

BOROUGH OF WEST READING – BOROUGH COUNCIL

June 20, 2017 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Wednesday, June 20, 2017 with the following persons present: Council President Carl G. Garman, Mayor Valentin Rodriguez, Jr., Council Members Grace M. Craze, Christopher C. Lincoln, Suzanne Thompson, Solicitor Charles Haws, Police Chief Stephen D. Powell, Treasurer Jeanette Rentschler, Public Works Crew Leader Kerry Grassley, Recreation Director Helen Moyer, Engineer Tom Unger, Main Street Manager Mark Ratcliffe, Fire Chief Mark Burkholder, Borough Manager Cathy L. Hoffman and Assistant to the Manager Cynthia Madeira. Vice President Nathalie Kulesa and Council Member Philip C. Wert were unable to attend.

VISITORS:	Karen Livingood	Resident
	David Amato	Resident
	James T. Rogers	Resident
	Oswald Herbert	Resident
	Amber Rambo	Resident
	Andrew Kearney	Resident
	Terry Siggins	Resident
	Robin Horman	Property/Business Owner
	Tina Shenk	Property/Business Owner
	Thomas Hawn	Police Officer
	Danny Voorheis	Police Officer
	Nick Price	Criterium Event Organizer
	Kacey Lloyd	Criterium Event Organizer
	Anthony Tucci	Western Berks EMS
	Reading Eagle Reporter	

1. **CALL TO ORDER:** Council President Carl G. Garman called the meeting to order at 7:25 p.m., which was followed by the Pledge of Allegiance and Roll Call.

Mr. Garman stated an executive session regarding litigation was held following a liquor license hearing, which delayed calling the meeting to order. No action was taken.

Certificate of Life Saving Award Presentation: Chief Powell presented a certificate of recognition to Officer Thomas Hawn for his life saving actions during a recent Opioid abuse call.

Introduction of New Officer: Chief Powell introduced one of the Department's new full-time officers, Danny Voorhies. Officer Voorhies is a six-year veteran officer from the City of Reading.

2. **CRITERIUM RACE EVENT REQUEST:**

Mr. Price and Ms. Lloyd presented a request to hold a Twilight Criterium Bicycle Race Event in West Reading on Saturday, September 9, 2017. A map of the requested loop along Penn and Reading Avenues were distributed to Council Members. The event is budgeted to cover all expenses including trash removal, lavatory stations and Police and Fire Department assistance at each intersection. Arrangements have been agreed upon with the owner of the Vanity Fair complex to allow use of their parking lot for this event. This arrangement would allow traffic to flow around the Borough as opposed to through the Borough and the event route would be marketed.

- Chief Burkholder stated a fire truck would need to be placed in the center of the event. Ms. Lloyd stated in the event of an emergency there would be direct communication to emergency responders and event staff at every intersection to stop the race and open the areas as needed.
- Chief Powell stated a more definitive traffic and safety plan could be discussed as plans evolve for this event.
- Mrs. Hoffman stated a Borough representative would attend the weekly event planning meetings.
- Mr. Garman requested possible shuttle service to alleviate a parking burden to residents.
- Mr. Price stated upon receiving approval from Council the event staff would submit an application to PennDOT to request street closure.

Motion to approve the Criterium Race Event on September 9, 2017. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 5-0.**

3. **PUBLIC COMMENT:**

Mr. Rogers shared his opinion on last month's parking complaint.

4. **WESTERN BERKS AMBULANCE REPORT:**

Mr. Tucci provided Council Members a copy of Western Berks Ambulance's May 2017 Report. Mr. Tucci reported an increase in administering Narcan for opioid abuse throughout Berks County.

5. **APPROVAL OF COUNCIL MINUTES:**

Ms. Thompson stated the section pertaining to the Mayor was too brief and offered to draft an alternate paragraph. The Mayor requested his rebuttals to the accusations be added. Mr. Imbesi and Mr. Lincoln stated that minutes are only an overview of the discussion.

