

BOROUGH OF WEST READING – BOROUGH COUNCIL

February 19, 2019 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, February 19, 2019 with the following persons present: Council President Nicholas Imbesi; Council Vice President Philip Wert; Council Members Christopher Lincoln, Suzanne Thompson, David Amato, Kirk Mullen; Mayor Andrew Kearney; Solicitor Charles Haws; Police Chief Stephen Powell; Public Works Crew Leader Kerry Grassley; Recreation Director Helen Moyer; Engineer Tom Unger; Fire Chief Mark Burkholder; Main Street Manager Mark Ratcliff; Treasurer Jeanette Rentschler; Borough Manager Cathy Hoffman, and Assistant to the Manager Cynthia Madeira.

VISITORS:	Oswald Herbert	Resident
	Karen Livingood	Resident
	Andrew Moletress	Resident
	Alissa Vail	Resident
	Jennifer Capone-Brown	Property Owner
	Tina Shenk	Property/Business Owner
	Troy Hatt	Fire Code Official
	Reading Eagle Reporter	

1. **CALL TO ORDER:** Council President Nicholas Imbesi called the meeting to order at 7:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.
2. **PUBLIC COMMENT:** There was no public comment.
3. **FASHIONISTA 5K:** Jennifer Capone-Brown and Alissa Vail requested Council's permission to host an annual 5K run on Sunday, April 14, 2019 beginning at 9:00 a.m. on the usual course through the Borough as illustrated on a map provided to Council members.

Motion to approve the Fashionista 5K plans as presented and to waive the Special Event application fee. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 6-0.**

4. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the December 18, 2018, January 15, 2019 Council minutes and the January 15, 2019 Conditional Use Hearing minutes. **Moved** by Mr. Wert and seconded by Ms. Thompson. **Motion carried 6-0.**

5. **ORDINANCES / RESOLUTIONS:**

- a. **Ordinance 1106 Parking Regulation Penalty Amendment** – An amendment to the penalty for parking violations, which would increase the fine from \$25 to \$30.

Motion to approve Ordinance 1106. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 6-0.**

- b. **Ordinance 1107 Fire Inspector Intergovernmental Agreement** – Questions arose regarding the level of service being proportionate to the annual fee as well as the need to review the number of commercial properties that would exceed the 10,000 square feet threshold that would require an additional hourly fee. The Fire Code Official and Council agreed that further review of these items is needed.

Motion to table Ordinance 1107. **Moved** by Mr. Lincoln and seconded by Mr. Mullen. **Motion carried 6-0.**

- c. **International Fire Code Amendment** – Motion to authorize advertisement of an ordinance to amend the adopted edition of the International Fire Code. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 6-0.**
- d. **Peddling, Soliciting and Transient Retail Sales** – Motion to authorize advertisement of an ordinance to amend the Transient Retail Businesses in its entirety to also include mobile vendor regulations. **Moved** by Mr. Wert and seconded by Mr. Mullen. **Motion carried 6-0.**

6. **UNFINISHED BUSINESS:**

- a. **Animal Control Services** – Mrs. Hoffman noted agreement by the Animal Rescue League to provide property identification and photos of the animals being dropped off to ensure the bill for services is accurately represented. The fees for service would be as follows:
 - \$1500 baseline annual contract
 - \$100 per animal received and examined
 - \$40 per investigative service
 - \$50 per unclaimed animal sheltering fee
 - \$60 per animal after hours service fee

Mark Burkholder joined the meeting at 7:12 p.m.

Mrs. Hoffman also noted trap, neuter and release services, a 20% discount for veterinary services and \$10 micro-chipping events would be available to Borough residents. Both entities would have the option to terminate the contract with a 30-day written notification. Council members agreed that animal control services are needed and the baseline contract amount is inline with what has been donated in previous years.

Motion to approve the fee-for-service contract with the Animal Rescue League. **Moved** by Ms. Thompson and seconded by Mr. Mullen. **Motion carried 6-0.**

- b. **Voting Precincts** – Council members reviewed various options to reapportion voting precinct boundaries to develop more accommodating voting precincts for voters. The most balanced population option, per 2010 Census information, divided the Borough into two precincts along Chestnut Street. Resolution No. 2019-2 proposes to the Board of Elections the renumbering of precincts from West Reading 1 and 3 to West Reading 1 and 2 as well as providing a map of recommended reallocation of precincts.

