

**BOROUGH OF WEST READING
BOROUGH COUNCIL MEETING**

November 21, 2023 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, November 21, 2023 with the following persons present: Council President Ryan Lineaweaver; Council Pro-Tem Christopher Lincoln; Council Members Patrick Kaag and Denise Drobnick; Mayor Samantha Kaag; Solicitor Daniel Becker; Fire Chief and Code Department Manager Chad Moyer; Chief of Police Richard Tornielli; Recreation Director Michael Esterly; Treasurer Jeanette Rentschler; Borough Manager Dean Murray; Public Works Director Kerry Grassley; Engineer Pamela Stevens; Junior Council Person Mark-Handy Phanor; Main Street Manager Mark Ratcliffe; and Borough Secretary Cynthia Madeira. Council Vice President Philip Wert and Council Members Jennifer Bressler and Zachary Shaver were unable to attend.

VISITORS:

James Rogers, Resident	Karen Livingood, Resident
Tina Shenk, Resident & Business Owner	Andy Warntz, Visitor (via Zoom)
Ty Gardner, Resident	Charles Aden, Resident
Christian Leinbach, County Commissioner	Andres Isaza, Visitor
Michael Rivera, County Commissioner	
Anthony Tucci, Western Berks Ambulance (via Zoom)	

1. **CALL TO ORDER:** Council President Ryan Lineaweaver called the meeting to order at 7:01 p.m., which was followed by the Pledge of Allegiance and Roll Call.
2. **EXECUTIVE SESSION:** Mr. Lineaweaver noted that an executive session was not held this evening.
3. **AGENDA AMENDMENTS:** An amendment to the agenda was recommended to meet a PennDOT filing deadline of December 15th for a 2024 Green Light-Go application to improve the traffic signals at the intersections of Seventh and Reading Avenues, Eighth and Reading Avenues, and the Seventh Avenue and Parkside Drive North intersection.

Motion to add a topic of discussion this evening under the Engineer's report that pertains to applying for a Green Light-Go grant. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

4. **COMMENDATION:** Mayor Kaag read aloud a commendation recognizing Andres Isaza's voluntary efforts during the R.M. Palmer disaster to translate communications ensuring accurate and sensitive information was conveyed to the families affected by the disaster.

Commissioner Rivera presented a certificate on behalf of the County of Berks and Board of Commissioners that he read aloud noting that translation is not an easy task that Mr. Isaza provided during the tragedy, at the vigil and the continued communications with the affected families. Mr. Isaza was commended for his invaluable assistance to the Borough of West Reading community.

Mr. Aden presented a citation on behalf of State Representative Johanny Cepeda-Freytiz who could not be here this evening to highlight Mr. Isaza's effort to do good things within the community.

It was noted by Commissioner Leinbach that you learn more about a community during a tragedy and thanked this community for setting an example by pulling together during a time of need.

Mr. Isaza shared his appreciation of the recognition and departed the meeting at 7:09 p.m. along with Commissioners Leinbach and Rivera.

5. **PUBLIC COMMENT:**

Mr. Rogers provided an update to his Business Privilege Tax review activity noting an additional one-hundred fifty-five accounts that have been added based on information he provided Berkheimer Tax Innovations. He stated the system is working slowly and is dependent on Berks Earned Income Tax sharing delinquent account information dating back to 2019. He recommended that the information that is available in house be provided to Berkheimer Tax Innovations to speed up collecting delinquent taxes. Mr. Lineaweaver suggested that Mr. Rogers communicate with staff to keep progressing forward.

6. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the October 18, 2023 regular meeting minutes, and the October 24, 2023 and November 4, 2023 budget meeting minutes. **Moved** by Mr. Lincoln and seconded by Ms. Drobnick. **Motion carried 4-0.**

7. **ORDINANCES / RESOLUTIONS:**

- a. **Ordinance – Membership of the Planning Commission** – Mr. Lineaweaver noted another resignation from the nine-member board and the difficulty in maintaining a nine-member board. Per the Pennsylvania Municipalities Planning Code (MPC), the number of Council members on the board would be reduced from three to two in the new year, allowing the commission to be comprised of a total of seven members.

