

BOROUGH OF WEST READING – BOROUGH COUNCIL

December 20, 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, Philip C. Wert; 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 ; Borough Treasurer Jeanette Rentschler; Engineer Tom Unger; Recreation Director Helen Moyer; and Administrative Clerk Stephanie L. Burkholder. Elm Street Manager Dean Rohrbach was unable to attend.

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| VISITORS: | George Frill | Visitor |
| | Teresa Frill | Visitor |
| | James Rogers | Resident |
| | Anthony Tucci | Western Berks Ambulance |
| | Karen Livingood | Resident |
| | Melissa Hassler | Resident |
| | Hunter Beane | Resident |
| | Frank Cocuzza | Business Owner |
| | Terry Siggins | Resident |
| | Nikki Frymoyer | Resident |
| | Oswald Herbert | Resident |
| | Elizabeth Heckler | Resident |
| | Reporter | Reading Eagle |

1. **CALL TO ORDER:** The council meeting was called to order at 7:00 p.m. which was followed by the Pledge of Allegiance and Roll Call. Mr. Garman stated that Mayor Rodriguez had a commendation to present to the family of Mr. Robert Henry Frill who had passed away recently. Mr. Frill was a member of the Planning Commission from 1/1975 to 5/2010. Mayor Rodriguez presented the award to Mr. Frill's son for his participation in the borough.

Mr. Garman also announced that an executive session was held on 11/29 to discuss personnel.

2. **PUBLIC COMMENT:**
Elizabeth Heckler asked about the plans for disc golf and wanted to know what it was. Mrs. Heckler asked if the borough was considering having this sport in the borough. Mrs. Heckler stated that the borough already has a basketball program in place and stated that people need to be involved that are willing to run the program in order to run smoothly.

Melissa Hassler spoke about an incident that occurred during the tree lighting ceremony involving a public official where profanity was used and was directed at an employee. Mr. Garman stated that the matter would be discussed during executive session since it involved an employee. Ms. Hassler wanted to reiterate what had occurred during the tree lighting ceremony.

Mr. Rogers mentioned the resolution that was adopted concerning meeting procedures. He suggested that council should have their executive session now rather than having to wait so the resident could leave.

3. **EXECUTIVE SESSION**
Council recessed to executive session at 7:17 p.m. When Council reconvened at 7:30p.m., Mr. Garman advised that a personnel issue had been discussed but no action was taken.

4. **APPROVAL OF COUNCIL MINUTES:**

Mr. Lincoln advised that the minutes pertaining to the meeting which was held on 12/3/2016 mentions the playground fees not being increased in 2017 and asked that they be amended to state that the fees would not be increased any further than had previously been agreed to.

Mr. Lincoln also asked if the WRCRF or the Love Team had been asked to contribute to the Christmas decorations. Mr. Garman stated that the Love Team was approached and Tina Shenk would be donating \$5000 for the decorations. Mr. Lincoln said the minutes should be amended to include the Love Team.

Mayor Rodriguez stated that the minutes concerning the Liquor License Transfer didn't include the questions that he had asked of Ms. Clark. He wanted to have information added to the record concerning how the license would be used.

Moved by Mr. Lincoln and seconded by Mr. Wert to approve the Council meeting minutes of November 15, 2016 and November 29, 2016 and December 3, 2016 with the corrections. **Motion carried 7-0.**

Ms. Craze asked about the Fire Department's request for a floor scrubbing machine. It was noted that a used unit could be purchased for \$5000 however Chief Burkholder asked to keep the line item at \$6000 because there's still some work that needs to be done.

Moved by Mr. Wert and seconded by Mr. Lincoln to approve the 2017 budget. **Motion carried 5-2** with Mrs. Kulesa and Ms. Thompson voting no.

