wert advised that the Borough is currently mid- way through the current franchise agreement. Also, Mr. Haws noted that the proposed Wireless Communication Facility ordinance does have Cohen zoning language.
- b. **Town Hall Meeting** – Mrs. Hoffman was contacted by the Borough Manager from Wyomissing with regards to a town hall meeting they would like to have with our Borough at the Wyomissing Public Library on November 30th at 6:00 p.m. Mrs. Hoffman stated that only 3 council members need to attend the meeting. An agenda will be distributed prior to the meeting. Ms. Kramer, Mayor Rodriguez and Ms. Craze said they would be attending the meeting.
- c. **Animal Rescue League Agreement** – Mrs. Hoffman noted that ARL has submitted the agreement and they are requiring a signature for the agreement. ARL is asking for donations and the borough usually donates \$1000 every year. Mr. Garman stated that ARL is asking for an increase in the amount of money that is donated and this will be discussed at the budget meeting.

Moved by Ms. Craze and seconded by Ms. Thompson to approve the Animal Rescue League Agreement. **Motion carried 7-0.**

Mrs. Hoffman stated that there will be a meeting held with Governor Wolf on Thursday, November 17th from 11:00 a.m. to 12:30 p.m. at the County Services Building. Kevin Barnhardt had contacted Mr. Garman inviting him to attend however he was unable to go therefore Ms. Craze and Ms. Thompson said they would attend the meeting.

Mrs. Hoffman reported that the borough did receive funding from FEMA from the major snow storm we had earlier this year. The amount received was \$19,908.73.

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

8. **MAYOR'S REPORT:**

Moved by Ms. Craze and seconded by Ms. Thompson to approve the Personnel committee minutes on October 17, 2016. **Motion carried 7-0.**

Mayor Rodriguez reported that the Buttonwood Street bridge columns have been completed and the anti-graffiti paint was applied. He thanked everyone that was involved including Commissioner Leinbach for the completion of the work by Norfolk Southern.

Mrs. Hoffman advised that when she was looking at the bridge she noticed there was more graffiti under the bridge behind the painted poles. In the past Norfolk Southern has given the borough permission to fix any graffiti that is left sitting. Mayor Rodriguez stated that a letter had been sent regarding the repairs of the columns encouraging the borough to get the anti-graffiti paint and the borough would not need permission from Norfolk Southern to remove the graffiti.

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

9. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell thanked Salon Avanti for their K-9 donation in the amount of \$300 which was collected during the Fall Festival. Chief Powell discussed the radar sign on Penn Avenue and provided some information as far as how many vehicles are travelling through the area during a certain amount of time. He also reviewed the speed statistics. Chief Powell stated that he has been able to take some enforcement action.

Mrs. Kulesa stated that there is no stop sign on Parkview Road in either direction and that there should be a sign posted stating "opposing traffic doesn't stop" since this is becoming an issue. Mrs. Kulesa said she was pleased with the amount of police presence on Halloween night.

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

- b. **Public Works** – Mr. Murray had nothing to add to his written report.

Mr. Garman advised that he had received a complaint recently about an area on S 5th Avenue and asked Mr. Murray to make sure that the road crew is following up on patching in the borough and someone returning to the locations after the areas settle. Mr. Murray stated that he would look into this.

Moved by Mrs. Kulesa and seconded by Ms. Kramer to approve the Public Works Report. **Motion carried 7-0.**

- c. **Fire Department** – Chief Burkholder had nothing to add to his written report.

Mrs. Kulesa asked Chief Burkholder how far he has come with the flow testing and Mr. Unger stated that they are working on this with the road crew. Mr. Murray advised that the testing may not be completed during the winter months since the equipment isn't up to speed and he needs to have the proper equipment available.

Moved by Mr. Lincoln and seconded by Mr. Wert to approve the Fire Department Report. **Motion carried 7-0.**

- d. **West Reading Community Revitalization Foundation**

Main Street Manager' Report – Ms. Kelley provided information on the following items:

- Small Business Saturday will be held on Penn Avenue on November 26th. There will be a scavenger hunt and a pancake breakfast at Sweet Ride Ice Cream. Ms. Kelley stated that if anyone would like to volunteer their time, she could use some help between the hours of 10:00 a.m. and 2:00 p.m.
- Run Santa Run 5K will be held on December 10th. If anyone wants to volunteer their assistance for the run Ms. Kelley could use some extra help in the tent.
- Relish will be opening soon in the 700 block
- Etch Fit Fitness will be opening in the Narrow Fabrics building
- Fine Lineolz Barber Shop is currently open and is located in the old Commonwealth Auto Tags building.
- Made Jewelry will be having their grand opening on Small business Saturday. Ms. Kelley stated that the owner of Made is very grateful to the fire department for their efforts in putting out the fire as quickly as they did.
- Chief Powell approached Ms. Kelly about hosting a "Cupcake with a Cop" event in conjunction with 2nd Friday at Dolce de Zabala.
- Winter Famers' Market will be opening at West Reading Fire Department.