Motion to authorize the advertisement of an amendment to the membership of the Planning Commission. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

- b. **Ordinance – Parking Prohibited at All Times** – Mr. Lineaweaver noted the proposed changes that would include Court Street from Fourth Avenue to Eighth Avenue, and Plane Alley between Linden Lane and Sycamore Road. There were no questions or comments.

Motion to authorize the advertisement of an amendment to prohibit parking on Court Street and Plane Alley. **Moved** by Mr. Lincoln and seconded by Mr. Kaag. **Motion carried 4-0.**

- c. **Ordinance – Water Rates and Charges** – Mr. Murray noted a 10% rate increase by Western Berks Water Authority and the proposed residential and commercial rate increases that are needed to offset the increase.

Motion to authorize the advertisement of an amendment to the water rates and charges. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

- d. **Resolution 2023-26 Extension of Local Disaster Emergency** - Mr. Lineaweaver is hopeful that we will not need to extend the local disaster emergency much longer.

Motion to adopt Resolution 2023-26 extending the Proclamation of the Local Disaster Emergency until the December 19, 2023 Borough Council meeting. **Moved** by Mr. Lincoln and seconded by Mr. Kaag. **Motion carried 4-0.**

- e. **Resolution 2023-27 Police Pension Contribution** – This resolution affirms the members' continued contribution of 8% to the pension plan.

Motion to approve the Police Pension Plan contribution of 8% for the year 2024. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

- f. **Resolution 2023-28 Bulk Refuse Collection Policy** – Mr. Lineaweaver reviewed a policy that would begin in the new year that moves towards a different style of bulk refuse collection. Up to two items would be allowed to be placed out for collection per household, per week through the purchase of a tag for small, medium, or large items. The tag must be purchased a minimum of 48 hours prior to collection. Residents must provide contact information, the date and address for collection along with a description of the item(s) to be collected. Items may not exceed 75 pounds nor five feet in length. Large items would need to be dismantled and bundled. A refund would not be provided should the item be removed by someone other than the Borough's waste collection contractor. The policy will become effective on January 1, 2024. Metal pickup would be free but would need to be scheduled in advance. The new policy will be shared via the Borough's website and social media avenues as well as noted on the 4th quarter utility bill.

Motion to adopt Resolution 2023-28 Bulk Refuse Collection Policy. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

- g. **Resolution 2023-__ Refuse and Recycling Fee** – Mr. Lineaweaver noted during a previous budget meeting the intent was to raise refuse and recycling collection fees from \$100 to \$110 per quarter. The outcome of the landfill disposal service contract bid opening is quite a bit less than anticipated. The savings would be roughly \$80,000 each year for the three-year contract period. An alley paving project had been delayed alleviating a higher rate increase that is now being reintroduced to the 2024 budget. Mrs. Rentschler recommended not increasing the refuse and recycling rate in 2024 and possibly increasing the rate to \$105 per quarter in 2025 and 2026. This Resolution was tabled based on the recommendation not to increase rates.

- h. **Resolution 2023-29 Intergovernmental Cooperation Agreement** – Mr. Lineaweaver noted the intent to enter into an agreement with the Borough of Wyomissing to share road maintenance equipment and manpower resources. Mr. Murray noted the exchange of services over the year via a handshake and the desire to formalize the understanding through an agreement.

Motion to approve the Intergovernmental Cooperation Agreement with the Borough of Wyomissing for cooperative sharing of road maintenance equipment and manpower. **Moved** by Mr. Lincoln and seconded by Mr. Kaag. **Motion carried 4-0.**

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** – Ms. Stevens reviewed the following items:

- The 2023 Road Projects have been completed and the maintenance period will end on October 18, 2024. It was recommended to review the roadways prior to this date to alert the paving contractor to repair any issues that may be found.
- The current Pennsylvania Department of Community & Economic Development (DCED) Green Light-Go grant awarded proposal is being prepared for design, bidding, and construction administration services. As approved earlier by an amendment to the agenda, Ms. Stevens requested consideration to approve the scoping application to be submitted to PennDOT by December 15th.

