

**BOROUGH OF WEST READING
BOROUGH COUNCIL MEETING**

May 17, 2023 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Wednesday, May 17, 2023 with the following persons present: Council President Ryan Lineaweaver; Council Vice President Philip Wert; Council Pro-Tem Christopher Lincoln (arrived 7:10 p.m.); Council Members Jennifer Bressler, Patrick Kaag, Denise Drobnick, and Zachary Shaver; Mayor Samantha Kaag; Solicitor Daniel Becker; Fire Chief and Building Code Department Manager Chad Moyer; Officer-in-Charge Chad Marks; Recreation Director Michael Esterly; Treasurer Jeanette Rentschler; Assistant Treasurer Helen Moyer; Borough Manager Dean Murray; Public Works Director Kerry Grassley; Fire Police Lieutenant Lance Parmer (via Zoom); and Borough Secretary Cynthia Madeira.

VISITORS:

Karen Livingood, Resident
Tina Shenk, Resident & Business Owner
Charles Aden, Resident
Suzanne Thompson, Resident
Sam Goldberg, Resident
Jessica Levy, Resident
Chris Herr, Maillie, Inc.
Vanity Washington, Visitor

Ty Gardner, Resident
James Rogers, Resident
Blake Tobias, Resident (via Zoom)
Oswald Herbert, Resident
Paige West, Resident
Drew West, Resident
Enrique Castro, Jr., Visitor

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 held this evening at 6:30 p.m. to discuss personnel matters relating to performance, rollover vacation deadline, hourly rate of pay and overtime shifts.
3. **AGENDA AMENDMENTS:**
There were no amendments to the agenda.
4. **MAILLIE AUDIT PRESENTATION:**
Mr. Herr provided an overview of the 2022 audit and stated there were no issues or findings. A summarization of significant accounting estimates was reviewed with regards to the Police Pension Plan's net pension liability that is based on actuarial calculations. Mr. Herr reported that in 2022 the liability of \$2.6 million rose from 2021's liability of \$1.6 million. This was due in part to a negative 12% investment return, which was economically driven based on the market. The non-uniform pension plan is still overfunded following a year of negative investment return. A review of key financial data shows an increase in real estate tax revenue and business privilege taxes. Water system revenues are down roughly \$70,000 or 3%, which can be related to changes in usage. Sewer revenues increased roughly \$300,000, two reasons for this increase are from a rate increase and receipt of \$200,000 in grant funding of a sewer project. Overall revenues were relatively flat last year. The public safety expenditure composition dropped roughly \$800,000 last year primarily due to the purchase of a fire truck in 2021. The police department expenditure rose 7% or roughly \$200,000 last year primarily due to salaries, benefits, insurance, and vehicle repairs. Public Works solid waste and sewer expenditures were up roughly \$500,000 due to sewer capital work. Highways and streets were down due to a better winter lowering snow and ice removal expenses in 2022, and Parkview Road improvement expenses in

2021. Overall expenditure was down while revenues were up. Long-term bond debt was lowered to \$7.5 million with \$143,000 in new debt for an excavator and new police vehicle leases. Fund balance trends were reviewed and noted that the General Fund has a healthy growth, a comparison to annual expenses indicates that the Borough could operate for more than four months without income. The Enterprise fund balance from sewer and water has a healthy growth with a similar four-month ratio, however, this is where he would like to see additional funds to address water or sewer infrastructure emergencies. The other governmental fund balance for capital, capital projects, liquid fuels have the normal influx of discretionary funds for projects. Expense comparisons were performed based on Benford's Law test, pivot table analysis, billing analysis, journal entries, and vendor analysis, all found to be within the normal trending activity.

5. **PUBLIC COMMENT:**

Mr. Rogers shared information he gathered recently on the \$2,800,000 sale of 301 Penn Avenue. He noted that two businesses operate from this location and that the previous owner did not have a business privilege license or remit business privilege tax payments. He provided this information to Berkheimer to pursue collection of outstanding fees and urged Council to insist that Berkheimer review and enforce five years of unpaid taxes and licenses as opposed to only three years. He reminded Council that Franklin Manor was required to fund five years of unpaid taxes and licenses.

