

**BOROUGH OF WEST READING  
TRAFFIC & INFRASTRUCTURE COMMITTEE**

**AUGUST 10, 2022**

The Borough of West Reading Traffic & Infrastructure Committee met on Wednesday, August 10, 2022 at 6:00 p.m. at Borough Hall with the following persons present: Chairman Christopher Lincoln; Council Member Patrick Kaag; Chief of Police Wayne Holben; Police Department Office Supervisor Tracie Milbut; Mayor Samantha Kaag; Public Works Director Kerry Grassley; Borough Manager Dean Murray; and Borough Secretary Cynthia Madeira.

<b>Visitors:</b>	Michael Witmyer, Resident	Rafael Jimenez, Business Owner
	Steven Woodward, Business Owner	Mark Woodward, Business Owner
	Andrew Moletress, Resident	Karen Livingood, Resident

The meeting was called to order at 6:00 p.m.

**Public Comment**

Mr. Moletress expressed concerns regarding various potholes in the Borough, specifically North and South Sixth Avenue, and Museum and Sunset Roads. Mr. Murray reported that Museum and Sunset Road is scheduled to be milled and overlaid in a few weeks. Mr. Grassley expressed concern regarding milling and overlaying the two blocks of Sixth Avenue from Penn Avenue due to underground traffic signal loops. It was suggested that Mr. Grassley contact Telco to discuss the costs associated with repairing these traffic signal loops. Mr. Grassley reported that a binder coat has been added to pothole areas on Parkside Drive North and Spruce Street with plans to topcoat these areas in conjunction with the upcoming paving projects. Mr. Moletress expressed concern of the increased foot traffic on Sixth Avenue this weekend associated with the French Fry Fest and the tripping hazards that are posed by potholes. Mr. Grassley indicated that cold patch is added to these areas prior to large events.

Mr. Moletress recommended that a dotted turning lane be added from Penn Avenue, westbound, onto Fifth Avenue, southbound to prevent vehicles from encroaching the flow of traffic from Fifth Avenue onto Penn Avenue. It was noted that PennDOT would need to approve any changes to Penn Avenue and that this would be reviewed.

Mark Woodward expressed concern of pending legislation that would prohibit parking along Cherry Street noting that this would pose a hardship for businesses with regards to loading and unloading. Mr. Lincoln explained the intent to restrict parking along Cherry and Court Streets is based on the narrow width of roadways that are not legally able to support two-way traffic with parking and the dangers posed to residents and damage that has been caused to buildings. Mr. Woodward indicated that there are no issues on Cherry Street to warrant the prohibition of parking. Mr. Grassley shared the difficulties experienced in plowing these narrow roadways while vehicles are parked.

Mr. Lincoln inquired as to the business owner's opinions on restricting travel to one direction while allowing parking. This theory was well received noting the dangers they've experienced with two-way traffic and parked vehicles.

Motion to recommend Borough Council to table an amendment to Section 430-21 Parking Prohibited at All Times to consider the implementation of one-way travel on Cherry and Court Streets. **Moved** by Mr. Grassley and seconded by Mayor Kaag. **Motion carried.**

Mr. Moletress, Mr. Jimenez, Mr. Woodward, and Mr. Woodward departed the meeting at 6:22 p.m.

**Approval of Minutes**

Motion made to approve the Traffic and Infrastructure Committee minutes of July 13, 2022. **Moved** by Mayor Kaag and seconded by Mr. Grassley. **Motion carried.**

## Old Business

**Handicapped Parking Policy** – The following aspects of the handicapped parking policy were discussed:

- The applications are to be submitted to the Police Department for review to ensure that the applicant meets the established criteria. The information is then brought to the Traffic and Infrastructure Committee to make a recommendation to Borough Council for a final determination.
- The intervals to make final determinations on granting a handicapped parking space application was decided to be increased from semi-annually to quarterly (January, April, July, and October).
- To avoid violating HIPAA regulations, the criteria to be eligible for an on-street handicapped parking space would be verified solely by the applicant holding a current State issued placard.
- The applicant must be a resident of the Borough, the requested space must be on the street where they reside, and they must demonstrate that off-street parking is unavailable or unsuitable.
- The number of spaces allocated per block should not exceed 10% of available spaces, but not less than one space.
- The space may be designated in front of the applicant's property if feasible. However, the space may not conflict with any existing parking restrictions.
- The annual renewal application process handled by the Police Department will remain unchanged. Requests to relocate existing handicapped spaces will be reviewed upon request.
- Any decisions to remove handicapped parking spaces will be made in writing to the applicant.

Motion to recommend Borough Council to adopt a revised Handicapped Parking Space Policy. **Moved** by Mayor Kaag and seconded by Mr. Grassley. **Motion carried.**

**Delaney Circle** – A modified map was provided by the engineer's office that delineates splitter islands at each access point to narrow the lanes of travel. The engineer did not yet have an opportunity to discuss the yield versus stop intersections with an LTAP representative.

Mr. Grassley recommended repositioning the pedestrian crosswalk that crosses the circle from Tulpehocken Avenue (near GNA Restaurant) to Reading Avenue (front of Morris Pace building) to improve visibility of pedestrians while accessing Delaney Circle from Tulpehocken Avenue. It was agreed to request this modification while awaiting an outcome of the yield versus stop intersection discussion.

**Residential Permit Parking** – Mr. Lincoln noted a conflict that arose on North Sixth Avenue where permit parking signs are only located in the area of Court Street to Reading Avenue and the ordinance delineates the entire length of Penn Avenue to Reading Avenue. An additional conflict is the three-hour parking restriction from Penn Avenue to Court Street, and the two-hour parking restriction within permit parking zones. Mr. Lincoln also noted that North Sixth Avenue permit parking regulations differ from permit parking regulations elsewhere in the Borough in that these regulations are in force seven-days per week. In order to allow vehicle turn-over in the spaces near Penn Avenue it was decided to remove the permit parking designation from Penn Avenue to Court Street.

An overall study of permit parking within the Borough is needed, therefore no other changes were recommended at this time other than using the new alley name for Clark Alley.

**Penn Avenue Infrastructure** – Mr. Grassley did not have any updates pertaining to Penn Avenue Infrastructure.

**Utility Billing Policy** – Mr. Lincoln noted concerns from administrative staff that certain landlords are taking advantage of staff as their collection agency. A brief overview of a proposed policy was provided that highlighted the following features:

- Ordinance Section 441-35 stipulates that there shall be no third-party billing yet statements have been provided to tenants upon request. A tenant authorization form was drafted for consideration that would allow a copy of the invoice to be provided to the tenant while reserving the right for the Borough to cancel this arrangement should the tenant fail to make payments, which would then require the landlord to remit payment to the Borough to avoid the termination of service.
- Additional policy options to consider were a budget payment plan and a delinquent payment plan.

Committee members were requested to review the information for a more in-depth conversation next month.

### **Adjournment**

Motion was made to adjourn the meeting at 7:31 p.m. by Mr. Kaag and seconded by Mayor Kaag. **Motion carried.**

Respectfully submitted,

Cynthia Madeira  
Borough Secretary