

**BOROUGH OF WEST READING  
BOROUGH COUNCIL MEETING**

**November 15, 2022 – 7:00 p.m.**

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, November 15, 2022 with the following persons present: Council President Ryan Lineaweaver; Council Vice President Philip Wert; Council Pro-Tem Christopher Lincoln; Council Members Jennifer Bressler, Patrick Kaag, Denise Drobnick, and Zachary Shaver; Mayor Samantha Kaag; Solicitor Daniel Becker; Engineer Tom Unger; Fire Chief and Building Code Official Chad Moyer; Code Department Manager Cathy Hoffman (via Zoom); Police Chief Wayne Holben; Recreation Director Michael Esterly; Main Street Manager Mark Ratcliffe; Borough Manager Dean Murray; Public Works Director Kerry Grassley; and Borough Secretary Cynthia Madeira.

**VISITORS:**

James Rogers, Resident	Ty Gardner, Resident (via Zoom)
Karen Livingood, Resident	Joseph Brennan, Resident
Robert Glasner, Bachman's Roofing	

1. **CALL TO ORDER:** Council President Ryan Lineaweaver called the meeting to order at 7:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

2. **EXECUTIVE SESSION:**

Mr. Lineaweaver noted an executive session that was held today at 6:30 p.m. to discuss pending litigation.

3. **AGENDA AMENDMENTS:**

The following three amendments to the agenda were requested:

- Consideration to adopt a resolution authorizing the filing of a statewide local share assessment grant to be used for improved lighting and security features on Main Street.
- Consideration to adopt a resolution authorizing the filing of a statewide local share assessment grant to be used for gateway improvements.
- Consideration to approve a sidewalk sale event on Small Business Saturday.

Motion to add the three noted action items to the agenda. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 7-0.**

4. **PUBLIC COMMENT:**

Mr. Rogers spoke of the recent decision made by Council to appoint Berkheimer Tax Administrator as the Business Privilege Tax Collector and requested an opportunity to meet with Berkheimer representatives to discuss the list of delinquencies that he located to facilitate collection of these tax and license revenues.

Mrs. Livingood commended the Public Works Department for their respectful efforts in following up with leaf collection tasks while dealing with equipment issues.

5. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the October 19, 2022 regular meeting minutes, and the October 25, 2022 and November 5, 2022 budget meeting minutes. **Moved** by Ms. Drobnick and seconded by Mr. Shaver. **Motion carried 7-0.**

6. **ORDINANCES / RESOLUTIONS:**

- a. **Ordinance 1156 Business Privilege Tax Amendment** – Mr. Becker noted the intent of the amendment is to clarify the existing services and tax rates as recommended by Berks EIT. The newly appointed Business Privilege Tax Collector has reviewed the proposed amendment and finds it to be acceptable.

Motion to adopt Ordinance 1156 Business Privilege Tax Amendment to clarify the existing rates of taxation. **Moved** by Mr. Kaag and seconded by Mrs. Bressler. **Motion carried 7-0.**

- b. **Ordinance 1157 Handicapped Parking Space Designation Amendments** – Mr. Lineaweaver noted that this ordinance amendment would provide new space designations and remove the no longer useful spaces.

Motion to adopt Ordinance 1157 Handicapped Parking Space Designation Amendments. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 7-0.**

- c. **Ordinance – Real Estate Tax Payment Amendment** – Mr. Lineaweaver requested authorization to advertise an amendment to Chapter 410 Taxation to add an article on the effect of failure to receive real estate tax notices. Mr. Murray thanked Jim Arms of Dallas Data for bringing this requirement of the Pennsylvania General Assembly to the Borough's attention.

Motion to authorize the advertisement of an amendment to Chapter 410 Taxation. **Moved** by Ms. Drobnick and seconded by Mr. Shaver. **Motion carried 7-0.**

- d. **Ordinance – Prohibited Parking Amendments** – Mr. Murray noted two revisions that were requested by the Police Department to enable enforcement of existing sign conditions.

Motion to authorize the advertisement of amendments to Chapter 430 Vehicles and Traffic. **Moved** by Mr. Lincoln and seconded by Mr. Kaag. **Motion carried 7-0.**

7. **CONSULTANT'S REPORT:**

- a. **Solicitor's Report** – Mr. Becker stated that he had nothing new to report that is not otherwise covered on the agenda.
- b. **Engineer's Report** – Mr. Unger referred to his report offering to answer any questions. There were no questions or comments.