Mr. Garman asked about the carriage rides and if anything will be done differently this year. Ms. Kelley stated that the carriage rides are first come first serve and patrons will need to sign up. Ms. Kelley wasn't able to set up online ticket sales but she will be selling tickets for specific times. The carriage rides start at 6:00 p.m.

Ms. Thompson asked if the accounting has been done for the Fall Festival and if the cash report was available. Ms. Kelley said she went over that information at the WRCRF meeting but she didn't have the report available at the council meeting. The close out report will be sent to Council.

Moved by Ms. Kramer and seconded by Mr. Lincoln to approve the WRCRF report. **Motion carried 7-0.**

10. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer provided the following information:

Mrs. Moyer advised that the 2017 Recreation events schedule was complete and needs approval from Council as well as the approval for the \$5.00 increase in the pool rates as well as the

playground rates. Mrs. Moyer also stated that the Recreation Commission would like to host a second weekend for the haunted house since it's very well attended. Mrs. Moyer reported that the hayride didn't do so well on Friday due to the weather.

Ms. Craze spoke about the closure of Muhlenberg pool this past summer and asked Mrs. Moyer if she can contact Muhlenberg to see what kind of pool tanks they have and if they are in good condition.

Council discussed ensuring that the recreation events schedule doesn't conflict with the budget meetings in 2017.

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

Moved by Ms. Craze and seconded by Ms. Thompson to increase the rates for pool memberships, playground program and swimming lessons for 2017. **Motion carried 7-0.**

Moved by Ms. Craze and seconded by Ms. Thompson to set the recreation dates for 2017 and for the 2nd haunted house. **Motion carried 7-0.**

b. **Planning Commission –**

Mr. Wert advised that the resolution for the Joint Comprehensive Plan still needs councils approval. Also the mini cell tower zoning amendment which was written by SDE hasn't been advertised because the ordinance has to go the solicitor for review. It will then be sent to the County Planning Commission for review.

Moved by Mr. Wert and seconded by Ms. Kramer to approve the ordinance being sent to the solicitor for review and to the county. **Motion carried 7-0.**

Moved by Ms. Kramer and seconded by Mr. Lincoln to approve the Planning Commission report. Motion carried 7-0.

c. **Economic Development Committee –** The meeting was cancelled.

d. **Environmental Advisory Council –** The meeting was cancelled.

e. **Traffic Committee & Infrastructure Committee –**

Mr. Lincoln advised that the Traffic committee made the recommendation that no changes be made to the parking restrictions and street sweeping at this time. Mr. Lincoln also stated that the Traffic Committee recommended that the additional streets be outlined in the minutes for the program for next year.

Mr. Lincoln stated that the Infrastructure Committee had discussed the purchase of additional light poles for Penn Avenue to be used as backups when they get damage so they can be replaced more quickly.

Moved by Mrs. Kulesa and seconded by Ms. Kramer to add the listed streets to the street sweeping program. **Motion carried 7-0.**

Mr. Wert asked if there are cameras near the police vehicles at the borough hall and if this is something that should be brought up during public safety concerning the security of borough hall. Chief Powell stated that he had an executive session item to discuss regarding this.

Moved by Ms. Craze and seconded by Mr. Wert to approve the Traffic Committee and Infrastructure Committee reports. **Motion carried 7-0.**

- f. **Shade Tree Commission** – There were no questions concerning Mr. Murray's report. **Moved** by Ms. Thompson and seconded by Ms. Kramer to approve the Shade Tree Commission report. **Motion carried 7-0.**

- g. **Finance Committee** –
Ms. Craze advised that the Finance Committee met, but the minutes were not done. She stated that the committee had agreed on the ordinance it will be returned to council for approval. They will set up a schedule to see what needs to be looked at, in addition to the structure of the committee.

Moved by Ms. Kramer and seconded by Mr. Lincoln to approve the verbal Finance Committee report. **Motion carried 7-0.**

- h. **Safety Committee** – There were no questions concerning the committee minutes. **Moved** by Mr. Wert and seconded by Ms. Kramer to approve the Safety Committee report. **Motion carried 7-0.**

TREASURER'S REPORT:

- a. **Revenues with Comparison to Budget – 10 months ending 10/31/2016**

Moved by Mr. Lincoln and seconded by Ms. Kramer to approve the Revenues with Comparison to Budget report for the ten months ending October 31st. **Motion carried 7-0.**

- b. **Payment Approval Report – 10/19/2016 to 11/10/2016 and 11/11/2016 to 11/15/2016**

Moved by Ms. Thompson and seconded by Ms. Craze to approve the Payment Approval Report for the periods of 10/19/2016 – 11/10/2016 and 11/11/2016 – 11/15/2016. **Motion carried 7-0.**

11. **EXECUTIVE SESSION:**

Council recessed to an executive session at 9:28 p.m. to discuss personnel matters. When the meeting reconvened at 10:07 p.m., no action was taken.

12. **PUBLIC COMMENT:**

There was no public comment.

13. **ADJOURNMENT:**

Moved by Mrs. Kulesa and seconded by Ms. Thompson adjourn the meeting at 10:08 p.m. **Motion carried 7-0.**

Respectfully submitted,

Stephanie Burkholder
Administrative Clerk