

BOROUGH OF WEST READING
BOROUGH COUNCIL BUDGET WORKSHOP/COUNCIL MEETING
OCTOBER 23, 2018

West Reading Borough Council held a Budget Workshop and Council Meeting at Borough Hall on Tuesday, October 23, 2018 with the following persons present: Council President Nicholas Imbesi; Council Vice President Philip Wert; Council Members Christopher Lincoln, Suzanne Thompson; Mayor Andrew Kearney; Borough Manager Cathy Hoffman; Treasurer Jeanette Rentschler; Public Works Director Dean Murray and Assistant to the Manager Cynthia Madeira. Council Members Kirk Mullen, David Amato and Nicholas Gardecki were unable to attend.

VISITOR PRESENT: Oswald Herbert, Resident

CALL TO ORDER:

Council President Nicholas Imbesi called the meeting to order at 7:03 p.m.

PUBLIC COMMENT:

There was no public comment.

PARKING LOT LEASE AGREEMENT AND ORDINANCE:

Revisions to the term of the lease agreement were reviewed to allow the owner of the parking lot the ability to terminate such agreement without penalty in the event the owner records a land development plan for the premises.

Motion to forward the agreement to the property owner at 513 Penn Avenue. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 4-0.**

The ordinance governing off-street metered parking was reviewed and it was noted that amendments could be made in the future to add potential future parking agreements.

Motion to advertise the amendment to Chapter 430, entitled Vehicles and Traffic. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 4-0.**

PROPERTY MAINTENANCE CODE, 2018 EDITION:

Ordinance amendment to Chapter 341, entitled Adoption of Property Maintenance Code was reviewed to revise the edition utilized by the Code Department from 2006 to 2018.

Motion to advertise ordinance amendment to adopt the International Property Maintenance Code, 2018 edition. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 4-0.**

BOARD OF APPEALS:

Adoption of the Property Maintenance Code provides a means to appeal and appeal fees that have been established, however members for the appeal board must be appointed. Andy Moletress along with two members of the Environmental Advisory Council, Patrick Kaag and Ryan Lineaweaver have expressed an interest in being appointed to the Board of Appeals. Mrs. Hoffman suggested resumes be provided to document qualifications by experience and training as it pertains to property maintenance matters.

Motion to appoint Andrew Moletress, Patrick Kaag and Ryan Lineaweaver to the Board of Appeals. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 4-0.**

The Board of Appeals application and ordinance amendment were provided to Council for review and comment during the next budget meeting scheduled on October 30, 2018.

ZONING AMENDMENT HEARING:

Mr. Wert noted that the Planning Commission has reviewed and made recommendations for minor revisions to the zoning ordinance amendment per comments received from the Berks County Planning Commission,

therefore it was recommended to proceed with scheduling the hearing prior to the regular November Council Meeting.

Motion to advertise the Zoning Amendment Hearing on Tuesday, November 20, 2018 at 6:45pm. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 4-0.**

WAYNE AVENUE STREET OPENING:

Dean Murray noted an emergency street opening performed a few months ago by UGI on Wayne Avenue during the prohibited opening time frame for an improved street. A request has recently been received from UGI to perform three additional openings prior to milling and paving the entire 700 block of Wayne Avenue curb to curb as required in the Street Opening Ordinance. Council indicated agreement to this request in writing to perform base repair and repaving with full-time inspection with the cost for inspection paid by UGI.

Also, a representative from UGI has requested a meeting to discuss the potential to install a gas line across the proposed pedestrian bridge that would replace the recently demolished Parkview Road Bridge. A meeting will be arranged with the Public Works Director, Borough Manager and Engineer.

CRITERIUM:

A request was made to provide ideas and/or comments during the October 30th budget meeting for conditions on the previously approved August 3, 2019 Criterium event.

2019 BUDGET

PUBLIC WORKS DEPARTMENT:

Dean Murray presented the Public Works Department proposed 2019 Budget.