5. **ORDINANCES/RESOLUTIONS:**

a. **Ordinance 1066– Tax Rate for 2017**

Moved by Mr. Wert and seconded by Mr. Lincoln to Adopt Ordinance 1066. **Motion carried 7-0.**

b. **Resolution 2016-15 (Police Pension Contribution for 2017)**

Moved by Ms. Kramer and seconded by Ms. Thompson to adopt resolution 2016-15. **Motion carried 7-0.**

6. **West Reading Community Revitalization Foundation**

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

- Ms. Kelley advised that she has resigned as Manager of WRCRF.
- The 2017 Penn Avenue closure information needs to be sent to PennDot for Art on Avenue, Car Cruise, Fall Festival and Run Santa Run. The dates and times of the events are included in addition to the blocks of Penn Avenue that are expected to be closed.

Moved by Ms. Kramer and seconded by Mr. Lincoln to approve the 2017 closure request. **Motion carried 7-0.**

Ms. Kramer thanked Christen Kelley for her services with the WRCRF for the past few years and for attracting businesses to Penn Avenue. Ms. Kramer wished Ms. Kelley well in her new position.

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

7. **Recreation report**

Mrs. Moyer stated that Bob Jakubek from Berks County Children and Youth Services asked the recreation commission for permission to host a 5K run in the park. West Reading's Public Works Department and Police Department will not be needed since the majority of the race will be held in Reading. A map was included showing the route that's been planned. Mrs. Moyer requested approval from council to allow permission for the 5K and for the fees to be waived. The date for the race is April 29th with registration beginning at 8:00 a.m. and the race ending at 2:00 p.m. Mrs. Moyer advised that April is Child Abuse prevention month and the 5K run would be open to the public. They hope to have at least 150 people in attendance.

Moved by Mrs. Kulesa and seconded by Ms. Craze to approve the 5K run for Berks County Children and Youth Services and for the waiving of the fees. **Motion carried 7-0.**

Moved by Mrs. Kulesa and seconded by Kramer to accept the Recreation Reappointments List for 1/01/2017 to 12/31/2018. **Motion carried 7-0.**

Mrs. Moyer thanked everyone who assisted with the tree lighting stating that it was well attended. She also thanked resident Terry Siggins for his assistance in making the Christmas globes. Mrs. Moyer thanked council for the use of the borough trees to hang the Christmas globes.

Moved by Mrs. Kulesa and seconded by Ms. Kramer to approve the Recreation Commission report. **Motion carried 7-0.**

Mr. Garman stated that the budget workshops for 2017 are being scheduled early since past budget meetings have been conflicting with Recreation events which is preventing people from attending the meeting. It was suggested to start budget meetings in September to include evening meetings. Mr. Garman stated that the 2017 budget meetings are being scheduled as follows: August 29th and September 26th beginning at 7:00 p.m.; September 30th, October 14th, November 11th, 25th, and December 9th beginning at 9:00 a.m.

8. **UNFINISHED BUSINESS:**

a. **Abandoned Properties** – Mrs. Hoffman didn't have anything to report concerning the abandoned properties. She wasn't sure of the outcome of the Sheriffs sale for 425 Chestnut Street and Mr. Unger didn't have anything to report.

b. **Hail Damage – Payment Approvals**

Mrs. Hoffman advised that all of the work for the hail damage has been complete and is requesting payment for the drivit that was completed by Tri Valley Stone and Stucco in the amount of \$13,270. Ram Siding also completed the roofs for the pavilion, bathhouse, the old concession stand and municipal garage. Those amounts totaled \$64,938.

Moved by Ms. Craze and seconded by Ms. Kramer approve payment to Tri-Valley Stone and Stucco not to exceed \$13,270. **Motion carried 7-0.**

Moved by Mrs. Kulesa and seconded by Ms. Craze to approve the payment to Ram siding in the amount not to exceed \$64,938. **Motion carried 7-0.**

9. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Haws spoke about the Wireless Communication facilities ordinance and stated that 30 days needs to be allowed for the Berks County Planning Commission to review everything. Mr. Wert stated that the Planning Commission reviewed everything and they've sent in their recommendations. **Moved** by Ms. Craze and seconded by Mr. Lincoln to advertise the hearing for 1/24/2017 at 7:00 p.m. **Motion carried 7-0.**

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

- b. **Engineer/Code Enforcement Report** – Mr. Unger spoke about the following:
Parkview Road Bridge – The meeting has been scheduled with the bridge inspector from Mackin Engineering and will be held on 1/23/2017.

