

Borough of West Reading
Adoption of Road Closure Request Policy
Resolution 2023-22

Whereas, the Council of the Borough of West Reading recognizes the variety of reasons why a road may need to be closed. This may include safety measures during roadworks, building repairs to a property or holding a community event, and the importance of coordinating all road closures in the Borough in order that municipal staff can communicate policies, guidelines and provide support to these road closure requests and ensure public safety is preserved during operation.

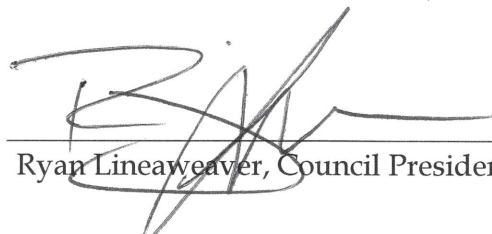
Therefore, **Be It Resolved** by the Borough Council of the Borough of West Reading that the Road Closure Policy attached hereto as an Appendix, is hereby approved, and adopted.

Road Closure Policy

1. Submit a completed Request for Road Closure form to the Police Department a minimum of five (5) business days before the requested closure. A fee of \$25 per block, per day is to be enclosed with the request.
2. Streets and alleys may be closed only as a "last resort" option and considerable thought should be taken to ensure that no other alternative is available before submitting a request.
3. All requests will be considered based on the intent, the need, and the length of closing requested.
4. The person requesting closure is responsible for placing no parking and road closure signs and responsible flaggers if required.
5. No closures can be requested on the day of work unless it is a 100% true emergency.
6. Lane closures also require Borough approval, except in cases of "emergency closures" as defined herein.
7. All requests must be submitted to the Police Department and reviewed by the Code, Public Works, and Fire Departments as well as the Mayor.
8. There are several major roadways throughout the Borough which are State roads, and therefore separate approvals must be secured from the Pennsylvania Department of Transportation for the closing of the same, with notice provided to the Borough.
9. "Emergency Closures" are defined as those closings mandated by the disruption of utility service for a break or other problem with the utility main. Although the road may be closed for this emergency purpose immediately, the notification requirements contained herein shall still apply.

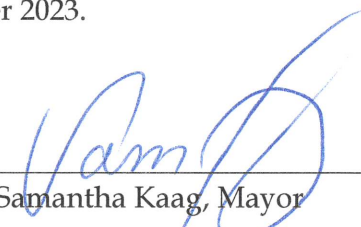
DULY ADOPTED AND APPROVED this 18th day of October 2023.

BOROUGH OF WEST READING

By: 
Ryan Lineaweaver, Council President

Attest: 
Cynthia Madeira, Borough Secretary

Examined and approved this 18th day of October 2023.


Samantha Kaag, Mayor

**Appendix
Request for Road Closure**

DATE OF REQUEST _____, 20____

NAME:		
PHONE:		
EMAIL:		
EMERGENCY CONTACT:		
NAME:		
PHONE:		
PROPERTY LOCATION:		
CLOSING DURATION DATE & TIME:		
PURPOSE FOR REQUEST:		

Please describe a detailed plan of road closure including but not limited to streets to be closed, location of safety flaggers and or traffic control device(s), detour path if necessary and other pertinent information.

Does the street have:

Barta Bus Stop	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Contacted
Hospital/Nursing Home	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Contacted
School Building	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Contacted
EMS Service Route	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Notification Date _____

I Hereby Certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to such penalties as may be prescribed by the law or ordinance.

Signature of Applicant: _____ **Date:** _____

Official Use Only – Do Not Write Below

Borough Manager – Dean Murray <input type="checkbox"/> Approve <input type="checkbox"/> Deny <div style="text-align: right;">Date _____</div>	Police Department - Richard Tornielli, Chief of Police <input type="checkbox"/> Approve <input type="checkbox"/> Deny <div style="text-align: right;">Date _____</div>
Code Department - Chad Moyer <input type="checkbox"/> Approve <input type="checkbox"/> Deny <div style="text-align: right;">Date _____</div>	Fire Department - Chad Moyer, Fire Chief <input type="checkbox"/> Approve <input type="checkbox"/> Deny <div style="text-align: right;">Date _____</div>
Public Works Department - Kerry Grassley <input type="checkbox"/> Approve <input type="checkbox"/> Deny <div style="text-align: right;">Date _____</div>	Mayor - Samantha Kaag <input type="checkbox"/> Approve <input type="checkbox"/> Deny <div style="text-align: right;">Date _____</div>



West Reading

PENNSYLVANIA

Date _____ 20____

Dear Sir/ Madam:

The Borough of West Reading has received your request to close the street access to

(Insert address location here)

for the purpose of

(Insert reason here).

Please consider this your official notice of approval that required safety measures are adhered to and the understanding that failure to open the road in a timely manner after the duration timeframe may result in penalties.

Borough of West Reading

Mayor - Samantha Kaag