Mr. West of the 500 block of Chestnut Street spoke of the nuisance dealings of ongoing domestic disputes over the past year from a neighboring rental property. Sergeant Marks noted a multifaceted approach between the Police and Code Departments and an ongoing investigation. He encouraged Mr. West to call while the disputes are occurring to allow the police department to respond appropriately.

Mr. Aden of the State Representative's office spoke of the recent opening of their office on Penn Avenue in Wyomissing and invited West Reading residents to visit the office to request assistance with any state government-related issue they may have. Mr. Aden provided signed Citations within a padded cover, as presented last month, noting the covers were not available in time for last month's meeting. State Representative Cepeda-Freytiz wished to present these for the tremendous care and compassion exhibited by Borough Council, Mayor, staff, and first responders during the R.M. Palmer tragedy.

Mr. Rogers referred to the newly adopted rental property regulations to address disruptive conduct. Mayor Kaag indicated that the Police and Code Departments are working through this process.

6. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the April 18, 2023, regular meeting minutes, and the April 25, 2023 second meeting minutes. **Moved** by Mr. Wert and seconded by Ms. Drobnick. **Motion carried 7-0.**

7. **ORDINANCES / RESOLUTIONS:**

- a. **Ordinance 1165 Borough Manager Authority to Lend Out Fire Police** – Mr. Lineaweaver requested consideration to allow the Borough Manager to lend out fire police noting that requests can arrive at times that would require a response prior to a Borough Council meeting.

Motion to adopt an amendment to supplement Section 65-7 Specific Powers and Duties of the Borough Manager to include the authority to lend out Borough Fire Police and execute documentation. **Moved** by Mr. Lincoln and seconded by Mr. Shaver. **Motion carried 7-0.**

- b. **Ordinance 1166 Stop Intersections Amendment** – Mr. Lineaweaver noted the intent to create stop intersections on the Reading and Tulpehocken Avenue approaches to Delaney Circle. Mr. Wert inquired as to the timeframe to install these stop signs to satisfy neighbor inquiries. Mr. Grassley indicated that next Monday he would have the stop bars painted and then install the signs with flashing beacons for a minimum of thirty days.

Motion to adopt an amendment to modify yield intersections to stop intersections on Reading and Tulpehocken Avenue approaches to Delaney Circle. **Moved** by Mr. Kaag and seconded by Mr. Shaver. **Motion carried 7-0.**

- c. **Resolution 2023-6 Extension of Local Disaster Emergency** – Mr. Lineaweaver requested consideration to extend the local disaster emergency until the next Borough Council meeting.

Motion to adopt Resolution 2023-6 extending the Proclamation of the Local Disaster Emergency until the June 20, 2023 Borough Council meeting. **Moved** by Ms. Drobnick and seconded by Mr. Lincoln. **Motion carried 7-0.**

- d. **Resolution 2023-7 Diversity and Inclusion** – Mrs. Bressler noted that this is the first step in Borough Council's endeavor to introduce a non-discrimination ordinance. Ms. Drobnick expressed the importance of the leaders of a diverse community, such as West Reading, to state their beliefs that all people deserve equity, inclusion, dignity, respect, and tolerance and to err on the side of love and kindness by leading the way.

Motion to adopt Resolution 2023-7 to support community values recognizing the dignity of all persons. **Moved** by Mrs. Bressler and seconded by Ms. Drobnick. **Motion carried 7-0.**

- e. **Resolution 2023-8 Revised Utility Billing Policy** – Mr. Lincoln noted a request from staff to create a policy to prevent the Borough from becoming a collection agency for rental property owners. The new policy reinforces the responsibility of the property owner with regards to water, sewer, and refuse billing, and provides provisions to enter into a budget payment plan agreement or repayment agreement. Mr. Lineaweaver highlighted the differences between repayment agreements for residential and commercial accounts that require a percentage down payment and deadline to remit the remaining balance.

