

BOROUGH OF WEST READING – BOROUGH COUNCIL

August 15, 2017 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Wednesday, August 15, 2017 with the following persons present: Council President Carl G. Garman, Council Members Christopher C. Lincoln, Philip Wert, Grace M. Craze (arrived at 7:13 p.m.), Suzanne Thompson (arrived at 7:13 p.m.), 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. Council Vice President Nathalie Kulesa was unable to attend.

VISITORS:	Karen Livingood	Resident
	James T. Rogers	Resident
	Oswald Herbert	Resident
	Amber Rambo	Resident
	Andrew Kearney	Resident
	Rebecca Moyer	Resident
	William W. Damore	Resident
	Tina Shenk	Property/Business Owner
	Robin Horman	Property/Business Owner
	Angie Jakubowski	PA Adult & Teen Challenge Representative
	Kacey Lloyd	Longtail Creative Twilight Criterium Representative
	Reading Eagle Reporter	

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. **TWILIGHT CRITERIUM BICYCLE RACE EVENT UPDATE:**
Ms. Lloyd provided an informational flyer to Council and visitors detailing the schedule and map of the upcoming September 9, 2017 event. Ms. Lloyd noted her and Chief Powell visited residents on Franklin Street and Reading Avenue today to hand deliver flyers and answer questions residents may have regarding street closure and detour routes.
3. **PUBLIC COMMENT:**
Ms. Jakubowski introduced herself as an Outreach Coordinator for Pennsylvania Adult & Teen Challenge whom has been visiting municipal meetings to bring drug awareness. Ms. Jakubowski noted their detox facilities, short-term housing, 24/7 transportation and payment options within their program. Anyone interested in touring the facilities may contact her and she provided brochures with business cards for our welcome table.

Mr. Damore requested a business license to sell items from a garage along S. 3rd Avenue. Mr. Wert explained the process to obtain permission through Zoning and difficulties he may encounter since this property is located in a residential district. Mr. Garman also noted the limitation of two garage sales per year.

Mr. Rogers noted he missed last month's meeting and inquired about the unbudgeted \$7,000 to complete a traffic study. Mr. Rogers suggested placing a three-hour time limit on parking within municipal lots as a solution. Mr. Garman noted all of the options discussed during the meeting last month and availability of funds to perform the study. Mr. Rogers also inquired as to directional

parking signs for events in the City being allowed while he received a notice of violation for a political sign on his property. Mr. Wert explained the sign ordinance regulations and that the Borough was unaware of the illegal signs and will have the Code Enforcement Department address this violation tomorrow.

4. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the Council minutes of July 18, 2017. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 6-0.**

5. **GENERAL FUND REVENUES:**

Mrs. Rentschler referred to the special General Fund Revenues Report Year-to-Date June 30, 2017 and noted the water and sewer information this year provides an illustration between what has been billed and what has been received. Mrs. Rentschler also noted the information was prepared during a billing cycle.

Motion to approve General Fund Revenues Year-to-Date June 30, 2017 report. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 6-0.**

6. **ORDINANCES/RESOLUTIONS:**

Ordinance 1075 Intergovernmental Cooperation Agreement for the Wyomissing Creek Watershed Coalition – There were no comments.

Motion to approve Ordinance 1075. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 6-0.**

Motion to execute the First Restatement of Cost-Sharing and Cooperation Agreement. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 6-0.**

7. **UNFINISHED BUSINESS:**

- a. **Land Acquisition from RDC Realco, LLC:** Mr. Haws noted the two lot, tax-free transfer agreement is planned to close at the end of the month. The Title Insurance Company is preparing a list of right-of-ways and easements, which may limit structure use on these parcels.
- b. **Spruce Street Water Project** – Ms. Thompson noted that this was discussed at the Finance Committee meeting and that funds are available to perform the base bid portion of the project without alternatives in the amount of \$317, 525.