Motion to authorize the engineer to submit a scoping application to PennDOT for the 2024 Green Light-Go grant application opportunity. **Moved** by Ms. Drobnick and seconded by Mr. Lincoln. **Motion carried 4-0.**

- The Commonwealth of PA Financing Authority (CFA) grant funded security camera upgrades project is moving slowly due to equipment delays. In lieu of installing a costly additional pole consideration is being given to mount the camera on a mast arm. Reimbursements are exactly what the grant funded \$264,750, any overages the Borough would be responsible to fund. Mr. Lincoln recommended filing a PennDOT document to attach a non-signal item to the mast arm. It was noted that next year's application would include an extension of cameras to the traffic circle.
- The Ann Street Multi-Model Grant Application award announcement has been delayed again. It was noted that all DCED and CFA grant awards have been delayed due to the state budget.
- The Disposal of Solid Waste bids were opened on November 14, 2023, and the apparent low bidder is New Morgan Landfill. Mr. Becker confirmed that his office reviewed the bids that were received, and all documentation was in order and found to be acceptable. Ms. Stevens reviewed the low bid options to consider:

Mr. Lineaweaver shared the three bid results for 2024 through 2026:

- New Morgan Landfill: \$294,763
- Berks Transfer: \$479,400
- J.P. Mascaro & Sons: \$556,559

Motion to accept and award a Disposal of Solid Waste service contract to New Morgan Landfill for the contract years 2024 through 2026 in the amount of \$294,763 with a one-year contract extension in 2027 totaling \$108,239 and 2028 totaling \$113,645. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

Motion to accept the Engineer's report. **Moved** by Mr. Lincoln and seconded by Ms. Drobnick. **Motion carried 4-0.**

Ms. Stevens departed the meeting at 7:37 p.m.

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

Mr. Lineaweaver noted an action item that requests authorization of the solicitor to review a contract with Alvernia University that would allow Borough employees, including Fire Police, members of the Fire Department, Police Department, Public Works Department, elected officials, committee/board members, and community business owners that are connected to the West Reading Community Revitalization Foundation to receive a 20% discount to attend higher education courses. The agreement with Alvernia University would be similar to that of the County of Berks.

Motion to authorize the solicitor to review a contract with Alvernia University to receive a discount to attend higher education courses. **Moved** by Ms. Drobnick and seconded by Mr. Kaag. **Motion carried 4-0.**

Motion to accept the Council President's report. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

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

- a. **Parking Lot Management Agreement** – Mr. Murray requested consideration to allow himself to execute an amendment to the Parking Lot Management Agreement. The amendment pertains to a 50/50 division of revenue after maintenance expenses.

Motion to allow the Borough Manager to execute an amendment to the Parking Lot Management Agreement. **Moved** by Mr. Lincoln and seconded by Mr. Kaag. **Motion carried 4-0.**

- b. **Auditor Services** – Mr. Murray requested authorization to solicit auditing services since the current auditor was unable to lower their proposed increased cost for services.

Motion to authorize the Borough Manager to solicit auditing services. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

- c. **Animal Control Services** – Mr. Murray requested authorization to execute a service agreement with Safety Net Sanctuary for animal control services in the calendar year 2024 not to exceed \$5,000.

Mr. Lineaweaver noted the proposed doubling of expenses for reduced services with the Animal Rescue League in 2024, and the year 2025 that would incur an increase from the current \$1.25 per capita to \$7 per capita. It was noted that Safety Net Sanctuary has improved their list of services provided, including the ability to enforce the recently adopted Code Red / Code Blue regulations. Stipulations would be in place such as no responsibility to remove dead animals or handle rabid or hostile animals. They are willing to address an aggressive dog with assistance from law enforcement. Safety Net Sanctuary would not be responsible for the handling of feral cats. They will however provide live traps for Trap Neuter and Release (TNR). Stray cats or kittens brought to their facility must have a collar to achieve the goal of reuniting the animal with their owner(s). They may however redirect calls to other resources to assist stray cats or kittens. Safety Net Sanctuary now has the ability to investigate claims or accusations of animal cruelty or abuse.