Motion to accept the Engineer's report. **Moved** by Mrs. Bressler and seconded by Mr. Lincoln. **Motion carried 7-0.**

Mr. Unger departed the meeting at 7:08 p.m.

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

Mr. Lineaweaver indicated that he had nothing new to report at this time.

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

- a. **Resolution 2022-17 DCED Local Share Account Category 4 Facilities Program Grant** – Mr. Murray requested consideration to adopt a resolution to pursue grant funding to improve lighting and security features on the Main Street corridor. Mr. Wert questioned the designation of Main Street and the possibility of DCED to deny the grant application. Mr. Becker recommended parenthetically listing Penn Avenue and Fifth Avenue behind Main Street.

Motion to amend and adopt Resolution 2022-17 to reflect street designations to apply for grant funding to improve lighting and security features on Main Street. **Moved** by Mr. Wert and seconded by Mr. Kaag. **Motion carried 7-0.**

- b. **Resolution 2022-18 DCED Local Share Account Category 4 Facilities Program Grant** – Mr. Lineaweaver requested consideration to adopt a resolution to pursue grant funding for gateway improvements.

Motion to adopt Resolution 2022-18 to apply for grant funding for gateway improvements. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 7-0.**

- c. **Sidewalk Sale** – Mr. Lineaweaver requested consideration to approve a sidewalk sale event on Small Business Saturday.

Motion to approve a sidewalk sale event on Saturday, November 26, 2022. **Moved** by Mr. Wert and seconded by Ms. Drobnick. **Motion carried 7-0.**

- d. **Code Enforcement Officer Position** – Mr. Murray requested consideration to authorize the advertisement of an employment opportunity to fill the position of Code Enforcement Officer. Mr. Lineaweaver noted that this individual would assist Chad Moyer in the Code Department while removing the expense of Systems Design Engineering services.

Motion to authorize the advertisement of an employment opportunity to fill an in-house position of Code Enforcement Officer. **Moved** by Mr. Kaag and seconded by Mr. Shaver. **Motion carried 7-0.**

- e. **Wyomissing Area School District Baseball Field Use Agreement** – Mr. Murray requested consideration to enter into an agreement that would allow the Wyomissing Area School District to use the baseball field for their junior high baseball program.

Mr. Lincoln inquired as to charging a fee per game while allowing unlimited use for practice sessions. Mr. Becker stated that the Borough has priority in use of the ballfield and can restrict the school districts use. Mr. Lincoln agreed to these terms as long as the Borough has the ability to prioritize the use of the ballfield.

Mr. Grassley questioned the responsibility of maintenance to the ballfield. It was noted that the school district would be responsible for the lining of the field and removing and disposing of trash after each game and/or practice. The Borough and the school district would share the cost of dirt/clay for the ballfield. It was decided to table action on entering into an agreement at this time to allow the Public Works Department to consider the responsibilities of each party.

- f. **Trash and Recycling Hauler Contract** – Mr. Murray requested consideration to extend the trash and recycling hauler contract through December 31, 2023 with Hollenbaugh's Trash and Recycling. Mr. Lineaweaver noted that Hollenbaugh's Trash and Recycling purchased Edgar Holland Trash Removal earlier this year and is willing to extend the Borough's contract for one year without an increase to the fixed cost for 2023. This would be a cost savings to the Borough.

Motion to approve an amendment to extend the trash and recycling hauler contract through December 31, 2023 with Hollenbaugh's Trash and Recycling, LLC. **Moved** by Mrs. Bressler and seconded by Mr. Shaver. **Motion carried 7-0.**

Motion to accept the Borough Manager's report. **Moved** by Ms. Drobnick and seconded by Mrs. Bressler. **Motion carried 7-0.**

10. **MAYOR'S REPORT:** Mayor Kaag referred to her report noting her attendance to the Kimberton Whole Foods opening, Trunk-or-Treat and Pet Parade events. There were no questions or comments.

Motion to accept the Mayor's report. **Moved** by Mr. Wert and seconded by Mr. Shaver. **Motion carried 7-0.**

11. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Holben referred to his report and offered to answer any questions. There were no questions or comments.