Motion to award the base bid contract to Barrasso Excavation, Inc. in the amount of \$317,525. **Moved** by Ms. Craze and seconded by Mr. Imbesi. **Motion carried 6-0.**

- c. **Chestnut Street Sidewalk Project** – Ms. Thompson noted Elm Street Manager, Dean Rohrbach's intent to cancel this project to allocate remaining grant funds towards an alternate project within the remaining funds.
- d. **Parkview Road Bridge** – Options were discussed again regarding the County's comments on length of time and utilization of Liquid Fuels funds to reach a desired outcome for this bridge. Mrs. Hoffman will inquire with the County as to their allowance of one year to determine use of funds and allow additional time to potentially obtain a grant to create a walking bridge connecting the trails through the parklands.

8. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Haws noted the remaining lots owned by Fulton bank within the Narrow Subdivision are under an agreement of sale to potentially close at the end of the month.

Motion to approve the Solicitor's Report. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 6-0.**

- b. **Engineer/Code Enforcement Report** – Mr. Unger spoke about the following:
- The Alley Sewer and Paving project is to commence next week.
 - The 6th Avenue Sidewalk Enhancement Project is nearing completion. An application for payment has been received and recommended Council's approval to remit payment.

Motion to approve Application for Payment No. 1 to Bertolet Construction in the amount of \$70,649.90. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 6-0.**

Ms. Craze commented on a notice of violation received for parking in the grass, which did not indicate the section in violation and only allowed one day to correct. Mr. Unger stated he would address these items for future notices.

Motion to approve the Engineer/Code Enforcement Report. **Moved** by Mr. Imbesi and seconded by Ms. Craze. **Motion carried 6-0.**

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

- a. **2018 Financial Requirement and Minimum Municipal Obligation (MMO)** – Mrs. Hoffman noted Thomas Anderson & Associates has provided 2018 calculations for pension plans. The Finance Committee has recommended approval of the MMO of \$326,426 as opposed to the MMO based upon market value of assets of \$394,260. Also as previously discussed, the Committee recommended approval to use surplus funds to transfer \$50,000 to the 2017 Police Pension Fund.

Motion to authorize minimum municipal obligation for pension plans in the amount of \$326,426. **Moved** by Ms. Thompson and seconded by Ms. Craze. **Motion carried 6-0.**

Motion to authorize transfer of funds to the 2017 Police Pension Fund in the amount of \$50,000. **Moved** by Ms. Craze and seconded by Ms. Thompson. **Motion carried 6-0.**

Motion to approve the Manager's Report. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 6-0.**

10. **MAYOR'S REPORT:**

Mayor Rodriguez was absent and no report was provided.

Mr. Imbesi inquired as to any legal bills received by the Borough and verification of Borough related content for this potential \$4,000 expenditure. Mrs. Rentschler stated no invoicing has been received to date.

11. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell referred to his written report and noted the following:
- One item for executive session regarding personnel.
 - Thanked the Public Works, Fire and Recreation Departments for their assistance during National Night Out. Also noted that Mr. Garman was recognized during this event with a service award for his contributions to Crime Watch.
 - Funding in the amount of \$14,500 has been secured to obtain a new K-9 in 2018.
 - There has been an absence in parking enforcement since Mr. Witman has been on medical leave, and due to a health issue with the individual approved to hire during last month's meeting, Gerald Trate and retired Police Sergeant Keith Phillips have agreed to perform duties on a part-time basis on alternate days to provide approximately 30 hours of coverage per week. Permission was requested to hire Mr. Trate and Mr. Phillips on a part-time basis, not to exceed 30 hours per week at \$15.00 per hour.

Motion to hire Mr. Trate and Mr. Phillips at \$15.00 per hour for part-time parking enforcement. **Moved** by Ms. Thompson and seconded by Mr. Imbesi. **Motion carried 6-0.**

- Thanked the Fire Department and Mrs. Moyer and the Pool Staff who assisted during an accident last week at 5th Avenue and Sycamore Road.
- Due to no parking signs being attached incorrectly last weekend to street light poles and trees it was suggested to note the requirements on the temporary no parking sign application which would result in the removal of signs and forfeiture of fees if not followed. Council recommended removing "Tape" as an option to fasten signs and allow any Borough employee to remove signage that is in violation.
- Walked Franklin Street from 3rd through 8th and Reading Avenue with Ms. Lloyd to hand out flyers regarding the bike event. Will be working on securing alternate parking for Franklin Street residents due to this roadway being the detour route and restricted parking.