Motion to authorize the Borough Manager to enter into an agreement for animal control services with Safety Net Sanctuary for the calendar year 2024 not to exceed \$5,000. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

- d. **2014 Ford Taurus Auction** – Mr. Murray reported that the Public Surplus Auction ended yesterday with a winning bid of \$1,825.

Motion to accept the winning bid of \$1,825 for the 2014 Ford Taurus. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

- e. **Western Berks Water Authority Board Appointment** – Mr. Murray requested consideration to reappoint Michael Hart with a term ending December 31, 2028.

Motion to reappoint Michael Hart to the Western Berks Water Authority board for another five-year term ending December 31, 2028. **Moved** by Ms. Drobnick and seconded by Mr. Lincoln. **Motion carried 4-0.**

- f. **Commission/Committee Resignations** – Mr. Murray requested consideration to accept letters of resignation from Jim Keller from the Planning Commission and Melinda O'Neill from the Economic Development Committee. Mr. Lineaweaver noted their busy schedule and change in schedule that necessitated the cause for resignation.

Motion to accept the letters of resignation from Jim Keller from the Planning Commission and Melinda O'Neill from the Economic Development Committee. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

- g. **Zoning Hearing Board Representation** – Mr. Murray requested authorization for the Borough Solicitor and Engineer to attend a Zoning Hearing to express proposed development concerns of a parcel bordering Walnut and Olive Streets. Mr. Lineaweaver noted a discussion during the last meeting and the opposition of Borough Council. This would allow the solicitor and engineer to attend the hearing to speak in opposition on behalf of Borough Council.

Motion to approve the Borough Solicitor and Engineer to attend a Zoning Hearing to express proposed development concerns of a parcel bordering Walnut and Olive Streets. **Moved** by Mr. Lincoln and seconded by Ms. Drobnick. **Motion carried 4-0.**

Motion to accept the Borough Manager's report. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

11. **MAYOR'S REPORT:** Mayor Kaag noted an eventful month and provided the following highlights from her report:

- Trick or Treating – Positive feedback was shared as to the revised timeframe of this event held on October 31st.
- November 7th a fire officer was sworn in. It was noted that eight fire officers will be providing their services during the tree lighting event on December 1st.
- On November 9th a soft opening dinner was attended in the newly created space above Barley Mow named "A Light in the Attic".

- On November 10th a Veterans Luncheon and 2nd Friday events were attended, as well as dinner at the Motor Club.
- November 11th a ribbon cutting ceremony was held for the Wired Puppy. The sixth anniversary of the Broken Chair Brewery, and fourth anniversary of Be Mine Boutique were celebrated.
- November 13th attended the Pension Advisory Committee meeting via Zoom.
- November 17th visited the Legacy Cigar Lounge.
- November 18th hosted a BBB cleanup event.

Two additional items Mayor Kaag added to her report were a request for support of an Assistance to Firefighters Grant, she recommended reaching out to legislators to benefit the department and the community. Also, to be transparent Mayor Kaag announced her decision to pursue the Main Street Manager position. Legal advice is being sought to determine if there would be a conflict of interest. She expressed her dedication to the longevity of West Reading Borough and indicated that she intends to remain a part of the community in some capacity in the future.

Motion to accept the Mayor's report. **Moved** by Ms. Drobnick and seconded by Mr. Lincoln. **Motion carried 4-0.**

Mr. Tucci joined the meeting at 7:52 p.m.

12. DEPARTMENT REPORTS:

- a. **Police Department** – In addition to his report Chief Tornielli noted plans to have a presence during the Small Business Saturday event by deploying an officer in the business district during the hours of 11:00 a.m. to 5:00 p.m. A number of upcoming smaller event information is being shared with the officers as they log onto their shifts to provide a presence as appropriate in these areas. A full deployment will be provided during the December 1st tree lighting event. A special thank you was expressed to the Fire Police for their assistance in securing the challenging partial closure of the traffic circle for this event.