Motion to approve Resolution No. 2019-2 to include the Chestnut Street map of reallocated precincts. **Moved** by Mr. Mullen and seconded by Ms. Thompson. **Motion carried 6-0.**

7. **CONSULTANT'S REPORTS:**

- a. **Solicitor's Report** - Mr. Haws referred to the written report provided this evening and noted review of the Intergovernmental Cooperation Agreement and the Conditional Use Hearing Findings of Fact, Conclusions of Law and Decision to approve the signage in excess of what is allowed for the property located at 416 Penn Avenue.

Motion to approve County Seat Eatery, LLC Findings of Fact and Conclusions of Law and Decision to install signage in excess of what is permitted in the Central Business District. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 6-0.**

Mr. Haws also noted review of the MobileNow parking App agreement with comments.

Motion to approve the Solicitor's report. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 6-0.**

- b. **Engineer/Code Enforcement Report** – Mr. Unger referred to the written report and noted three bids were received for the Fifth Avenue/Museum Road Paving Project yesterday. A recommendation was made to opt for the thermoplastic pavement markings and award the bid to the lowest responsible bidder, New Enterprise Stone & Lime Co., Inc. in the amount of \$255,256.46.

Motion to accept the Fifth Avenue/Museum Road Paving Project bids. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 6-0.**

Motion to award the Fifth Avenue/Museum Road Paving Project to New Enterprise Stone & Lime Co., Inc. with the thermoplastic pavement markings and night-time work options in an amount not to exceed 255,256.46. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 6-0.**

The Public Works Director suggested applying the approximate \$60,000 project savings to an additional paving project during 2019.

Mr. Lincoln inquired as to the Pine Street water project scheduling. Mr. Unger stated advertisement for bids will be scheduled in May or June, paving is not planned during 2019, only trench restoration.

Mr. Wert inquired as to the time frame to begin paving of Fifth Avenue/Museum Road. Mr. Unger stated the contracts would be assembled and signed within 30 days with the ability to schedule in early spring.

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

Mr. Imbesi announced movement of the Executive Session to the end of the meeting to discuss potential litigation and personnel issues.

Mr. Unger and Mr. Haws departed the meeting at 7:35 p.m.

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

- a. **Board Vacancies** – Mrs. Hoffman reported a letter of interest had been received from Jim Keller to rejoin the Environmental Advisory Council now that his work schedule allows.

Motion to appoint Jim Keller to the Environmental Advisory Council. **Moved** by Ms. Thompson and seconded by Mr. Mullen. **Motion carried 6-0.**

A second letter of interest had been received from Cody Rhoads whom had expressed an interest to become a part of any board in need of filling a vacancy. It was decided to appoint Mr. Rhoads to the Shade Tree Commission to fill that remaining vacancy.

Motion to appoint Cody Rhoads to the Shade Tree Commission. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 6-0.**

- b. **Municipal Officials Dinner** – Mrs. Hoffman reminded Council members of the annual Municipal Officials Dinner being held at Stokesay Castle on March 28, 2019 and requested a response for attendance as soon as possible to register with the Center for Excellence in Local Government.

- c. **MobileNow Service Agreement** – Mrs. Hoffman stated the Solicitor reviewed the agreement and suggested minor revisions, which have been incorporated into the agreement. Mr. Lincoln noted the term of the agreement, on page 2, references an initial three-year agreement, concern was raised regarding potential redevelopment of the shopping center lot. The kiosk and App however could be moved to an alternate parking lot location. It was noted that MobileNow is currently working to integrate their App with the kiosk and it was recommended to enter into the agreement with a stipulation that it must fully integrate with the kiosk system.

Motion to adopt the MobileNow Services Agreement with execution of the agreement upon MobileNow meeting the stipulation of integration with the kiosk system. **Moved** by Mr. Amato and seconded by Mr. Mullen. **Motion carried 6-0.**

- d. **Sale of 2009 Dodge Charger** – Mrs. Hoffman reported the previous auction buyer was unable to complete the transaction. The sedan has a new auction buyer named Heather Robotham from Connecticut in the amount of \$3,857.35.