Motion to approve the Police Department Report. **Moved** by Ms. Craze and seconded by Mr. Imbesi. **Motion carried 6-0.**

- b. **Public Works** – Mr. Grassley referred to Dean Murray's written report and the following items were discussed:
- Ms. Craze inquired about trees in need of removal on Franklin Street between 5th and 6th Avenues. Mr. Grassley will check into this with Mr. Murray when he returns from vacation.
 - Mr. Wert suggested suckers at the base of the trees along Penn Avenue be removed. Mr. Grassley will ensure this is completed.

Motion to approve the Public Works Department Report. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 6-0.**

- c. **Fire Department** – Chief Burkholder referred to the written report that was provided this evening and noted it had been a busy month responding to 61 calls, the majority of calls were Special Incident Type, which refer to events outside of the Borough.

Motion to approve the Fire Department Report. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 6-0.**

d. **West Reading Community Revitalization Foundation**

- **Main Street** – Mr. Ratcliffe reported he added the Twilight Criterium Bicycle event to the Love West Reading website. A calendar for the remaining year was provided to Council depicting WRCRF, Borough, Merchant and Reading events.
- **Elm Street** – In Mr. Rohrbach's absence Mr. Ratcliffe noted the neighborhood Water Balloon Event being held this Saturday within the 400 block of Chestnut Street.

Motion to approve Main Street and Elm Street Manager's Reports. **Moved** by Mr. Imbesi and seconded by Ms. Craze. **Motion carried 6-0.**

12. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer referred to her written report and noted the following:
- Doggie Swim will be held on September 4th for anyone wishing to attend. Funds are being raised for the ARL.
 - A Twilight Aqua Zumba class will be held on Friday at 9:00 PM.

Motion to approve the Recreation Director's Report. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 6-0.**

- b. **Planning Commission** – Mr. Wert reported a quorum was unavailable for this meeting.
- c. **Economic Development Committee** – Mr. Wert referred to the minutes of August 14th that were provided this evening. There were no further comments.

Motion to approve the Economic Development Report. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 6-0.**

- d. **Environmental Advisory Council** – Mr. Wert referred to the minutes of July 24th and noted the tree grant application had been submitted to the Arbor Day Foundation. More information will be available next month. The energy audit has not yet been scheduled and recycle containers for Penn Avenue have been ordered.

Motion to approve the Environmental Advisory Council Report. **Moved** by Mr. Imbesi and seconded by Ms. Graze. **Motion carried 6-0.**

- e. **Traffic and Infrastructure Committees** – Mr. Lincoln noted the parking study authorization to proceed had been sent to Walker Parking Consultants based on last month's motion. A meeting will be arranged to discuss particulars.

Ms. Thompson suggested the parking study authorization be reconsidered due to the lack of \$7000 in funds within the budget that was presented last month and handed information she collected from various municipalities to Council and visitors. Mr. Haws stated the motion stands and would require other action to retract. Mr. Imbesi thanked Ms. Thompson for gathering the information, however this reiterates the need for a study to determine a solution for the Borough's unique situation.

Motion to rescind previous vote to perform parking study. **Moved** by Ms. Thompson and seconded by Ms. Craze. **In favor of the motion** – Ms. Thompson and Ms. Craze. **Against the motion** – Mr. Lincoln, Mr. Wert, Mr. Imbesi and Mr. Garman. **Motion failed 4-2.**

Mr. Lincoln noted the Green Light Go Grant match had been budgeted for 2017 however will not be needed until 2018. The grant agreement is to be executed and returned by September 1, 2017.