Chief Tornielli provided a brief analysis of efforts to reduce overtime expenses related to covering shifts for officers that are either on vacation, out sick or attending training. Expenses are down \$317 for the January through October period and are projected to end the year below the 2022 expenditure. Special event overtime is also under the 2022 expenditures.

Chief Tornielli requested authorization to list the 2013 Ford Explorer that was previously deployed as a K9 patrol vehicle for sale.

Motion to authorize the sale of the 2013 Ford Explorer through Public Surplus. **Moved** by Mr. Lincoln and seconded by Ms. Drobnick. **Motion carried 4-0.**

Mr. Lineaweaver thanked Chief Tornielli for the directed patrols at school bus stop locations.

Motion to accept the Police Department report. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

- b. **Public Works Department** - Mr. Grassley referred to his report and noted a busy month. He stated that the memorial garden and renovations to the Bicentennial House are almost complete. Mayor Kaag offered praise to the crew for their efforts on both projects. Mr. Lincoln

inquired as to remediating graffiti on the bridge abutment next to the firehouse. Mr. Grassley was unaware of this and will address this tomorrow.

Motion to accept the Public Works Department report. **Moved** by Ms. Drobnick and seconded by Mr. Kaag. **Motion carried 4-0.**

- c. **Fire Department** – Chief Moyer referred to his written report and noted an action item that arose after creating his report. Consideration was requested to accept a conditional offer of purchase of \$50,000 for the 2000 Seagrave Fire Engine. The conditions were additional images of the vehicle which have been satisfactorily reviewed, the solicitor's consent to sell the engine directly to a volunteer fire department if the bid process failed through Brindlee Mountain Fire Apparatus, which it had, and Borough Council's approval. Since the engine was found on Brindlee Mountain Fire Apparatus' listing they are entitled to 10% of the sale price. Therefore, a net of \$45,000 would be received by the Borough for the sale of this vehicle. An agreement of sale would need to be drafted by the solicitor's office.

Motion to accept a conditional offer of purchase of the 2000 Seagrave Fire Engine and to draft a bill of sale. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

Motion to accept the Fire Department report. **Moved** by Mr. Lincoln and seconded by Ms. Drobnick. **Motion carried 4-0.**

- d. **Code Department** – Mr. Moyer referred to his written report and noted receipt of information of R.M. Palmer's intent to demolish Building #5 that is located in the 100 block of the south side of Franklin Street.

Motion to accept the Code Department report. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

- e. **West Reading Community Revitalization Foundation** – Mr. Ratcliffe reported that carriage rides will not be offered this Christmas season due to the company cutting back on their staffing and the number of events they can sustain. Unfortunately, an alternate company cannot be secured at this late date. The lighting grant stipulated that our light poles be reviewed for structural integrity. Thankfully they are structurally sound and will only need to replace the light heads. The gateway grant is moving forward, and it was recommended that a Council member be assigned to the committee. Mr. Ratcliffe was included in a meeting with presidents from local universities to discuss efforts that could be taken to retain graduates in the area. The main theory was to engage graduates in the West Reading area. The West Reading Community Revitalization Foundation plans to coordinate college nights in our area early next year. A discount program will be implemented with all local colleges with a branding established for businesses that are offering discounts.

Mr. Phanor inquired as to how West Reading would retain graduates. Mr. Ratcliffe shared that local business professionals seeking college graduates have brought candidates to West Reading that has a number of bars and restaurants and is by far the most happening area in Berks County.

Motion to accept the West Reading Community Revitalization Foundation report. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

Mr. Ratcliffe departed the meeting at 8:07 p.m.

13. **COMMITTEE / COMMISSION REPORTS:**

- a. **Equity Diversity and Inclusion Taskforce** – Ms. Drobnick had nothing new to report at this time.
- b. **Recreation Commission** – Mr. Esterly referred to his written report and reminded everyone of the Tree Lighting Ceremony planned for December 1st and thanked Mayor Kaag for the approval to partially close the traffic circle. The Reading Choral Society will perform this year. The backdrop will be created by two Wyomissing Area School District students. Donations have been received from R.M. Palmer. Mr. Esterly stated that Yayo's Painting, a sister company of Aurora Christmas Lighting, will be adding LED Christmas lights to the tree at no cost to the Borough. A tent will be set up during the event promoting the two businesses. Mr. Esterly also noted that registered homes will be entered into the holiday decorating contest during the weekend of December 15th.

