

BOROUGH OF WEST READING – BOROUGH COUNCIL

December 19, 2017 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, December 19, 2017 with the following persons present: Council President Carl G. Garman; Council Vice President Nathalie Kulesa; Council Members Christopher C. Lincoln, Philip Wert, Suzanne Thompson, Nicholas Imbesi; Solicitor Charles Haws; Police Chief Stephen D. Powell; Treasurer Jeanette Rentschler; Public Works Director Dean Murray; 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 Member Grace M. Craze and Elm Street Manager Dean Rohrbach were unable to attend.

VISITORS:	Karen Livingood	Resident
	James T. Rogers	Resident
	Oswald Herbert	Resident
	Andrew Kearney	Resident
	Douglas Zeeger	Resident
	Andrew Moletress	Resident

1. **CALL TO ORDER:** Council President Carl G. Garman called the meeting to order at 7:02 p.m., which was followed by the Pledge of Allegiance and Roll Call.

Mr. Garman requested a moment of silence to honor and thank the late K-9 Officer Fox for his seven years of service. Officer Fox passed away on November 25, 2017.

Mr. Garman stated that it had been a pleasure to serve the community as a Member of Council the past four years and continued with a commendation and gift for Nathalie Kulesa who served as a Council Member and Recreation Commission Member for fourteen years.

2. **PUBLIC COMMENT:**

Mr. Rogers inquired as to results from the Walker Parking Consultants study. Mr. Lincoln stated a draft update has been received and will be discussed by the Traffic Committee during the January meeting.

3. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the November 21, 2017 Council minutes, November 28, 2017 and December 9, 2017 Budget Workshop minutes. **Moved** by Mrs. Kulesa and seconded by Mr. Imbesi. **Motion carried 6-0.**

4. **ORDINANCES/RESOLUTIONS:**

- a. **Ordinance 1076 – 2018 Tax Rates** – There were no comments.
- b. **Ordinance 1077 – Water Rates** – There were no comments.
- c. **Ordinance 1078 – Sewer Rates** – There were no comments.

Motion to authorize advertisement of Ordinance 1076 – 2018 Tax Rates; Ordinance 1077 – Water Rates; and Ordinance 1078 Sewer Rates. **Moved** by Mr. Lincoln and seconded by Mrs. Kulesa. **Motion carried 6-0.**

5. **UNFINISHED BUSINESS:**

- a. **Proposed 2018 Budget** – Mrs. Rentschler noted the following revisions to the proposed budget:

- **Swim Team** – Removed two additional line items that were missed pertaining to the removal of the swim team program.
- **Recycling Grant** – Grant reimbursement funds have been received and applied to the current budget.
- **Capital Reserve Fund Expenses** –Revisions were made to the Highways Capital Expense to reflect a total expenditure for the paving project along South Fifth Avenue and Museum Road and the Walnut Street intersection improvements.
- **Street Sweeper** – A 1/5 payment of the street sweeper was added.
- **Spruce Street Water Main** – A remaining balance for this project will carry into 2018.

Mrs. Rentschler noted that with these revisions the fund balance would drop from 2.6% to 1.5% and suggested removal of the Walnut Street improvements to retain a higher fund balance. Mr. Murray offered to delay replacement of the dump, salt, plow vehicle in order to fund the Walnut Street improvements. Council agreed as to the importance and timing of the Walnut Street project.

Motion to accept noted revisions to the proposed 2018 budget. **Moved** by Mrs. Kulesa and seconded by Mr. Imbesi. **Motion carried 6-0.**

Motion was introduced to approve the 2018 Budget with a 5-1 vote. **In favor of the motion** – Mr. Wert, Mr. Imbesi, Mrs. Kulesa, Mr. Lincoln, Mr. Garman. **Against the motion** – Ms. Thompson. **Motion carried 5-1.**

6. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Haws provided copies and an overview to Council of the Findings of Fact, Conclusions of Law and Decision regarding the Mobilitie, LLC Conditional Use Hearing to install a wireless communication facility within the right-of-way adjacent to 251-299 S. 6th Avenue.

Motion was introduced to approve the Mobilitie, LLC Conditional Use Hearing Findings of Fact, Conclusions of Law and Decision to place a wireless communication facility within the right-of-way adjacent to 251-299 S. 6th Avenue with a 5-1 vote. **In favor of the motion** – Mr. Wert, Mrs. Kulesa, Mr. Lincoln, Ms. Thompson, Mr. Garman. **Against the motion** – Mr. Imbesi. **Motion carried 5-1.**

Mr. Haws also noted ongoing discussions with the Wyomissing School Board regarding potential revisions to the business privilege tax ordinance.