Motion to adopt Resolution 2023-8 adopting a revised water, sewer, and refuse billing policy to provide budget payment plans, repayment plans, and the ability to authorize a copy of the bill to be sent to a third party with the right to revoke this agreement should the tenant fail to make payments. **Moved** by Mr. Kaag and seconded by Mr. Shaver. **Motion carried 7-0.**

- f. **Resolution 2023-9 Fee Schedule Amendment** – Mr. Lineaweaver noted the addition of a new tier to rental occupancy permitting fees based on the number of units per parcel and associated reinspection fees. The tier of seventy-six or more units was created with an average per year cost of \$30 per unit.

Motion to adopt Resolution 2023-9 Fee Schedule amendment to provide an additional rental occupancy permitting number of units tier with associated reinspection fees. **Moved** by Mrs. Bressler and seconded by Mr. Lincoln. **Motion carried 7-0.**

8. **CONSULTANT'S REPORT:**

- a. **Solicitor's Report** – Mr. Becker indicated that he had nothing new to report that is not otherwise covered on the agenda.
- b. **Engineer's Report** – In Mr. Unger's absence Mr. Murray requested consideration to prepare a Deed of Dedication for Elm Street and the northern portion of Cashmere Way within the Narrow Fabric Subdivision. A final inspection has been completed and was found to be satisfactory.

Motion to authorize the preparation of a Deed of Dedication for Elm Street and the northern portion of Cashmere Way. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 7-0.**

Mr. Murray noted a short punch list of items that the Borough would assume responsibility for as funded by the developer and requested authorization to release the Letter of Credit for the Narrow Fabric Subdivision. Mr. Lineaweaver noted the items within the punch list included no parking signs, sidewalk finishing on Elm Street, speed limit signs and tree plantings. Mr. Grassley noted plans to create parking stall lines and the potential movement of a stop sign. Mr. Lincoln indicated that the Traffic and Infrastructure Committee would review these items prior to implementation.

Motion to authorize the return of a Letter of Credit for the Narrow Fabrics Subdivision upon receipt of a payment of \$3,100 to the Borough, payment of all outstanding invoices, and completion of outstanding punch list items. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 7-0.**

Mr. Lineaweaver noted the approval of road projects last month that are awaiting scheduling. Also, the plans to install three terraces for seating near the Pickleball courts were approved by the Borough and Pickleball Association, all of which will be funded by the Pickleball Association. It was noted that this land is within the City of Reading's jurisdiction and would require their approval.

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

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

Mr. Lineaweaver shared that Mrs. Madeira has been named to the 2023 Municipal Clerks Honor Roll. It was noted that there are only nine nominated in Pennsylvania and 300 across the country. General Code has been recognizing Municipal Clerks since 2001.

Motion to accept the Council President's report. **Moved** by Mr. Wert and seconded by Mr. Shaver. **Motion carried 6-0.**

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

- a. **Maillie, Inc. 2022 Audit** – Mr. Murray requested consideration to approve the 2022 audit report.

Motion to accept the Maillie, Inc. 2022 Audit report as presented. **Moved** by Mr. Kaag and seconded by Mrs. Bressler. **Motion carried 7-0.**

- b. **Resolution for Ann Street Improvement Grant Funding** – Mr. Murray requested consideration to draft a resolution to seek grant funding from the Department of Community and Economic Development (DCED) for Ann Street concrete improvements. Mr. Lineaweaver noted that the total project cost is estimated to be \$255,000, the matching funds that would need to be budgeted next year are \$76,500. Mr. Aden offered to provide a letter of support to DCED for this project.

Motion to authorize the drafting of a resolution for grant funding of Ann Street concrete improvements. **Moved** by Ms. Drobnick and seconded by Mr. Kaag. **Motion carried 7-0.**

- c. **Letters of Interest and Resignation** – Mr. Murray requested consideration to appoint two Associate Members to the Environmental Advisory Council. The interested parties are Christine Matthews and Ty Gardner. Mr. Lineaweaver noted that there are no open voting seats currently on this committee and that associate members allow more participation, they cannot vote, but they can take on tasks.