Motion to approve the Council minutes of May 17, 2017. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **In favor of the motion** - Mr. Imbesi, Mr. Lincoln and Mr. Garman. **Against the motion** – Ms. Thompson and Ms. Craze. **Motion carried 3-2.**

6. **ORDINANCES/RESOLUTIONS:**

Motion to adopt Ordinance 1073 Finance Committee Amendment as advertised. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 5-0.**

Motion to appoint Mr. Imbesi to the Finance Committee. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

Motion to adopt Resolution 2017-2 Sewer Surcharges. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 5-0.**

Motion to adopt Resolution 2017-3 Fee Schedule to amend temporary no parking sign fees. **Moved** by Ms. Craze and seconded by Ms. Thompson. **Motion carried 5-0.**

7. **UNFINISHED BUSINESS:**

- a. **Master License Agreement for Use of Public Right-of-Way:** Motion to adopt draft agreement by the Solicitor. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 5-0.** Motion to authorize execution of the agreement with Mobilitie as drafted following their execution. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 5-0.**
- b. **Land Acquisition from RDC Realco, LLC** – Mr. Haws reported the agreement is progressing and would be ready for the July meeting.

8. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Haws had no additional report to give other than items found elsewhere on the agenda. Motion to approve the Solicitor's report. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 5-0.**
- b. **Engineer/Code Enforcement Report** – Mr. Unger spoke about the following:
 - Bids for the Parkview Road Bridge repairs were opened on June 16. The two bids received ranged from \$508,200 to \$595,212. Discussion on the possibility of closing the bridge to vehicular traffic began and the number of vehicles that would be affected. Chief Powell reported a traffic analysis is currently being performed and will provide information at next week's meeting. Mr. Unger reported the bids can be held for 60 days and County funds can also be used to remove the bridge. Mr. Unger will obtain costs to potentially:
 1. Close the bridge
 2. Repair the bridge for bicyclists/pedestrians
 3. Demolition

Motion to accept the Parkview Road Bridge repair bid proposals. **Moved** by Mr. Lincoln and seconded by Ms. Craze. **Motion carried 5-0.**

- Payment Application #1, Final has been received for the completed Buttonwood Street paving project.

Motion to remit payment to New Enterprise Stone & Lime Company in the amount of \$86,568.53. **Moved** by Ms. Craze and seconded by Mr. Imbesi. **Motion carried 5-0.**

- Bids for the South Sixth Avenue Sidewalk Enhancement Project were opened on June 9. A recommendation was made to award the low bidder, Bertolet Construction with the contract.

Motion to accept the South Sixth Avenue Sidewalk Enhancement Project bid proposals. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 5-0.**

Motion to award Bertolet Construction Corporation the contract in the amount not to exceed \$181,710.00. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 5-0.**

- Bids for the Alley Sewer and Paving projects were opened on June 15. A recommendation to award Contract A - Sanitary Sewer Replacement and Alley Paving to the low bidder, A.H. Moyer. Also, a recommendation to award Contract B Unnamed Alley Paving Project to the low bidder, H & K Group.

Motion to accept Contract A - Alley Sewer and Paving project bid proposals. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 5-0.**

Motion to award Contract A - Sanitary Sewer Replacement and Alley Paving to A.H. Moyer, Inc. in the amount not to exceed \$331,748.00. **Moved** by Ms. Craze and seconded by Mr. Imbesi. **Motion carried 5-0.**

Motion to accept Contract B – Unnamed Alley Paving project bid proposals. **Moved** by Ms. Craze and seconded by Mr. Imbesi. **Motion carried 5-0.**

Motion to award Contract B – Unnamed Alley Paving project to A.H. Moyer, Inc. in the amount not to exceed \$76,000.00. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 5-0.**

- Bid opening for the Water Line Replacement Project will be held on June 26. A recommendation for award will be discussed during the Council Meeting of June 27.
- The Code Department and Zoning report was also included in the written report.