Motion to accept the offer to purchase the 2009 Dodge Charger from Ms. Robotham in the amount of \$3,857.35. **Moved** Mr. Mullen and seconded by Mr. Amato. **Motion carried 6-0.**

- e. **Ratify execution of Recycling Grant** – Mrs. Hoffman noted execution of the Recycling Grant documents were due by February 15, 2019. Mr. Imbesi executed the document in order to meet this deadline and Mrs. Hoffman requested ratification of this action.

Motion to ratify execution of the Recycling Grant documentation. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 6-0.**

Motion to approve the Borough Manager's report. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 6-0.**

- 9. **MAYOR'S REPORT:** Mayor Kearney noted his attendance to the recent Town and Gown meeting, which consists of elected and school district officials to discuss real estate and population changes that affect the municipality and school district.

Mayor Kearney also noted his intent to raise enough funds to purchase a police vehicle by the end of 2019. Tina Shenk and Melissa Jamula are coordinating a Designer Bag Bingo event to be held on St. Patrick's Day at the Scottish Rite Cathedral. Ticket sales are going well.

Recently Mayor Kearney discovered that he is to report his activity performing weddings on a quarterly basis. Mayor Kearney reported that he has performed 15 weddings since January 1, 2018 at no charge.

Motion to approve the Mayor's report. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 6-0.**

10. **COUNCIL PRESIDENT'S REPORT:**

- a. **NIMS Training/Certification** - Mr. Imbesi requested Council members to begin the required NIMS training on their own within the next month. Should there be any difficulties in obtaining these certifications a second Council meeting could be scheduled in March to jointly bring laptops to Council Chambers to take the course(s) together.
- b. **School Crossing Guard** – Mr. Imbesi noted receipt of a written request from the Superintendent of Wyomissing Area School District to approve funding for half of the 2017-2018 school crossing guard expenditure in an amount in excess of \$28,000. Mr. Imbesi stated funds have not been

budgeted in 2019 to cover this expenditure, an agreement does not exist between the school district and the Borough to assist in funding of the school crossing guard program and felt funding for this program should be budgeted within the school district taxes. Dr. Scoboria indicated non-payment would result in their pursuance through the Borough Code for legally mandated responsibilities. A motion was not made to approve the expenditure of \$28,000 to fund the school crossing guard program.

Motion to approve the Council President's report. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 6-0.**

11. DEPARTMENT REPORTS:

- a. **Police Department** – Chief Powell referred to his written report and noted a personnel item for executive session.

Mr. Wert referred to the 2018 statistics that were provided in this months report, justifying the importance and cost for services of the Police Department. Ms. Thompson also noted the Police Department Facebook page provides an incident report for the month of January.

Mayor Kearney congratulated the Police Chief for distilling three existing officers to be eligible for the position of Sergeant within the police department.

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

- b. **Public Works** – Mr. Grassley referred to the written report and noted the Wyomissing Area School District has been in contact with their department during recent winter storm events to assist in their determination of road conditions and early dismissals. Mr. Grassley stated this communication is helpful to both the road crew and school district.

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

- c. **Fire Department** – Chief Burkholder referred to the written report. Mr. Imbesi noted an increased volume of calls the Volunteer Fire Department has been responding to recently. Chief Burkholder reported the average is two calls per day.

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

- f. **West Reading Community Revitalization Foundation** – Mr. Ratcliffe stated clean out and renovations are planned during the month of March to the new Main Street office. Also, the 2nd annual West Reading Fashion week raised approximately \$4,000. The Love Team and Main Street hosted a business owner luncheon with approximately 40 business owners in attendance, resulting in a lot of good conversation and a to-do list.

Mr. Moletress noted contact with Mike Miller who is currently working on samples of Dean's Way signs that will be placed along Cherry Street.

Ms. Thompson inquired as to the \$3000 expenditure for the reimbursement of Ice & Spice Event expenses held by West Reading Tavern. Mr. Ratcliffe noted Melissa Jamula of Curious on the Avenue donated \$10,000 to help support events along Penn Avenue.

Motion to approve the West Reading Community Revitalization Foundation report. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 6-0.**

12. COMMITTEE/COMMISSION REPORTS:

- a. **Recreation Commission** – Mrs. Moyer referred to the written report and noted an action item to approve the rehire/hiring of 13 lifeguards. The four new hire lifeguards would be dependent on their achievement of certifications.