Lofts at Narrow- They are continuing with the process of the review of plans and there is no further action at this time.

Buttonwood Street – Authorization is needed to proceed with the bid process in order for the paving to be done by the time the bridge opens in April.

Moved by Ms. Craze and seconded by Ms. Kramer to advertise for the bids. **Motion carried 7-0.**

Museum Road Curb Work –The work has been completed by Wexcon and an invoice had been submitted in the amount of \$13,200. This amount is a little higher than what had been in the contract. Mr. Lincoln stated that the original cost was \$12,600 and Mr. Murray stated that additional curbing was added and was still under the budget amount. This included an extra 10 feet from the catch basin to the bridge.

Moved by Ms. Craze and seconded by Ms. Thompson to submit payment to Wexcon Inc. in the amount of \$13,200. **Motion carried 7-0.**

Municipal Garage Pump Station Metering – Information went out to 4 different vendors for pricing and bids. One bid had been received for so far and Mr. Unger said to hold off on pricing for now.

Alley Work - The grant application was submitted to the state however they have received numerous applications. They have postponed any announcements until 3/23 concerning how the grants will be awarded.

Fire Hydrant Flow Testing Map – The map is complete and the forms have been prepared so they can be followed up on. The Public Works Department had ordered new testing equipment and Maiden Creek Township has agreed to provide some training.

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

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

a. **Meeting Schedule for 2017**

Moved by Ms. Craze and seconded by Mr. Lincoln to approve the 2017 meeting schedule with the changes that were made to the budget workshop council meetings. **Motion carried 7-0.**

b. **Fee Schedule for 2017**

The Recreation Commission had approved the changes and they will need to be added to the schedule for 2017. Everything else can remain the same.

Moved by Ms. Craze and seconded by Ms. Thompson to approve resolution 2017-1. **Motion carried 7-0.**

c. **Authorize Execution of Contracts – Virtual Towns and Schools and ImagEze**

Mrs. Hoffman reported that both contracts were discussed during the budget process and needed to be approved.

Mrs. Hoffman spoke about the borough's newsletter stating that it would make more sense to have it available online and not having the publication printed anymore. She noted that a document could be available online and residents can have the option of having the newsletter mailed to them if needed. The information could be changed periodically so the format doesn't always look the same. Ms. Thompson said that the information in the newsletter is important and not everyone in the borough uses the internet. Mrs. Hoffman said there can be a note on the water bills stating that residents can receive a copy of the newsletter if they so desire. This could be done on a quarterly basis instead of two times per year. Mr. Garman stated that the borough would be saving money from not having to send out the newsletter including postage and the time it takes to prepare the newsletter. Mrs. Hoffman asked that Council consider it before a decision was made.

Virtual Towns and Schools – Mrs. Hoffman stated that the payment isn't required until the beginning of January however they are anxious to get started. She asked permission to enter into the contract with them so the website can be up and running. Mrs. Hoffman stated that it's going to take at least a couple of months.

Moved by Mr. Lincoln and seconded by Ms. Craze to enter into the contract with Virtual Towns and Schools for website design and maintenance. **Motion carried 7-0.**

Mr. Wert asked if Barley Snyder reviewed the contract and Mr. Haws said he looked at it while he was sitting there and the contract looked fine.

ImagEze Contract – Mrs. Hoffman reported that ImagEze will be the borough's IT provider and this had been discussed at a budget meeting. She said that the current provider is scheduled to hand everything over to ImagEze Inc. on the 23rd.

Moved by Ms. Thompson and seconded by Ms. Craze to authorize the borough manager to execute the agreement with ImagEze Inc. for IT services. **Motion carried 7-0.**

d. **RiverPlace Land-** Mr. Wert advised that he received an email from John Weidenhammer who is involved with RiverPlace. They own 6 acres of land and would like to sell the land to the borough

for \$1.00. Mayor Rodriguez asked if any of the property will be taken under eminent domain due to the reconstruction of Rt. 422. Mr. Wert stated that a portion of the area may be affected including the municipal garage. There was some concern about the condition of the property therefore some questions will be asked concerning environmental testing that may have been done in the past.