Motion to accept the Engineer/Code Enforcement Report. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 5-0.**

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

- a. **Maillie Proposed Contract** – Mrs. Hoffman reported Maillie has agreed to renew a three-year contract to perform the financial audit for 2017, 2018 and 2019 without an increase in cost.

Motion to enter into a three-year contract with Maillie, LLC at a cost of \$15,000 per year. **Moved** by Ms. Craze and seconded by Mr. Imbesi. **Motion carried 5-0.**

10. **MAYOR'S REPORT:**

Mayor Rodriguez gave a verbal report on the importance of continuing the Armed Forces Day Parade within the Borough as well as his attendance to the Economic Development Committee meeting. The Mayor also attended an award ceremony held by the PDC in Harrisburg where Dean Rohrbach received an award for the top Elm Street Program in the state. The Mayor also attended the traffic committee meeting and Art on the Avenue.

Motion to approve the Mayor's Report. **Moved** by Ms. Craze and seconded by Ms. Thompson. **Motion carried 5-0.**

11. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell referred to his written report and noted the following:
- Thanked Public Works, Fire Department and Fire Police for their services to make Art on the Avenue a successful event.
 - Spoke with the Deputy Chief of Police for the City of Reading and reported they would be open to a Municipal Agreement to allow the West Reading Police Department to enforce PA Statutes at the basketball and tennis courts. He also requested authorization for the Solicitor to create an agreement, which would allow enforcement of items such as criminal mischief, vandalism and trespassing.

- Reported plans to retire the K-9 at the end of the year after eight years of service. The Department is working on obtaining funding for a new K-9, which would cost approximately \$13,500 with training and equipment.
- To ratify the purchase of a police vehicle which was budgeted at \$35,000.

Motion to approve the purchase of a new Police vehicle in the amount of \$33,013.14.

Moved by Ms. Craze and seconded by Ms. Thompson. **Motion carried 5-0.**

- Chief Powell noted one item for Executive Session regarding personnel.

Motion to approve the Police Department Report. **Moved** by Mr. Lincoln and seconded by Ms. Craze. **Motion carried 5-0.**

- b. **Public Works** – Mr. Grassley referred to the written report and the following items were discussed:

- Request approval to replace a resigned part-time summer employee with Matthew Murray from 7 AM to Noon Monday through Friday at a rate of \$7.50 per hour.

Motion to approve the hire of part-time summer employee Matthew Murray at \$7.50 per hour. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 5-0.**

- Mr. Grassley stated Muhlenberg Ambulance requested purchasing the 2013 Ford Interceptor with reconstructed title and hail damage for \$3000. Council requested the car be placed out for bid at a minimum of \$3500 prior to accepting the offer.

Motion to approve the Public Works Department Report. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 5-0.**

- c. **Fire Department** – Chief Mark Burkholder referred to his written report. There was a question concerning the leaking roof which Chief Burkholder noted is leaking for the 2nd time. He believes it is related to flashing and repairs are underway.

Motion to approve the Fire Department Report. **Moved** by Mr. Lincoln and seconded by Ms. Craze. **Motion carried 5-0.**

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

Mr. Ratcliffe introduced himself as the new Main Street Manager who is excited to dive right in with the Art on the Avenue event. Mr. Ratcliffe has already met with approximately half of the businesses on the Avenue.

Motion to approve the Elm Street and Main Street Manager's Reports. **Moved** by Mr. Lincoln and seconded by Ms. Craze. **Motion carried 5-0.**

12. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer referred to her written report, which was provided at the meeting and noted the following items:

- The Painting with a Twist fundraiser raised \$180.

- She has begun working with the new Main Street Manager and is looking forward to coordinating department efforts on future events.
- Playground attendance has increased this year with currently 82 children in attendance.
- The pool has experienced a slow start due to the weather.