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

- b. **Engineer/Code Enforcement Report** – Mr. Unger referred to his report and noted the following:
- **Parkview Road Bridge** – Preparation of bid documents has begun for bridge demolition, bid opening is planned in early spring with demolition to begin early summer. Items such as detour planning, discussions with the City of Reading and potential creation of a parking area would be reviewed by the Infrastructure Committee. Mr. Unger provided rough cost options for decking and railings to construct an 8' x 80' pedestrian bridge.
 - **Sewer Line Cleaning & Televising** – Televising has been completed; review of the video and report of findings will be provided. Mr. Murray believes the Public Works Department can complete repairs.

- **Alley Sewer & Paving** – Contract “A” Change Order No. 2 to decrease the contract price by \$30,572.67 can be executed along with the final payment application.
- **Water Line Replacement Project** – Request approval of Payment Application No. 2 in the amount of \$100,607.85.

Motion to approve Payment Application No. 2 to Barrasso Excavating in the amount of \$100,607.85. **Moved** by Mr. Imbesi and seconded by Ms. Thompson. **Motion carried 6-0.**

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

7. **BOROUGH MANAGER’S REPORT:**

- a. **2018 Meeting Schedule** – Mrs. Hoffman requested approval of the proposed 2018 meeting schedule. Mr. Wert inquired as to expansion of the Shade Tree Commission and difficulty for the average working person to attend a 10 AM meeting. Mrs. Hoffman stated the time could be revised if necessary.

Motion to approve the 2018 Meeting Schedule. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 6-0.**

- b. **Appointment to West Reading Community Revitalization Foundation** – Motion was introduced to reappoint Philip Wert to the West Reading Community Revitalization Foundation as a member of Council. **In favor of the motion** – Mr. Wert, Mr. Imbesi, Mrs. Kulesa, Mr. Lincoln, Mr. Garman. **Against the motion** – Ms. Thompson. **Motion carried 5-1.**

The Cooperation Agreement was reviewed for amendments to 2018 Borough Funding.

Motion to approve the Cooperation Agreement between the Borough and West Reading Community Revitalization Foundation. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 6-0.**

- c. **Teamsters Health Insurance Agreement** – Mrs. Hoffman referred to the Letter of Agreement between the Borough and Teamsters Local Union No. 429 with regards to the 2018 rate structure for health insurance.

Motion to authorize execution of the Letter of Agreement between the Borough of West Reading and Teamsters Local Union No. 429. **Moved** by Ms. Thompson and seconded by Mr. Imbesi. **Motion carried 6-0.**

Motion to approve the Borough Manager report. **Moved** by Mr. Imbesi and seconded by Mrs. Kulesa. **Motion carried 6-0.**

8. **MAYOR’S REPORT:**

The Mayor stated he would like to present his farewell speech at the end of the meeting and read aloud a commendation to Council Member Grace Craze for her four-year service on Council. The Mayor will deliver the commendation to Ms. Craze whom was absent.

9. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell referred to his written report and thanked all outgoing Council Members and Mayor for their service and presented a plaque to the Mayor. Chief

Powell also noted personnel items for executive session. There were no comments on the December Police Department report.

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

b. **Public Works** – Mr. Murray referred to his written report and noted the following:

- Trees have been removed along South Fourth Avenue and Public Works personnel are currently trimming trees along Oak Terrace and will be moving to Ann Street in the near future.
- Systems Design Engineering will provide mapping of the recent sewer line televising, Mr. Murray requested linear footage of sewer lines be added to the mapping for future reference.

The Mayor inquired as to use of funds donated by Savage L&B Dodge for the Buttonwood Street landscaping, Mr. Murray stated this would be addressed in Spring of 2018.

Mr. Garman requested Council's approval to create a 10' x 10' area adjacent to the Pool to relocate the Veteran's Memorial items currently located in front of Borough Hall. Mr. Murray estimated one day of Public Works' manpower to prepare the area and move the items. Mr. Garman stated he would seek donations to cover costs associated with this action and if unable to attain he would personally provide funding.

Motion to dedicate an area adjacent to the Pool to relocate Veteran's Memorial items. **Moved** by Mr. Imbesi and seconded by Mrs. Kulesa. **Motion carried 6-0.**

Mr. Murray noted one personnel item for executive session.

Motion to approve the Public Works Department report. **Moved** by Mr. Lincoln and seconded by Mr. Imbesi. **Motion carried 6-0.**

c. **Fire Department** – Chief Burkholder referred to his written report provided to Council this evening and noted a discussion with Spring Township regarding contracting of fire inspections within the Borough.

Motion to approve the Fire Department report. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 6-0.**

d. **West Reading Community Revitalization Foundation**

- **Main Street** – Mr. Ratcliffe referred to his report and noted the following:
 - The December 15th Carriage Rides were cancelled due to snow and have been rescheduled to Friday, December 22nd. A ticket sale trial is currently being offered through Facebook, which has generated the sale of 20 tickets today.
 - The Run Santa Run event was a success in part to the Police and Public Works Department. Approximately 300 people were in attendance.
 - Vist and M&T Bank desire to become more involved in West Reading both financially and in volunteering and have expressed an interest in sponsorship. Funding and grants will be the focus during the month of January.

