

BOROUGH OF WEST READING – BOROUGH COUNCIL

July 21, 2009 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, July 21, 2009 with the following persons present: Council President Nathalie Kulesa; Council Members Kevin Conrad, Michael Geddio, James Gallen, Michael Morrill, Philip Wert; Mayor Shane Keller; Borough Manager George Tindall; Socrates Georgeadis, Kozloff Stoudt; Police Chief Edward Fabriziani; Code Enforcement Officer Gerald Trate; Borough Foreman Jim Beane; Fire Chief Mark Burkholder; Recreation Coordinator Daphne Klahr; Elm Street Manager Dean Rohrbach; Administrative Assistant Cathy Hoffman. Absent: Council Vice-President Michael Doyle.

<u>VISITORS:</u>	Elizabeth Heckler	Resident
	Sheila Scott	Resident
	Terry Siggins	Resident
	Tina Shenk	Business/Property Owner
	Oswald Herbert	Resident
	Karen Livingood	Resident
	Mark Civitarese	Parking Enforcement Officer
	Ruth Cardell	Resident
	Nancy Campbell	Business/Property Owner
	Rita Ditsky	Business Owner
	Rebecca Simmons	Resident
	Deborah Hutcheson	Resident
	Chris Reber	Reading Eagle
	Darryl Jenkins	Great Valley Consultants
	Diane Price	Armed Forces Day Parade
	Donal Renninger	Reinsel Kuntz Leshner

Council President Nathalie Kulesa called the meeting to order at 7:05 p.m. Rev. Caseras of Lighthouse Christian Center gave the Invocation which was followed by the Pledge of Allegiance and Roll Call.

PUBLIC COMMENTS:

Tina Shenk asked questions concerning a recently planted tree, tree trimming, cleaning the street gutters, and funds generated by parking fines.

FALL FESTIVAL – Rebecca Simmons & Deborah Hutcheson

Rebecca Simmons presented information to Council concerning the Fall Festival which will be held on September 19th. She stated that most of the arrangements/set-up are the same as last year, however in addition to having no parking on both sides of Penn Avenue (400, 500, 600, 700 blocks only) they would also like to have the side streets closed, both north and south, at 4th & Penn, 6th & Penn, and 7th & Penn. It would only be the first part of the street from Penn Avenue to the alley.

In addition to parking and street closures, Ms. Simmons noted that a one day liquor license and insurance would be obtained through Main Street, as it was last year.

Moved by Mr. Conrad and seconded by Mr. Geddio to allow the Fall Festival event on September 19th, as stated by Ms. Simmons. **Motion carried.** Mr. Tindall stated he would contact PennDOT regarding the closing of the parking spaces along Penn Avenue. It was also noted that there will not be a rain date.

DIANE PRICE – ARMED FORCES DAY PARADE

Diane Price was in attendance as chair of the 2009 Armed Forces Day Parade to thank the Borough and its citizens for their support. She presented certificates of appreciation to Mayor Keller, Chief Fabriziani, Mr. Tindall and Chief Burkholder for their invaluable assistance.

INTRODUCTION OF NEW PARKING ENFORCEMENT OFFICER

Mayor Keller took a moment to introduce the new Parking Enforcement Officer, Mark Civitarese, to Council and those in attendance.

APPROVAL OF COUNCIL MINUTES:

Moved by Mr. Conrad and seconded by Mr. Morrill to approve the minutes of June 16, 2009. **Motion carried.**

SOLICITOR'S REPORT:

Mr. Georgeadis stated that the Sidewalk Café Ordinance had been advertised and is ready for action by Council. **Moved** by Mr. Morrill and seconded by Mr. Conrad to approve the Sidewalk Café Ordinance, as advertised. **Motion carried.**

Council also briefly discussed tax collection and Mr. Georgeadis stated that funds can be collected either by the County or it can be done by a local bank. It was decided that the Finance Committee should review both scenarios and made a recommendation to Council.

Moved by Mr. Conrad and seconded by Mr. Wert to accept the Solicitor's Report. **Motion carried.**

ENGINEER'S REPORT:

Mr. Jenkins recommended payment of Main Street Phase 4 (Payment Application No. 2) and Phase 5 (Payment Application No. 2) to Kuharchik Construction as follows:

Moved by Mr. Morrill and seconded by Mr. Conrad to approve Payment Application No. 2 for Phase 4 in the amount of \$14,988.60 and Payment Application No. 2 for Phase 5, in the amount of \$166,901.40, subject to the Engineer's final verification. **Motion carried**

Mr. Tindall provided Council with an update concerning the alley reconstruction by Windsor Services at Holland Square and Tulpehocken Avenue.