Mrs. Hoffman reported that Mrs. Moyer is working on obtaining the appraisal for fire company property. The City of Reading has already gone through this process therefore Mrs. Moyer has been speaking with their appraiser. The cost for the Borough's appraisal is estimated at \$5,900. This is a yellow book type of appraisal so it will need to be determined how much the land is valued at due to the improvements of the land. DEP will also be contacted to see what their recommendation is.

- e. **Ragnar Race** – Mrs. Hoffman said that a request has been received for the Ragnar Race on June 2nd and 3rd. Council requested that they attend the January meeting in case council has any questions. A representative for the race will be contacted.

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

11. **MAYOR'S REPORT:**

Mayor Rodriguez reported that he would send Council his report concerning the revenue that he had received for performing marriage ceremonies.

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

12. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell spoke about building security and stated that there were no vehicle purchases this year and the money will be used for door features and cameras for the back of the municipal building. One quote has been received and the company is a Costars organization. This is for a total of 10 doors that will be secure and will also include card readers as well as the installation of the ID system. Chief Powell had spoken with Berkshire Systems and they have a camera sub-bid. The cost of the cameras is \$4,858 to include two cameras at the back of the building. The cost for the batting system is \$4,635 and the door system is \$24,048. The total amount for everything is \$33,541. That amount had been put aside for a vehicle purchase in the amount of \$34,500 which is from the 2016 budget. Chief Powell stated that this had already been approved and the agreement will need to be signed after chief returns.

Mayor Rodriguez asked the Police Chief when he plans on purchasing another vehicle and Chief Powell stated that a vehicle will be replaced in the 2017 budget. Chief Powell reported that he was given the option of leasing vehicles and that he and the Borough Manager can contact Enterprise Fleet and talk about leasing vehicles since there are no mileage restrictions and no end of lease termination fees. At the end of the lease, Enterprise would sell the vehicle at an auction and the equity would be returned as long as there is proof that the loan was paid off. Chief Powell reported that \$33,000 has been put aside for 2 vehicles. An RFP may have to be put out and Mr. Haw and Mr. Mooney will have to take care of this and create an ordinance.

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

- b. **Public Works** – Mr. Murray reported that 3 trees need to be removed and the price was not to exceed \$3600. The trees that need to be removed are located on S 5th Avenue at Oak Terrace located next to laundry building and on the corner of S 7th Avenue and Spruce Street. They are scheduled to be removed by the end of the year in 2016.

Ms. Craze asked Mr. Murray if he keeps track of how long it takes to fix a sewer backup and if there's if it's the same property . Mr. Murray said he does keep track of this and the average time to clear a backup is about 1 ½ hours. Ms. Craze also stated that the leaf vacuum isn't being used and would like to get rid of it if it. Mr. Murray said that this was mentioned when the previous borough manager was working here and they were trying to work something out with Wyomissing. Mr. Murray stated that it's the leaf machine Ms. Craze wants the Public Works Director to get rid of. Mr. Murray will speak to the Borough Manager about this.

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

Mayor Rodriguez left at 2102.

- c. **Fire Department** – Chief Burkholder reported that the Kiddies Christmas party was a success and there was nothing further to add to his written report.

Mr. Wert asked Chief Burkholder about the pole that caught on fire behind Lukoil. Chief Burkholder stated that this is common and a fuse holder broke off, got against the pole causing it to burn.

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

- d. **Western Berks Ambulance Association** – Anthony Tucci gave a report of the total calls between January 2016 and November 2016. He stated that the Narcan had had been administered about 6 times in the area and a total of 78 were administered system wide for Western Berks which doesn't include the county.

- e. **West Reading Community Revitalization Foundation Main Street Manager' Report** – Ms. Kelley gave her report earlier during meeting.

The Elm Street Manager's report will be available at the January meeting.