Mr. Gardner thanked Borough Council for the opportunity to serve, he is looking forward to providing some input for his community.

Motion to appoint Christine Matthews and Ty Gardner as Associate Members of the Environmental Advisory Council. **Moved** by Mr. Kaag and seconded by Mr. Shaver. **Motion carried 7-0.**

Mr. Murray noted receipt of a letter of interest for the Shade Tree Commission, however there are no open seats on this Commission. Therefore, this appointment has been tabled at this time.

Mr. Murray requested consideration to accept Jack Gombach's letter of resignation from the Economic Development Committee. Mr. Lineaweaver noted Mr. Gombach's busy schedule and inability to devote time to this Committee.

Motion to accept a letter of resignation from Jack Gombach from the Economic Development Committee. **Moved** by Mr. Shaver and seconded by Ms. Drobnick. **Motion carried 7-0.**

- d. **MS4 Class Action Settlement** – Mr. Murray noted several years ago a previous Mayor joined a class action lawsuit for debris and sediment that was deposited into the watershed. Recently a check was received in the amount of \$17,414.03, following a review of ramifications for depositing these funds it was recommended to deposit the check.

Motion to accept the funds from an MS4 Class Action Settlement. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 7-0.**

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

11. **MAYOR'S REPORT:** Mayor Kaag referred to her report noting the following:

- April 21st – Attended an Events Committee meeting and Wyomissing Area Education Foundation Blue and White Party to represent West Reading.
- April 22nd – Joined the Earth Day Cleanup
- April 24th – Joined the one-month gathering of the R.M. Palmer tragedy held by R.M. Palmer employees.
- April 27th – Attended the Tristan and Sons ribbon cutting ceremony.
- April 28th – Officiated her first wedding at Borough Hall for Bradley and Bobby Simko.
- May 5th – Attended the Cinco de Mayo block party.
- Mayor Kaag thanked Mrs. Bressler and Ms. Drobnick for their efforts drafting a Diversity and Inclusion Resolution with the assistance of Enrique Castro and Vanity Washington. She shared plans of a Pride Flag raising ceremony scheduled at Borough Hall on June 1st at 5:30 p.m.

Mr. Lineaweaver noted the Winnie Tea Bar ribbon cutting ceremony that was held prior to the Tristan and Sons ribbon cutting ceremony.

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

12. DEPARTMENT REPORTS:

- a. **Police Department** – Sergeant Marks referred to his newly formatted report in hopes of a better explanation as to the department's activities throughout the month and reviewed the following two action items.

An increase to the current Parking Enforcement Officer's rate of pay was requested to bring the hourly rate up to the newly hired Parking Enforcement Officer's rate of pay.

Motion to approve an increase to the Parking Enforcement Officer's rate of pay to \$18.00 per hour. **Moved** by Mrs. Bressler and seconded by Mr. Kaag. **Motion carried 7-0.**

Approval was requested to extend an officer's rollover vacation hour expiration due to special circumstances.

A one-time exception, that would not constitute past practice, was granted to authorize an officer's rollover vacation extension through September 30, 2023. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 7-0.**

Mr. Wert found it interesting that Sergeant Marks included the Operation Cease Fire information and appreciated the knowledge of the department's participation in these activities with municipal partners. It is reassuring to know that we have municipal partner relationships.

Mr. Lineaweaver thanked Sergeant Marks for stepping up to the Officer-in-Charge role.