Moved by Mr. Conrad and seconded by Mr. Geddio to accept the Engineer's Report. **Motion carried.**

BOROUGH MANAGER'S REPORT:

Resolution 2009-9 – Mr. Tindall explained that the surcharge rates are adjusted yearly by the Joint Municipal Authority of Wyomissing Valley for four Borough businesses. **Moved** by Mr. Gallen and seconded by Mr. Conrad to approve the resolution. **Motion carried.**

2008 Audit – Mr. Tindall stated that the Finance Committee met prior to the Council meeting to review the audit documents from Reinsel Kuntz Leshner. He noted that Donal Renninger, who performed the audit, was in attendance to answer any questions.

Mr. Morrill stated that according to the opinion portion of the audit, the Borough's rating is as high as it can get. There are some deficiencies that are brought up every year but they exist because of staffing

shortages. Segregation of duties is always an issue and the Finance Committee has brought forward some recommendations in this regard.

Moved by Mr. Morrill and seconded by Mr. Geddio to accept the 2008 Audit. **Motion carried.**

Proposed Finance Policies – Mr. Tindall introduced the Credit Card Policy and Purchasing Policy for Council's consideration. He stated that the Purchasing Policy in its current form is more stringent than the Borough Code requires, however there were some issues that needed to be addressed. Mr. Morrill added that he had reviewed the policies along with the Finance Committee and they are in agreement with the documents, as written. **Moved** by Mr. Geddio and seconded by Mr. Gallen to adopt the Credit Card Policy and Purchasing Policy. **The motion was carried with a 5 - 1 vote (Mr. Conrad voted "no").**

Act 32 – Mr. Tindall referred to new legislation by the State that requires each municipality to designate one entity to collect Earned Income Tax for the entire County. Under Act 32, each municipality must appoint a delegate and two alternates to attend a meeting on the Borough's behalf to designate which company will collect the tax. **Moved** by Mr. Conrad and seconded by Mr. Morrill to appoint Mr. Tindall as the voting delegate, Mr. Conrad as first alternate and Mr. Morrill as second alternate. **Motion carried.**

PennDOT re: Cloverleaf – Mr. Tindall spoke about the Borough regulation that requires residents to keep their grass no more than 10" in height. He added that PennDOT has been notified of this requirement, however they have not complied, stating that they only cut the grass at the cloverleaf four times per year. Chief Fabrizio added that at a recent meeting with PennDOT, nothing was resolved, however Rep. Caltagirone's office along with Senator O'Pake's office will look into the matter further. The Borough is prepared to cite PennDOT if necessary and has asked for a meeting with the Secretary of Transportation. All Council members present agreed that the issue should be pursued and citations should be issued if necessary.

Mr. Georgeadis then left the meeting.

Quality of Life Mapping Program – Mr. Tindall explained that the County is requesting the Borough to participate in a "Quality of Life Mapping Program" which will compile information regarding rental units and code violations in the Borough. **Moved** by Mr. Morrill and seconded by Mr. Geddio to participate in the Quality of Life Mapping Program. **Motion carried.** It was also noted that the Borough would participate as long as the information gathering didn't interfere with the regular Codes Department duties.

Shade Tree Commission Vacancy – Mr. Tindall announced with sadness that Shade Tree Commission member Mrs. Catherine Wunsch had passed away. To fill the vacancy on the Commission, it was announced that interested residents should submit a letter of interest to Council.

Moved by Mr. Conrad and seconded by Mr. Morrill to accept the Borough Manager's Report. **Motion carried.**

CODE ENFORCEMENT OFFICER'S REPORT:

Mr. Trate had nothing further to add to his written report. **Moved** by Mr. Conrad and seconded by Mr. Geddio to accept the Code Enforcement Officer's Report. **Motion carried.**

COMMITTEE/COMMISSION REPORTS:

Recreation Commission – Ms. Klahr referred to her written report and highlighted the following:

- The vehicle violations at the pool have decreased thanks to a concerned pool member who has been providing the police department with license plate information.
- An injury occurred at the playground to a child involved in the Playground Program.

- Year-to-date recreation figures were provided. She noted that the pool receipts are down primarily because of 21 days of rain in June.
- The Kim Manning Memorial Swim Meet was a huge success. Funds raised have been donated to her sons who were in attendance.
- A 'scaled down' Borough picnic will be held at the pool on August 8th.

Moved by Mr. Morrill and seconded by Mr. Conrad to accept the Recreation Commission report. **Motion carried.**

Safety Committee – Mr. Tindall reported that the Safety Committee had reviewed accidents and discussed ways to prevent them.

Moved by Mr. Conrad and seconded by Mr. Wert to accept the Safety Committee report. **Motion carried.**

Shade Tree Commission – Mr. Tindall stated that he had not been in attendance for the meeting. Mr. Beane corrected a portion of the minutes by stating that the Tartarian maples are on Penn Avenue and are not doing well. The trees planted by Met-Ed are crab apple trees.