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

13. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer gave her report earlier during the meeting.
- b. **Planning Commission** – Mr. Wert stated that Mr. Hughes had submitted the plans and the Lofts at Narrow is moving along. The plans will be reviewed at the next Planning Commission meeting on January 4th. There will be a recommendation to vote on the plans to include the lighting, landscaping, truck circulation traffic plan and parking plan.

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

c. **Economic Development Committee** – Mr. Wert reported the following:

- Economic Development meeting was held on December 12th and they will continue to look at blighted properties especially those on Franklin Street. The Elm Street Manager had been working on this was asked to have them monitored. He is currently waiting to hear back.

- The A to Z building has been sold and the new owner isn't sure what he's going to do with the building yet but there's potential.

Moved by Ms. Kramer and seconded by Ms. Craze to approve the Economic Development Committee report. **Motion carried 7-0.**

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

e. **Traffic Committee & Infrastructure Committee** – Mr. Lincoln advised that the traffic committee has been looking at an ongoing parking issue at Gage Personnel located at N 7th Avenue and Walnut. Customers are not parking between the lines and vehicles are parking where the no parking signs are located. This is currently being monitored by the Police Department and they are working on installing new signs. This area will be more of a concern when there is an increase in traffic flow in and around the Narrow Fabric lot. Mr. Lincoln also said that the intersection of 7th and Walnut is a concern and they will be working on this in the next few months as to how to address the situation before there is an increase in traffic.

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

f. **Shade Tree Commission** – Mr. Murray stated that three trees that are being removed were mentioned earlier during the Public Works Directors report.

Mr. Wert stated that Mr. Grassley had been talking about zip ties being used to hang no parking signs on poles rather than them being taped and ruining the paint. The ties would be handed out when the signs are issued. Mr. Lincoln stated that they are looking into getting an anti-graffiti coating for the poles which would help if tape is used. Mr. Garman stated that the cost for the signs is \$1.00 but may need to be looked into when the fee schedule is reviewed to add the cost of the zip ties to the fee schedule.

Moved by Ms. Kramer and seconded by Ms. Craze to approve the Shade Tree Commission report. **Motion carried 7-0.**

g. **Finance Committee** – There was no quorum

TREASURER'S REPORT:

a. **Revenues with Comparison to Budget – 11 months ending 11/30/2016**

Moved by Ms. Craze and seconded by Mr. Lincoln to approve the Revenues with Comparison to Budget report for the eleven months ending November 30th. **Motion carried 7-0.**

b. Payment Approval Report – 11/16/2016 to 12/16/2016 and 12/17/2016 to 12/20/2016

Ms. Craze questioned Chief Burkholder with regards to grant writing and asked if Mrs. Moyer could assist him with this. Chief Burkholder said she cannot because this is a special type of grant.

Moved by Ms. Kramer and seconded by Ms. Craze to approve the Payment Approval Report for the periods of 11/16/2016 – 12/16/2016 and 12/17/2016 – 12/20/2016. **Motion carried 7-0.**

14. **EXECUTIVE SESSION:**

There was no executive session.

15. **PUBLIC COMMENT:**

Mr. Rogers asked about the communication poles on 7th Avenue including the ordinance that's in the process of being adopted. He also wanted to know what was being discussed in order to change the existing ordinance to stop the planning.

Mr. Wert said that the borough has to have the rights and local government set. Mr. Rogers was under the impression that when this was addressed the PUC can come in and do anything they want. Mr. Haws stated that due to the change in technology the ordinance didn't mention the mini cell towers and where they are currently existing within the right of way. He said that the ordinance was proposed and that issue would be addressed.

Mr. Rogers also asked if next year's budget is available to be seen. Mrs. Hoffman stated that it's been advertised and available for public view at the borough hall for 10 days and council had taken action on it. Mr. Rogers said that there was no mention of a mileage increase in the taxes and Mrs. Hoffman said that this is what was in Ordinance 1066 that was passed. She said the mileage rate was increased by ½ mil for the tax break for general purposes.

16. **ADJOURNMENT:**

Moved by Ms. Thompson and seconded by Ms. Craze to adjourn the meeting at 9:23 p.m. **Motion carried 7-0.**

Respectfully submitted,

Stephanie Burkholder
Administrative Clerk