Motion to accept the Police Department report. **Moved** by Ms. Drobnick 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. He reviewed the recent malfunction of a steel and glass firehouse bay door that thankfully did not injure anyone or damage equipment when it fell to the ground. He noted the ongoing repairs of these doors over the last five years costing \$18,000, and the same cost to replace the door in-kind. Bifold doors were recommended as a replacement for several reasons. There are less parts to maintain, there is no risk of falling, the doors open and close quickly, and the doors are visible to the driver from their side mirrors. The drawback is the cost per door of \$57,000, and a review of capital reserve funding that totals \$113,000. Additional funding could be found in the sale of the fire truck, and Mr. Grassley offered to delay the installation of a lean-to at the Borough Garage. Mr. Lincoln inquired as to the safety of the other two doors. Chief Moyer indicated that the door that failed was heavily used by both the Ambulance and Fire vehicles, there has been less wear-and-tear on the other two doors over the last twenty-years. Chief Moyer shared a grant opportunity that will be available soon for station upgrades to municipally funded volunteer fire departments. Mr. Lineaweaver noted of the proposals received only one has the bifold door quote. Due to the price exceeding bidding thresholds a formal bidding process would need to be followed unless the dealer is a Costar authorized supplier.

Motion to conditionally approve the purchase of a bifold replacement door if the vendor is a Costar authorized supplier, otherwise authorization is granted to prepare and advertise the bid documents for the same. **Moved** by Mr. Lincoln and seconded by Mr. Kaag. **Motion carried 7-0.**

Mr. Grassley shared proposals to mow/trim the cloverleaf area on a biweekly basis, the proposals ranged from \$450 to \$625. The \$475 proposal included the collection and disposal of trash. Mr. Grassley indicated that mowing this area is rough on equipment.

Mr. Herbert recommended requiring the service provider to submit liability insurance and E-Verification.

Motion to request liability insurance and E-Verification to hire Jeff's Services Berks to perform biweekly mowing/trimming and removal of trash as necessary to the cloverleaf area at \$475 per service. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 7-0.**

Mr. Grassley requested permission to rehire the two part-time seasonal summer employees that were hired last year. The rate of pay last year was \$13.00 per hour, it was recommended to provide a \$0.25 per hour raise to the rehires.

Motion to rehire two part-time seasonal summer employees for the Public Works Department at a rate of \$13.25 per hour. **Moved** by Mr. Lincoln and seconded by Mrs. Bressler. **Motion carried 7-0.**

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

- c. **Fire Department** – Chief Moyer referred to his written report and offered to provide Borough Council members with complimentary tickets to see the new Engine at the Harrisburg Fire Expo this weekend.

Consideration was requested to approve an advertisement to sell the 2000 Seagrave Engine 64. The ballpark sale price was thought to be between \$50,000 to \$75,000. The agreement with Brindlee Mountain Fire Apparatus would only require a fee if the vehicle were sold through their advertisement. As a national broker Brindlee Mountain Fire Apparatus was thought to have a wider variety of fire trucks than Municibid and could bring a higher sale price. The bids may also be rejected at no cost to the Borough.

Motion to authorize the advertisement of the sale of Engine 64 with Brindlee Mountain Fire Apparatus. **Moved** by Mr. Shaver and seconded by Mr. Kaag. **Motion carried 7-0.**

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

- d. **Code Department** – Mr. Moyer changed the format of his report this month and welcomed feedback. Mayor Kaag liked the points of interest information.

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

- e. **West Reading Community Revitalization Foundation** – In the absence of Mr. Ratcliffe Mr. Lineaweaver reviewed the highlights of his report noting the following:

- The Craft Pretzel & Beer Festival was rained out, although in an effort to salvage as much of the event as possible a Craft Beer Tasting took place at the Nitro garage. The bands were moved upstairs to Nitro Bar.
- The vendor form is online for the upcoming Art on the Avenue event.
- The Business Promotions committee has been established with seven members and is currently firming up responsibilities.
- They are still waiting for responses on grant applications.
- A meeting has been established with Derck & Edson to discuss the next steps in codes grants.
- Anomalies are being corrected in how the county lists a number of properties for the BID.
- A professor at Albright College and his students created social media promotions for the three Penn Avenue events, which includes 2nd Friday.