Mr. Tindall stated that during the month of August he would be visiting local tree growers to see what varieties of trees are available, he will then compile a list and obtain quotes for the trees. In September he will mark the areas where the new trees will be planted and in late October the holes will be dug. In November or December the trees will be planted.

Regarding the memorial tree for Mrs. Wunsch, Council directed the Shade Tree Commission to find an appropriate location for the tree and bring the information back to Council.

Moved by Mr. Conrad and seconded by Mr. Wert to accept the Shade Tree Commission report. **Motion carried.**

Planning Commission – Mr. Wert reported that the Commission is currently working with Darryl Jenkins to determine appropriate locations and necessary standards for an "overlay district" in the Borough. They hope to have a recommendation for Council soon.

Moved by Mr. Conrad and seconded by Mr. Morrill to accept the Planning Commission report. **Motion carried.**

Traffic Committee – Mr. Conrad requested the approval of the June 11th minutes which had not been approved by Council at the June meeting.

Moved by Mr. Morrill and seconded by Mr. Wert to approve the Traffic Committee minutes. **Motion carried.**

POLICE CHIEF'S REPORT:

Chief Fabrizio stated that he had no written report, however noted that parking enforcement is now back on track and doing well. He also mentioned that the Wyomissing Football Parents Association have requested permission to hold a pep rally, parade and bon fire on October 16th. He noted that they have received permission from the Fire Department and Recreation, therefore it was **Moved** by Mr. Conrad and seconded by Mr. Wert to permit the pep rally, parade and bon fire on October 16th. **Motion carried.**

Chief Fabrizio also noted the following:

- National Night Out is scheduled for August 4th. Officer Karie Eckert will be in charge of the event.

- A Citizen's Police Academy has been proposed and the police departments for West Reading, Spring Township and Wyomissing have been working on the curriculum. They hope to have the classes up and running in the fall.
- One of the new cars should be in service by the end of the week and the second one should be road ready soon.
- PennDOT is painting the bridge that crosses 422 and have requested police assistance to close the lanes. PennDOT will reimburse the Borough for all costs incurred.
- Candlewood Suites was recently robbed. Chief Fabriziani noted that the owners/management of the hotel are cooperating fully with all aspects of the investigation.
- A vehicle break-in was reported by a resident and the officers caught the individual in the vehicle. He then admitted to 5 other break-ins that night.
- An individual was arrested for an attempted break-in/burglary on Spruce Street.

Moved by Mr. Conrad and seconded by Mr. Morrill to accept the Police Chief's Report. **Motion carried.**

MAYOR'S REPORT:

Mayor Keller combined the Main Street Report with the Mayor's Report, as follows:

- He attended the Candlewood Suites open house and was very impressed with the facility.
- The Parking Enforcement Officer to doing well and people are starting to comply with parking regulations.
- Art of the Avenue was very successful considering the seven rain showers that occurred during the event.
- The Farmers' Market (now in its fourth year) is doing well with 17 vendors on site.

Moved by Mr. Morrill and seconded by Mr. Conrad to accept the Mayor's Report. **Motion carried.**

BOROUGH FOREMAN'S REPORT:

There were no questions, therefore it was **Moved** by Mr. Conrad and seconded by Mr. Morrill to accept the Borough Foreman's Report. **Motion carried.**

FIRE CHIEF'S REPORT:

There were no questions, therefore it was **Moved** by Mr. Conrad and seconded by Mr. Morrill to accept the Fire Chief's Report. **Motion carried.**

ELM STREET MANAGER'S REPORT:

In addition to his written report, Mr. Rohrbach provided information concerning current and upcoming events, as well as a financial update. **Moved** by Mr. Morrill and seconded by Mr. Conrad to accept the Elm Street Manager's Report. **Motion carried.**

REVENUES WITH COMPARISON TO BUDGET – ENDING 6/30/09:

Mr. Morrill asked about the contribution received from the Reading Hospital, noting that there was no increase over last year's amount, as expected. Mr. Tindall stated that due to the economy, only the base amount was received.

Mr. Morrill also asked about the line item for crossing guards which is substantially over budget. Being unsure as to the cause, it was decided not to pay the bill until it is investigated further.

Moved by Mr. Morrill and seconded by Mr. Conrad to approve the Revenues Report for six months ending 6/30/09. **Motion carried.**

PAYMENT APPROVAL REPORT - 6/16/09 TO 7/17/09:

Moved by Mr. Morrill and seconded by Mr. Conrad to approve the Payment Approval Report for 6/16/09 to 7/17/09. **Motion carried.**

EXECUTIVE SESSION:

Council recessed for an Executive Session at 8:37 p.m. The meeting was reconvened at 9:10 p.m. however no action was taken.

ADJOURNMENT:

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Cathy Hoffman
Administrative Assistant

Approved by,

George I. Tindall
Borough Manager/Secretary