Motion to approve the list of rehire and new hire lifeguards. **Moved** by Ms. Thompson and seconded by Mr. Mullen. **Motion carried 6-0.**

Mrs. Moyer noted interviews are scheduled during the first week of March for the remaining seasonal positions with information to be provided at next month's meeting for Council's consideration. Also, in an effort to raise additional funds, flowers and homemade peanut butter and coconut cream eggs will be sold during the Easter event. A donation has been received in the amount of \$1600 for the fireworks event and \$815 for the playground program.

Mr. Wert recommended a Disc Golf Tournament at the end of summer to raise funds. Mrs. Moyer noted difficulty in holding a tournament without a bridge in place and is hopeful to hold a tournament during 2020.

Motion to approve the Recreation Commission report. **Moved** by Ms. Thompson and seconded by Mr. Mullen. **Motion carried 6-0.**

- b. **Planning Commission** – Mr. Wert noted continued discussions with the Pennsylvania Historical and Museum Commission regarding establishment of a Historical Architectural Review Board (HARB) and review of amendments to the Rental Property Ordinance have begun.

Motion to approve the Planning Commission report. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 6-0.**

- c. **Economic Development Committee** – Minutes for the January 14th and February 11th meetings were reviewed and it was noted that Randy Peers of the Greater Reading Chamber Alliance attended the January meeting to discuss a collaboration with the Alliance for grant opportunities and strategic planning. The February meeting continued discussions regarding strategic planning and grant opportunities. The committee is awaiting notification from DCED on the façade and planning grant applications.

Motion to approve the Economic Development Committee report. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 6-0.**

- g. **Environmental Advisory Council** – Mr. Wert reported a grant opportunity is being pursued through DCNR to perform a tree inventory that would provide a list and assessment of all trees within the Borough that could be entered into a GIS layer. Also board members are continuing their work on the sustainable community certification.

Motion to approve the Environmental Advisory Council report. **Moved** by Mr. Mullen and seconded by Ms. Thompson. **Motion carried 6-0.**

- h. **Traffic & Infrastructure Committee** – Mr. Lincoln noted a Pan-Tilt-Zoom camera has been added to the Sixth and Penn Avenue intersection; efforts continue to coordinate the parking program and Committee members continue to address resident concerns.

Motion to approve the Traffic & Infrastructure report. **Moved** by Mr. Amato and seconded by Mr. Mullen. **Motion carried 6-0.**

- i. **Shade Tree Commission** – The February Shade Tree Commission meeting was cancelled.
- j. **Safety Committee** – Mr. Grassley referred to the minutes and there were no further comments.

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

- k. **Finance Committee** – Mr. Imbesi stated the meeting was cancelled due to a lack of agenda items.

13. TREASURER'S REPORT:

- a. **Liquid Fuels Tax Fund Audit** – Information was provided for the recent audit, which resulted in no findings/comments.
- b. **Financial Statement** - There were no comments on the financial statement ending 1/31/19.

Motion to approve the financial statement ending 1/31/19. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 6-0.**

- b. **Payment Approval Report 1/16/19 to 2/14/19 & 2/15/19 to 2/19/19** – There were no comments on the payment approval reports.

Motion to approve Payment Approval report 1/16/19 to 2/14/19 & 2/15/19 to 2/19/19. **Moved** by Mr. Lincoln and seconded by Mr. Mullen. **Motion carried 6-0.**

14. PUBLIC COMMENT:

Tina Shenk inquired as to details of the fire inspections mentioned earlier in the evening. Mr. Imbesi noted implementation of an annual commercial fire safety inspection that would be performed by the Township of Spring, including inspection of large events to ensure safety for residents and visitors alike. Ms. Shenk questioned the necessity of annual inspections and the cost to retail versus restaurant establishments.

Karen Livingood noted her attendance to the Traffic and Infrastructure Committee meetings and affirmed Mr. Lincoln as a huge asset to the Committee and Council.

15. EXECUTIVE SESSION:

Council recessed to executive session at 8:38 p.m. to discuss personnel and litigation items. Council reconvened at 9:02 p.m. and Mr. Imbesi announced Council's discussion regarding the eligibility of three Officers to be promoted to the position of Sergeant.

Motion was made to promote Officer Wayne Holben to Sergeant effective Monday, February 25, 2019 at 6:00 a.m. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 6-0.**

14. ADJOURNMENT:

Motion to adjourn the meeting at 9:04 p.m. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 6-0.**

Respectfully submitted,

Cynthia Madeira
Assistant to the Manager