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

13. **COMMITTEE / COMMISSION REPORTS:**

- a. **Equity Diversity and Inclusion Taskforce** – Mrs. Bressler reported that a meeting was not held this month and thanked Mr. Castro and Ms. Washington for their assistance in drafting a resolution and ordinance language. Ms. Drobnick reminded everyone of the June 1st 5:30 p.m. Pride Flag raising in front of Borough Hall where Mrs. Bressler plans to read the Resolution in its entirety.

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

- b. **Recreation Commission** – Mr. Esterly noted an action item to approve a list of new hires and rehires for the pool and playground programs this summer.

Mr. Lineaweaver provided an overview of the list of hires noting six new lifeguards at \$10.25 per hour; a playground leader at \$10.50 per hour; and a front desk position at \$10.00 per hour.

Motion to approve the list of new hire and rehire applicants for the pool and playground programs. **Moved** by Mr. Lincoln and seconded by Mr. Kaag. **Motion carried 7-0.**

Mr. Esterly stated that his focus is currently on the pool and playground programs. He noted a good turnout for the Disc Golf Tournament, and the cancellation of the Dazzling Daughters Dance, with plans to market the event differently next year. Upcoming events included Rides & Vibes, and Concerts in the Park.

Ms. Drobnick reminded everyone of Yoga in the Park on Saturday mornings and the IM Able adaptive bike ride event on June 10th beginning at 11:00 a.m.

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

- c. **Planning Commission** – Mr. Wert recapped a busy meeting with reviews of a number of ordinances and a Zoning Hearing Board Appeal for a proposed awning at 449 Penn Avenue. Regulations to protect animals in extreme weather conditions are currently under review with the solicitor. Wireless Communication Facilities amendments are being reviewed as drafted by Cohen Law Group. An update to the Uniform Construction Code is being reviewed by the engineer. Aspects of short-term rentals may already be regulated within the recently amended Rental Property ordinance, which Mr.

Moyer is reviewing with the solicitor. Various Zoning Ordinance amendments are also being discussed. As mentioned earlier, form-based code regulations, with the guidance from Derck & Edson, will be reviewed in the future.

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

- d. **Economic Development Committee** – Mr. Wert recapped the residential properties update that indicates home values are still on the rise. A commercial properties update noted new business openings this past month and a minimal number of vacant commercial spaces. The Wyomissing Borough Manager was requested to provide a monthly economic report to keep abreast of new businesses in the area.

Motion to accept the Economic Development Committee report. **Moved** by Ms. Drobnick and seconded by Mr. Lincoln. **Motion carried 7-0.**

- e. **Environmental Advisory Council** – Mr. Kaag noted a review of member goals and the intent to wrap up the Healing the Planet grant funded project by removing large trees and shoring up the creek bed with stone. The Earth Day cleanup volunteers collected twenty-two bags of trash. It was noted that Mayor Kaag along with Penn Entertainment collected approximately seventy bags of trash from the river area on the Thursday prior to Earth Day. A Free-Market is planned on June 24th at the Pavilion to allow residents to bring or trade unwanted items to minimize the number of items thrown in the trash.

Motion to accept the Environmental Advisory Council report. **Moved** by Mr. Shaver and seconded by Ms. Drobnick. **Motion carried 7-0.**

- f. **Traffic and Infrastructure Committee** – Mr. Lincoln noted the one action item to adopt a revised utility billing policy that was taken care of as a Resolution earlier this evening. Revisions to the bulk trash collection policy have been placed on hold since the current trash hauler contract expires at the end of the year. The committee requested the ability to review the request for proposal to potentially provide additional services to residents. Mr. Murray noted several resident attendees to this meeting that participated in discussions.

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

- g. **Shade Tree Commission** – The May Shade Tree Commission meeting was cancelled.
- h. **Safety Committee** – Mr. Murray noted the added benefits of the new audio/video equipment enabling the committee to easily view an educational video. Progress continues to update the training manual.