Mr. Lineaweaver shared discussions on how to electronically register for pool, playground, and other Borough events. A workflow is being established with staff that would include payment options to ease the cost of registering children for pool and playground programs. Mr. Lincoln recommended offering a pro-rated season pass as suggested by a neighbor that moved into the area mid-summer.

Ms. Drobnick noted an energized Recreation Commission that is making plans for 2024.

Motion to accept the Recreation Commission report. **Moved** by Mr. Lincoln and seconded by Mr. Kaag. **Motion carried 4-0.**

- c. **Planning Commission** – In Mr. Wert's absence Mr. Lincoln shared the discussions that continued of form-based codes with Derck & Edson, LLC. These discussions will be an ongoing process for several months to achieve the vision of an expanded business district.

Motion to accept the Planning Commission report. **Moved** by Ms. Drobnick and seconded by Mr. Kaag. **Motion carried 4-0.**

- d. **Economic Development Committee** – In Mr. Wert's absence Mr. Lineaweaver recapped meeting discussions that included Winnie Mochi that is slated to open in spring 2024, Prime Tobacco that is now open, Vivi Bubble Tea plans to open soon, and Zerbe Photography and A Light in the Attic opened this past month. Wyomissing Borough is reviewing plans to possibly build apartments above the Berkshire Family Restaurant. Strategic planning updates for West Reading included new doors and accent lighting that has been added to the shopping center, as well as continued work on design standards, and no update was available on the BID at this time.

Motion to accept the Economic Development Committee report. **Moved** by Ms. Drobnick and seconded by Mr. Lincoln. **Motion carried 4-0.**

- e. **Environmental Advisory Council** – The October Environmental Advisory Council meeting was cancelled due to lack of discussion topics.

- f. **Traffic and Infrastructure Committee** – Mr. Lincoln noted that most items were covered earlier on the agenda tonight such as the bulk refuse collection policy and parking restrictions. One item of note is a continued discussion on the permit parking program to define the goals of a study that would modernize and expand the existing program. Pricing and budgeting of this study are yet to be determined.

Motion to accept the Traffic and Infrastructure Committee report. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

- g. **Shade Tree Commission** – The November Shade Tree Commission meeting was cancelled.
- h. **Safety Committee** – The November Safety Committee meeting was cancelled. Mr. Murray recapped the October meeting noting that first-aid and CPR classes are being scheduled and offered Borough Council members to join the class.

Motion to accept the Safety Committee report. **Moved** by Mr. Kaag and seconded by Mr. Lineaweaver. **Motion carried 4-0.**

- i. **Pension Advisory Committee** – Mr. Lineaweaver noted a presentation provided by the Pennsylvania Association of Boroughs (PSAB) and representatives of Morgan Stanley and Thomas Anderson that were on hand to review the current standing of the pension and their continued monitoring of investments.

Motion to accept the Pension Advisory Committee report. **Moved** by Mr. Lincoln and seconded by Ms. Drobnick. **Motion carried 4-0.**

14. **TREASURER'S REPORT:**

- a. **Financial Statement Ending 10/31/2023** – There were no questions or comments.
- b. **Payment Approval Report 10/18/23 to 11/16/23 and 11/17/23 to 11/21/23** – There were no questions or comments.

Motion to approve the financial statement ending 10/31/2023, and Payment Approval Reports of 10/18/23 to 11/16/23 and 11/17/23 to 11/21/23. **Moved** by Mr. Lincoln and seconded by Ms. Drobnick. **Motion carried 4-0.**

- c. **Transfer of Funds** – Mr. Lineaweaver shared another request to move funds between the PLGIT Prime and M&T Bank accounts noting the intent to maximize interest earnings.