Motion to accept the Police Department report. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 7-0.**

- b. **Public Works Department** - Mr. Grassley referred to his report and offered to answer any questions. Mr. Lineaweaver inquired as to the repair status of the street sweeper. Mr. Grassley indicated that repairs to the sweeper should be completed tomorrow.

Mr. Lincoln inquired as to the difficulties in the system transfer from Western Berks Water Authority to Reading Area Water Authority (RAWA). Mr. Grassley recapped repairs that were needed to the water line that spans the Buttonwood Street bridge that provides an emergency water connection to the Borough of West Reading and Borough of Wyomissing. The repair expenses associated with a design flaw of the recent bridge reconstruction project will be divided between the Borough of Wyomissing, Western Berks Water Authority and West Reading Borough.

- **Pool Fencing** – Mr. Lineaweaver requested consideration to accept a bid proposal from New Holland Chain Link, LLC to install fencing in the pool area. Mr. Grassley noted the proposal includes the area from the snack stand to the wall that includes a 12' section near the volleyball court. Public Works personnel plan to remove the existing fence to save roughly \$5,000. Mr. Moyer recommended the installation of a security light near the volleyball court area if the height of the fence is reduced to 8' to deter individuals from jumping the fence to gain access to the pool. The cost to install an LED light fixture was quoted at roughly \$250. It was thought that regardless of the

height of the fence a security light should be added to this dark area. It was decided to accept the bid proposal that includes the 12' high section.

Motion to accept the bid proposal from New Holland Chain Link, LLC to install fencing in the pool area. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 7-0.**

- **Pool Security Cameras** – Mr. Grassley noted plans to replace existing cameras as needed as well as the addition of cameras near the concession stand and tot-lot areas. Alarm Tech Systems, Inc. was the lowest bid, however Mr. Lincoln shared concerns of picture clarity through the quoted 4MP cameras. It was decided to request a quote to include the more current 8MP cameras. It was recommended to consider security camera coverage to the pedestrian bridge area.

Mr. Grassley noted temporary repairs that were made today to the Police Department heating system until a replacement system can be installed.

Motion to accept the Public Works Department report. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 7-0.**

- c. **Fire Department** – Chief Moyer referred to his report and offered to answer any questions. There were no questions or comments.

Motion to accept the Fire Department report. **Moved** by Mr. Shaver and seconded by Mr. Lincoln. **Motion carried 7-0.**

- d. **Code Department** – Mr. Moyer noted the new formatting of reports and welcomed feedback on preferences of content. As a follow-up to budget session discussions regarding reduced citation revenue, Mr. Moyer noted a number of citations that have recently been filed at the District Justice office which should provide an increase of revenue in 2022.

Motion to accept the Code Department report. **Moved** by Mrs. Bressler and seconded by Mr. Lincoln. **Motion carried 7-0.**

- e. **West Reading Community Revitalization Foundation** – Mr. Ratcliffe referred to his report and reminded everyone of the branded hats that are for sale.

Motion to accept the West Reading Community Revitalization Foundation report. **Moved** by Mr. Kaag and seconded by Mr. Shaver. **Motion carried 7-0.**

## 12. COMMITTEE / COMMISSION REPORTS:

- a. **Equity Diversity and Inclusion Taskforce** – Mrs. Bressler had nothing new to report this month as the committee is awaiting comments on the non-discrimination ordinance.

Motion to accept the Equity Diversity and Inclusion Taskforce report. **Moved** by Mr. Shaver and seconded by Mr. Lincoln. **Motion carried 7-0.**

- b. **Recreation Commission** – Mr. Esterly referred to the Recreation report and noted the following two action items:

- **Tree Lighting Ceremony Road Closure** – A partial closure of Delaney Circle was requested for the tree lighting ceremony, similar to previous years, on Friday, December 2<sup>nd</sup> or a rain date of Monday, December 5<sup>th</sup>.