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

14. TREASURER'S REPORT:

- a. **Credit Card Processing Fee Review** – Mrs. Rentschler shared the annual expense incurred by the Borough to process utility bill payments via credit card totaling roughly \$13,000. The credit card processing company, Xpress Bill Pay, provided an option called Revenue Neutral that would assess the transaction fee to the customer. The two options within Revenue Neutral would be a fee of 3%

plus \$0.50 for transactions \$500 or below, and it was noted that several commercial accounts exceed this amount. Another option would be a 3.5% fee assessed to the customer without a limit per transaction. It was noted that the Borough would still be assessed monthly statement and maintenance fees by Xpress Bill Pay totaling roughly \$100 per month. Should the no limit option be chosen, a 3.5% fee would be assessed for all credit card processing fees, which are currently assessed a 3% fee. It was thought that the consumer should fund the fee as a convenience since there are alternate methods of payment available such as check, cash, or money order.

Motion to assess a 3.5% service fee for credit card processing transactions. **Moved** by Mr. Wert and seconded by Mr. Kaag. **Motion carried 7-0.**

- b. **PLGIT Term Investment** – Mrs. Rentschler requested consideration to transfer \$500,000 to a PLGIT Prime account to earn a higher interest rate. She also requested consideration to transfer \$1,000,000 to a PLGIT Term account for six months. Based on most tax revenues being received to date she felt confident in moving these amounts to investment funds. Also requested was consideration to transfer \$500,000 to a PLGIT Term account for one year.

Motion to transfer \$500,000 from M&T Bank to a PLGIT Prime account for one year; \$500,000 from PLGIT Prime to PLGIT Term account for one year; and \$1,000,000 from PLGIT Prime to PLGIT Term for six months. **Moved** by Ms. Drobnick and seconded by Mr. Lincoln. **Motion carried 7-0.**

- c. **Financial Statement Ending 4/30/2023** – There were no questions or comments.
- b. **Payment Approval Report 4/19/23 to 5/12/23 and 5/13/23 to 5/17/23** – There were no questions or comments.

Motion to approve the financial statement ending 4/30/2023, and Payment Approval Reports of 4/19/23 to 5/12/23 and 5/13/23 to 5/17/23. **Moved** by Mr. Wert and seconded by Mr. Shaver. **Motion carried 7-0.**

15. **PUBLIC COMMENT:**

Mr. Herbert questioned, as a former member of the Planning Commission, the cut through from a private parking of the Lofts at Narrow property onto a private street. Mr. Lincoln indicated that accessing a public street removes the question of access legalities. Secondly, Mr. Herbert questioned the justification of lowering the rental property fee structure again noting that the Planning Commission reviewed and lowered the fee structure a few years ago. Mr. Lineaweaver noted the addition of a 76 or more-unit fee establishment. Mr. Becker noted a great deal of time spent analyzing the method of conducting inspections of larger apartment complexes and a revision based on that analyzation and a settlement compromise.

Mr. Rogers spoke of what he feels is selective enforcement of parking violations. The 700 block of Court Street is regulated as no parking, and he does not believe that parking a vehicle partially in front of a garage and partially within the alley should be allowed. Sergeant Marks indicated that there is no selective enforcement within the police department as they respond to complaints, and they have parking enforcement officers that look for enforceable actions that can be taken daily. Regarding parking in front garages, a large number of the complaints are from the owners of the garage. Pennsylvania Law allows enforcement of non-owner parking in front of garages. Mayor Kaag noted the recent parking enforcement officer and police officer constraints and recommended that Mr. Rogers call the police

department to report parking violations and to visit the Traffic and Infrastructure Committee meetings for further discussion.

Mr. Lineaweaver reminded everyone of the Armed Forces Day Parade this Saturday beginning at 10:00 a.m. and requested resident attendance as a show of support.

16. **ADJOURNMENT:** Motion to adjourn the meeting at 9:13 p.m. **Moved** by Mr. Shaver and seconded by Mr. Kaag. **Motion carried 7-0.**

Respectfully submitted,

Cynthia Madeira
Borough Secretary