- A Fashion Week is planned during the month of February at the Narrow Fabric building.

Ms. Thompson noted that Mr. Rohrbach is currently researching alternate options for use of the remaining DCED grant funds.

Motion to approve Elm Street and Main Street Manager reports. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 6-0.**

10. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer referred to her written report and noted the Christmas House Decorating Contest took place on Sunday, December 17th rather than the 15th due to snow. Winners of the contest will be announced online.

Mr. Imbesi inquired as to a notation within the Recreation Commission report of December 5th to revise pool pricing for children. Mrs. Moyer stated the trial family plan includes two adults and two children; the charge for each additional child will be \$25.

Motion to approve the Recreation Director report. **Moved** by Mr. Imbesi and seconded by Mrs. Kulesa. **Motion carried 6-0.**

- b. **Planning Commission** – The December 6th meeting was cancelled.
- c. **Economic Development Committee** – The December 11th meeting was cancelled.
- d. **Environmental Advisory Council** – A December meeting was not scheduled.
- e. **Traffic and Infrastructure Committees** – The December 13th meeting was cancelled.
- f. **Shade Tree Commission** – The December 12th meeting was cancelled.
- g. **Safety Committee** – Mr. Murray referred to minutes of the November 28, 2017 meeting and noted content for the meeting was an annual refresher course, including a tour of the facilities.

Motion to approve the Safety Committee report. **Moved** by Ms. Thompson and seconded by Mr. Imbesi. **Motion carried 6-0.**

- h. **Finance Committee** – Ms. Thompson noted eighteen items within the 11/22/17 to 12/15/17 Payment Approval report were researched and satisfied during this meeting

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

11. **TREASURER'S REPORT:**

- a. **Revenues with Comparison to Budget** – Mrs. Rentschler referred to the report ending 11/30/17, there were no comments.

Motion to approve the Revenues with Comparison to Budget report ending 11/30/17. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 6-0.**

- b. **Payment Approval Report 11/22/17 to 12/15/17 & 12/16/17 to 12/19/17** - Mrs. Rentschler referred to the reports, there were no comments.

Motion to approve the Payment Approval reports of 11/22/17 to 12/15/17 & 12/16/17 to 12/19/17. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 6-0.**

12. **EXECUTIVE SESSION:**

Council recessed to an executive session at 8:10 p.m. to discuss two personnel items. When Council reconvened at 8:50 p.m. a motion was made to authorize Mrs. Hoffman to make a conditional offer of employment based on the interviews of the Public Works candidates. **Moved** by Mrs. Kulesa and seconded by Mr. Imbesi. **Motion carried 6-0.**

13. **PUBLIC COMMENT:**

The Mayor reflected on his four years of service, and reported multiple marked improvements during his tenure. The Mayor stated that it is with a sense of pride and humility that he leave the office of Mayor and thanked everyone, including his wife and family for their unwavering support.

Chief Powell reported at Christmas time the school district provides a list of disadvantaged families that the Borough adopts. This year there are eight families with a total of 33 children that have been adopted. Funding is provided primarily by private donations and thankfully the Volunteer Fireman's Beneficial Association donated \$2000 this year to provide gifts for these families. A Christmas tree has already been donated to a family on Spruce Street and remaining gifts will be delivered this week. Chief Powell thanked Mrs. Kulesa (aka Mrs. Clause), Mrs. Moyer, the Fire Department for providing a fire truck, Officer Stock (aka Santa Clause), Officer Good and other volunteers for all of their efforts.

Mrs. Livingood inquired as to closure of the Parkview Road Bridge as discussed last month. Mr. Lincoln stated signage would be required at least 30-60 days prior to closure, including identification of a detour route. Also, closure notification would need to be provided to the City of Reading. Mrs. Hoffman will inquire with Systems Design Engineering as to the proper protocol in order to proceed with closure.

Mr. Rogers inquired as to reimbursement of in-kind services provided for the Criterium event last year and amount of donation received. Mr. Garman reported all in-kind services were reimbursed and a \$1000 donation was provided to the Recreation Department. Mr. Rogers suggested a contract for the upcoming event and request of an additional monetary donation to the Borough. Mrs. Hoffman reported all services would be reimbursed, including special event permitting fees.

14. **ADJOURNMENT:**

Motion to adjourn the meeting at 9:05 p.m. **Moved** by Mr. Imbesi and seconded by Mr. Lincoln. **Motion carried 6-0.**

Respectfully submitted,
Cynthia Madeira
Assistant to the Manager