Motion to approve the transfer of \$700,000 from the PLGIT Prime account to the M&T Bank account. **Moved** by Mr. Kaag and seconded by Ms. Drobnick. **Motion carried 4-0.**

- d. **PLGIT Term/Prime** – Mr. Lineaweaver noted that two term accounts are maturing this month. Mrs. Rentschler requested consideration to reinvest \$1,000,000 for a nine-month period at a rate of 5.69%. A graph of combined fund balance totals was shared for a three-year period that illustrates improvements each year.

Motion to reinvest \$1,000,000 into a PLGIT Term account for a nine-month period at a rate of 5.69%. **Moved** by Mr. Lincoln and seconded by Ms. Drobnick. **Motion carried 4-0.**

e. **2024 Budget** – Mrs. Rentschler referred to a tax estimate worksheet that lists the proposed one-mil general tax increase and reviewed the following changes that were made to the proposed budget:

- **01-391-411 Sale of Fire Company Vehicles** – Mrs. Rentschler moved the proposed revenue of \$30,000 for the sale of the 2000 Seagrave Engine from 2023 to 2024. Chief Moyer requested to place the proposed \$45,000 revenue into the Fire Special Reserve fund to offset the cost of replacing two garage bay doors. It was thought that the sale could be completed during 2023.
- **01-486-352 Casualty/Fire/Flood/Liability** – An estimated 20% increase was entered for the 2024 budget as proposed by Tompkins Insurance.
- **01-411-354 Workman's Compensation Insurance Premium** – Mrs. Rentschler noted an experience modifier increase of 17% that was entered for the 2024 budget.
- **Health and Accident Insurance** – Mrs. Rentschler noted substantial savings that were entered into the 2024 budget by switching from a component rate to a composite rate for healthcare coverage through Teamsters.
- **01-410-131 Salary of Patrolmen** – The proposed 2024 budget was lowered to include only one new hire.
- **01-410-535 LSA Grant #85110 Cameras** – Mrs. Rentschler discovered that only the revenue had been entered into the proposed 2024 budget, missing the \$75,000 expenditure.
- **06-378-012 Water Revenue** – Mrs. Rentschler proposed an increase of 10% to residential and 15% to commercial accounts that would bring the year end fund balance to roughly \$737,000.
- **30-392-009 Transfer from Refuse Fund** – The amount of \$75,000 to repave Park Alley was added back into the 2024 budget.
- **30-392-001 Transfer from General Fund** – The amount of \$60,000 was moved from the Transfer from General Fund to the Transfer from Fire Tax for the garage door replacement.
- **30-430-000 Highway Capital Expense** - Mrs. Rentschler increased the proposed 2024 budget from \$285,000 to \$420,000 to fund paving of Grape Street, South Fifth Avenue from Oak Terrace to Penn Avenue, and South Sixth Avenue, including curbing improvements.

Mrs. Rentschler noted that the proposed changes increased the 2024 deficit from \$241,785 to \$415,190.

Motion to authorize the advertisement of a proposed 2024 budget. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

15. **PUBLIC COMMENT:**

Mr. Rogers requested details pertaining to the project at Olive and Walnut Streets. Mr.

Lineaweaver recapped discussions last month of the receipt of plans to construct two dwellings on

a single parcel of land facing Olive Street. In doing so they are creating their own hardship where a single dwelling would be an allowed use.

Mr. Rogers inquired as to the amount of tax revenue that is generated by a one-mil increase. Mr. Lineaweaver reported that \$173,724 would be generated based on property values.

Mr. Rogers requested the Borough Council to grant approval to the Borough Manager to gather and provide Business Privilege Tax information dating back to 2019 to Berkheimer Tax Innovations to pursue collection of delinquent accounts. Mr. Lineaweaver requested Mr. Muray to forward the available information to Berkheimer Tax Innovations.

Mr. Tucci referred to his monthly report and offered to answer any questions. There were no questions or comments.

16. **ADJOURNMENT:** Motion to adjourn the meeting at 8:41 p.m. **Moved** by Mr. Kaag and seconded by Mr. Lincoln. **Motion carried 4-0.**

Respectfully submitted,

Cynthia Madeira
Borough Secretary