Motion to approve the partial closure of Delaney Circle on Friday, December 2, 2022 or on a rain date of Monday, December 5, 2022 for the annual tree lighting ceremony. **Moved** by Mr. Kaag and seconded by Mrs. Bressler. **Motion carried 6-0.**

- **Banner/Sign Partnership Program** – Though in support of the partnership program, as the Assistant Zoning Officer Mr. Moyer wanted to make Council aware of the limitations that are in place in the Conservation District with regards to signage that only allows identification type signs not to exceed 8' by 8'. Advertisement type signs are only permitted in the General Business and Light Industrial Districts. It was noted that an amendment to the zoning ordinance could be considered. The Pickleball and Basketball court areas would follow the City of Reading zoning regulations, which was recommended to be reviewed for compliance. Mr. Esterly was requested to work with the City of Reading and the Borough's Planning Commission to ensure compliance with these regulations prior to moving forward with this program.

Motion to approve the Recreation Commission report. **Moved** by Mr. Shaver and seconded by Mr. Lincoln. **Motion carried 7-0.**

- c. **Planning Commission** – Mr. Wert noted a considerable amount of time spent discussing the Animal Rescue League (ARL) contract and the implementation of a Code Red/Code Blue program. A representative from the ARL plans to attend the December meeting to further discuss these details which may already be included in the annual contract for services. Based on an incident last summer it was recommended to review the tethering aspect to enforce Code Red/Code Blue conditions when a dog is not tethered, but fenced in an area during extreme weather conditions. The rental occupancy and political sign ordinance amendments will be discussed further in December with the solicitor. The Wireless Communication Facilities (WCF) ordinance section is in need of an update. Systems Design Engineering has been asked to facilitate the necessary Act 50 of 2021 amendments to the current WCF regulations.

Motion to accept the Planning Commission report. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 7-0.**

- d. **Economic Development Committee** – The November Economic Development Committee meeting was cancelled.
- e. **Environmental Advisory Council** – The October Environmental Advisory Council meeting was cancelled.
- f. **Traffic and Infrastructure Committee** – Mr. Lincoln noted that two items for discussion are being delayed until next week. Owners of the West Reading Drug Store attended the meeting to request a 20-minute parking space near their business in the 500 block of Penn Avenue, justification of this request was factored on their older clientele with mobility issues. The committee talked through the lack of a policy for this type of space designation and the influx of requests that could be realized should this request be granted, as well as enforcement difficulties that would primarily be based on complaints. Should Council choose to approve this request the most likely location would be adjacent to the bus stop. Mr. Lineaweaver noted thoughts of installing a 20-minute parking space within each block in an effort to limit the

number of cars that double park on Penn Avenue. Mr. Lincoln noted that the committee began discussing a paid parking program for Penn Avenue, which may provide more opportunities for short-term parking. The cost to provide two kiosks per block and an additional parking enforcement officer need to be considered. The review of a paid parking program was encouraged with a recommendation to review past parking studies.

Motion to accept the Traffic and Infrastructure Committee report. **Moved** by Ms. Drobnick and seconded by Mr. Shaver. **Motion carried 7-0.**

- g. **Shade Tree Commission** – The November Shade Tree Commission meeting was cancelled.
- h. **Safety Committee** – Mr. Murray referred to the minutes and offered to answer any questions noting the completion of the annual training yesterday.

Motion to accept the Safety Committee report. **Moved** by Mrs. Bressler and seconded by Mr. Lincoln. **Motion carried 7-0.**

13. **TREASURER'S REPORT:**

- a. **Financial Statement Ending 10/31/2022** – There were no questions or comments.
- b. **Payment Approval Report 10/20/22 to 11/10/22 and 11/11/22 to 11/15/22** – There were no questions or comments.

Motion to approve the financial statement ending 10/31/2022, and Payment Approval Reports of 10/20/22 to 11/10/22 and 11/11/22 to 11/15/22. **Moved** by Ms. Drobnick and seconded by Mrs. Bressler. **Motion carried 7-0.**

14. **PUBLIC COMMENT:**

Mr. Rogers spoke of various instances that he witnessed drivers taking advantage of parking without paying for the service, and the illegal use of bus stops for short-term parking. Mr. Rogers requested a status update from the solicitor on a right-to-know request he submitted last month that pertained to a number of billboards in the Borough. Mr. Murray reported that Berks EIT was asked to review and provide documentation, not the solicitor.

- 15. **ADJOURNMENT:** Motion to adjourn the meeting at 8:09 p.m. **Moved** by Mr. Shaver and seconded by Mr. Wert. **Motion carried 7-0.**

Respectfully submitted,

Cynthia Madeira  
Borough Secretary