Motion to execute agreement and resolution. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 6-0.**

Mr. Lincoln reported Systems Design Engineering had completed a survey of the 7th and Walnut intersection and plans to provide information to the Traffic and Infrastructure Committees during next month's meeting. Chief Powell requested temporary stop signs be installed at this intersection during the Criterium Bicycle Event.

Motion to approve the Traffic Report. **Moved** by Mr. Imbesi and seconded by Mr. Wert. **Motion carried 6-0.**

Mr. Lincoln stated the Quality of Life Ordinance will take some time to integrate, however the snow removal ordinance amendments are needed to provide information to residents in the Fall/Winter Newsletter. The following are the Committees recommended changes:

- Due to higher volume of foot traffic on Penn Avenue recommend clearing sidewalks within 24 hours and increasing the width of path to be cleared to 48" or width of sidewalk if less than 48" wide.
- Graduated daily fines for failure to comply of \$25, \$50 and \$100.

There were discussions regarding properties with minimal sidewalk frontage and the additional deposit of snow placed onto the sidewalks resulting from plow truck activity, which resulted in a decision to review properties along Penn Avenue and to include wording that states the reasoning behind the more stringent regulations for Penn Avenue. The Committee will review and provide an alternate recommendation next month.

Motion to approve the Infrastructure Report. **Moved** by Mr. Imbesi and seconded by Mr. Wert. **Motion carried 6-0.**

- f. **Shade Tree Commission** – A quorum was unavailable for this meeting.
- g. **Finance Committee** – Ms. Thompson reported that the Committee met for a workshop meeting on August 1 and discussed fund availability for the Spruce Street Water Project. The Committee also met on August 14 for their regular meeting to review expenditures with no significant issues being found. Minutes of those meetings along with a 2017 Budget Amendment Report and a snapshot review of midyear savings versus expenses were provided to Council this evening.

Motion to approve the Finance Committee Reports of August 1, 2017 and August 14, 2017. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 6-0.**

Mrs. Hoffman reminded Council of the advertised Budget Workshop scheduled on Tuesday, August 29, 2017 at 7:00 PM. Ms. Craze and Ms. Thompson reported they would be unable to attend.

- h. **Safety Committee** – Mr. Grassley referred to the minutes of the July 27 meeting. There were no questions. Mr. Garman requested more extensive content for these meetings in the future.

Motion to approve the Safety Committee Report. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 6-0.**

11. **TREASURER'S REPORT:**

- a. **Revenues with Comparison to Budget** – Mrs. Rentschler referred to the report. There were no comments.

Motion to approve the Revenues with Comparison to Budget Report of 7/31/17. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 6-0.**

- b. **Payment Approval Report 7/19/17 to 8/11/17 & 8/12/17 to 8/15/17** - Mrs. Rentschler referred to the reports. There were no comments.

Motion to approve the Payment Approval Reports of 7/19/17 to 8/11/17 & 8/12/17 to 8/15/17. **Moved** by Ms. Craze and seconded by Mr. Lincoln. **Motion carried 6-0.**

12. **EXECUTIVE SESSION:**

Council recessed to executive session at 9:42 p.m. When Council reconvened at 9:53 p.m. Mr. Garman stated they discussed Police personnel and there was no action needed at this time.

13. **PUBLIC COMMENT:**

Mr. Rogers inquired about political, contractor and real estate sign regulations. Mr. Wert explained per Zoning regulations the different category signage would be allowed for specified periods of time. Mr. Rogers also inquired as to a contract with the third party agency for code enforcement and length of time the contract is valid. Mrs. Hoffman will provide the information. Finally, Mr. Rogers stated he hoped business privilege tax was earned for the Borough from proceeds of last weekend's French Fry Festival.

14. **ADJOURNMENT:**

Motion to adjourn the meeting at 9:59 p.m. **Moved** by Ms. Thompson and seconded by Mr. Imbesi. **Motion carried 6-0.**

Respectfully submitted,
Cynthia Madeira
Assistant to the Manager