Motion to approve the Recreation Director's Report. **Moved** by Ms. Thompson and seconded by Ms. Craze. **Motion carried 5-0.**

- b. **Planning Commission** – Mr. Lincoln referred to the minutes of June 7th. There were no further questions.

Motion to approve the Planning Commission Report. **Moved** by Mr. Imbesi and seconded by Ms. Craze. **Motion carried 5-0.**

- c. **Economic Development Committee** – The Mayor referred to the minutes of June 12th. There were no further questions.

Motion to approve the Economic Development Report. **Moved** by Ms. Thompson and seconded by Ms. Craze. **Motion carried 5-0.**

- d. **Environmental Advisory Council** – Mr. Wert was not in attendance, therefore no report was given. The report will be given at the June 27 meeting.

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

- Discussions regarding short-term and long-term parking solutions resulted in potential implementation of Tasks 4 & 5 of the Parking Study.
- Suggested initiating a 4-hour limit to park on the Municipal Franklin Street lot Monday through Saturday to promote turnover.
- Suggested extending the 2-hour parking limit along Penn Avenue through 8 PM Monday through Saturday.
- Suggestions on requesting Vanity Fair to allow use of their parking lot for employee parking.
- Suggested hiring a part-time parking enforcement officer for the extended evening and Saturday hours.

Following lengthy discussions Council recommended the following:

- Parking restrictions 10 AM to 8 PM.
- Request businesses to provide their recommendations.
- Chief Powell to review the number of tickets per month for seasonal demand.
- Determine hourly rate for a part-time parking enforcement officer.

Motion to approve the Traffic and Infrastructure Reports. **Moved** by Ms. Craze and seconded by Ms. Thompson. **Motion carried 5-0.**

- f. **Shade Tree Commission** – Mrs. Hoffman reported a quorum was not present for the meeting, however to allow the hospital to proceed with directional banner sign placement Mr. Murray

met with the hospital to discuss removal of trees along 5th Avenue. Mr. Murray relayed the information to Commission members and the hospital's intent to be responsible for the removal and planting of new trees adjacent to the new signs as well as assist with some of the necessary trimming. The Commission accepted the plan for tree removal, trimming and planting.

Motion to approve the Shade Tree Commission Report. **Moved** by Mr. Lincoln and seconded by Ms. Craze. **Motion carried 5-0.**

- g. **Finance Committee** – Ms. Thompson reported that the Committee met on June 19 and discussed the financial report as of May 31 and the payment of bills.

Motion to approve the Finance Committee Reports of May 15, 2017 and June 19, 2017. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 5-0.**

- h. **Safety Committee** – Chief Powell referred to the minutes of May 25, 2017 and mentioned the two safety videos which focused on precautions while operating equipment.

Motion to approve the Safety Committee Report. **Moved** by Mr. Lincoln and seconded by Ms. Craze. **Motion carried 5-0.**

13. **TREASURER'S REPORT:**

- a. **Revenues with Comparison to Budget** – Due to some of the Council Members not receiving the report in their packet, this item will be reviewed during the June 27 meeting.

Motion to approve the Payment Approval Reports of 5/18/17 to 6/19/17 and 6/20/17. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 5-0.**

14. **EXECUTIVE SESSION:**

Council recessed to executive session at 10:10 p.m. When Council reconvened at 10:22 p.m. Mr. Garman stated they discussed personnel and litigation items.

Motion to appoint Cynthia Madeira as Assistant Secretary. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 5-0.**

13. **PUBLIC COMMENT:**

Mr. Rogers spoke about the lack of parking enforcement at 4th and Reading Avenue during Art on the Avenue. Chief Powell stated if it is not a safety issue the officer has discretion.

14. **ADJOURNMENT:**

Motion to adjourn the meeting at 10:36 p.m. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 5-0.**

Respectfully submitted,
Cynthia Madeira
Assistant to the Manager