- 01-409-373 Maintenance and Repairs pertaining to the general maintenance of Borough buildings was reduced from \$35,000 to \$30,000.
- 01-430-130 and 01-430-140 Foreman and Crew Salaries were increased contractually at 3%, which includes the mechanic hired in August. Mr. Murray stated a report to illustrate the savings associated with hiring a mechanic would be provided to Council next month.
- 01-430-173 Part-Time Help was reduced from \$6500 to \$6000 to hire only two seasonal workers for park maintenance.
- 01-430-337 Vehicle Maintenance and Repair was reduced from \$38,000 to \$18,000 with the hired mechanic maintaining the fleet of vehicles.
- 01-430-416 Training Expense was raised from \$1200 to \$1500 to allow a three-year training cycle to include the new staff member.
- 01-432-245 Snow and Ice Removal was reduced from \$50,000 to \$45,000 in optimism of minimal storm events.
- 01-433-354 Traffic Signal Construction expenditure was listed at \$134,536, confirmation of the amount required for the Green Light Go grant match is needed.
- 01-433-375 Traffic Signal Maintenance and Repair was reduced from \$10,000 to \$6000 due to improvements being made through the Green Light Go grant. Review of the \$38,634 amount budgeted for 2018 is needed; to date \$1540 has been expended.
- 01-446-300 MS4 Stormwater Management current 2018 expenditures are low, however it is planned to video lines at the firehouse catch basin by year-end.
- 01-465-370 Penn Avenue Maintenance and Repairs was reduced from \$15,000 to \$12,500 with the assistance of the WRCRF to assist with the expenditure of painting of the poles. The 300 block of Penn Avenue is intended to be painted this year. The 200 block of Penn Avenue and possibly the Penn Avenue Bridge will be painted during 2019.

- 06-400-313 Engineering Services was reduced from \$70,000 to \$54,000 with \$43,500 allocated to the anticipated Pine Street water line improvement project and \$10,000 allocated to general engineering services.
- 06-481-800 Capital Water Project is budgeted at \$290,000 for the Pine Street water main improvement project, the proposal received totaled \$279,000.
- 08-400-313 Engineering Services was reduced from \$70,000 to \$10,000 by delaying the Linden Lane sewer lateral repairs, however it is planned to have the Public Works Department to repair the collapsed sewer line at the intersection of Linden Lane and Spruce Street.
- 08-481-800 Capital Sewer Project proposed budget of \$290,000 was removed by delaying the Linden Lane sewer lateral repairs.
- 30-409-000 Buildings Capital Expenditure request to allocate \$79,000 to replace the outdated software to meter/track fuel consumption at a cost of \$13,250; gas tank lid replacement at a cost of \$37,500; replace stucco of the lower four-inches of the Borough hall building and paint by an outside contractor at a cost of \$28,000. Public Works personnel would complete Borough Hall concrete repairs and glazing of the windows and doors.
- 30-430-000 Highways Capital Expense for 2018 there will be a reduction realized from the cancellation of the Museum Road paving project and the Seventh Avenue and Walnut Street intersection improvements totaling \$182,000. It was requested to allocate funds for the 2019 budget to mill and pave Walnut Street at a cost of \$27,000, repaving of Museum Road at a cost of \$300,000 and \$65,000 to repave Lakeview Drive. Wyomissing Borough has offered to provide a small portion of the cost to repave Lakeview Drive since a portion of this roadway is located within their jurisdiction. Therefore, with the annual street sweeper purchase payment of \$53,000 the total amount requested for this line item would be \$445,000.

Mr. Wert recommended allocating funds to train potential new Shade Tree Commissioners, Mr. Murray indicated this cost would be covered within the proposed 2019 Public Works Budget.

Council members inquired as to the balance of road tax funds, Mrs. Rentschler reported \$163,000 is currently in this account with an anticipated amount of \$247,342 at the end of 2019.

The above modifications lowered the total Public Works Department expenditures by 13.5% for the 2019 budget. With noted revisions to the Public Works Department budget the current deficit is at \$880,000. Mr. Lincoln indicated the funds saved from the Museum Road and Seventh Avenue and Walnut Street intersection projects during 2018 should not be counted against the 2019 budget.

Mr. Imbesi noted the agenda items for the October 30th budget meeting would include the review of the Recreation and Fire Department budgets. Ms. Renninger is scheduled to attend the November 10th budget meeting.

ADJOURNMENT:

Motion to adjourn the meeting at 8:37 p.m. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 4-0.**

Respectfully submitted,

Cynthia Madeira
Assistant to the Manager

Cathy Hoffman
Borough Manager