

BOROUGH OF WEST READING – BOROUGH COUNCIL

June 28, 2016 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, June 28, 2016 with the following persons present: Council President Carl G. Garman; Council Members Grace M. Craze, Kristin L. Kramer, Christopher C. Lincoln, Philip C. Wert; Acting Borough Manager Cathy L. Hoffman; Police Chief Stephen D. Powell; Fire Chief Mark Burkholder; Public Works Crew Leader Kerry Grassley; Solicitor Keith Mooney; Engineer Tom Unger; Recreation Director Helen Moyer; Treasurer Jeanette Rentschler; Administrative Clerk Stephanie L. Burkholder. Elm Street Manager Dean Rohrbach, Main Street Manager Christin Kelley, Council Vice-President Nathalie Kulesa, Council Member Suzanne Thompson and Mayor Valentin Rodriguez, Jr. were unable to attend.

VISITORS:	Karen Livingood	Resident
	Bonnie Page	Western Berks Ambulance
	Tina Shenk	Property Owner
	Amber Rambo	Resident
	Tara Gouldey	Resident
	Robin Horman	Resident
	Terry Siggins	Resident
	Oswald Herbert	Resident
	Mike Vind	FS&L Financial Solutions
	Chris Herr	Maillie LLP
	Reporter	Reading Eagle

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

EXECUTIVE SESSION ANNOUNCEMENT:

Council President Carl Garman stated that an Executive Session had been held on June 14, 2016 and also immediately prior to this Council meeting to discuss personnel.

2. **PUBLIC COMMENT:**

Mark Woodward (West Reading Tavern) – Mr. Woodward advised that a new handicapped accessible bathroom is being built next to the outside patio that is being constructed at the rear of 608 Penn Avenue. The bathrooms they currently have in the restaurant are not handicapped accessible and the new bathroom will be 100% handicapped accessible. Mr. Woodward asked to have the land development process waived. Mr. Unger said the Planning Commission made the recommendation to grant the waiver and they are in support of it.

Moved by Ms. Kramer and seconded by Mr. Lincoln to waive the land development process for West Reading Tavern's handicapped accessible bathroom project. **Motion carried 5-0.**

Mark Woodward also announced a French Fry Festival that will be taking place on August 13th. There will be several Penn Avenue restaurants taking part in the event and request permission to use 5 parking spaces from Say Cheese to the bump-out at Bistro 614. The spaces would be closed from 11:00am - 7:00pm with the event being held from 12:00pm to 7:00pm. Chief Powell said that he had no concerns regarding the event.

Moved by Ms. Craze and seconded by Ms. Kramer to approve the use of parking spaces between Say Cheese and Bistro 614 on August 13th from 11:00am – 7:00. **Motion carried 5-0.**

Bonnie Page (Western Berks Ambulance) – Bonnie Page from Western Berks Ambulance introduced herself to everyone and provided call volume numbers from January to May. There were a total of 545 calls so far this year with West Reading being 3rd highest number of calls. 11% of the calls they receive are in West Reading.

Tina Shenk (Tina's Salon) – Ms. Shenk advised of a meeting that the Love Team had last week concerning some issues with regards to the entrance to Penn Avenue coming into the Borough. She suggested some improvements for the area and noted that perhaps business owners or the Love team could clean up that area of Penn Avenue so it looks more attractive. Mr. Garman suggested that the Love Team and the Public Works Department could get together to work something out.

Ms. Shenk also had some concerns about parking enforcement and also asked if the handicap parking spaces on Penn Avenue are subject to the 2 hour limit like all the other parking on the Avenue. Chief Powell will look into this further.

Ms. Shenk suggested other enhancements for the Avenue such as playing music and putting lights in the trees. Mr. Wert suggested that the request be brought to the Infrastructure Committee.

The business owner at 442 Penn Ave spoke about a doing a mural in the alley at Cherry Street which was mentioned at the last council meeting. Mr. Garman advised that he should speak to Dean Rohrbach so this can be discussed at the NAC meeting, then the WRCRF could go to council.

3. **PRESENTATIONS:**

a. **Police Awards**

Chief Powell presented commendation awards to Officer Jesse Stock and Officer Marks and applauded them for their quick actions in helping to save a life.

- b. **2015 Audit – Mallie LLP (Chris Herr)** – Mr. Herr presented the 2015 audit report. He explained that Maillie had prepared the independent auditor opinion portion of report and the remainder was the borough's report. He provided an overview of the audit and found that there were no material misstatements. **Moved** by Ms. Craze and seconded by Ms. Kramer to accept the 2015 audit. **Motion carried 5-0.**

- c. **FS&L Financial Solutions (Mike Vind)** – Mr. Vind advised that there was a lot of market movement over the last couple of weeks. Due to the low interest rate environment the borough has he said the borough has the opportunity to take advantage of that which is similar to refinancing a home mortgage. The refunding of the bonds reduce the interest rate of the portfolio from 3.73% down to 2.98%. The borough has been rated BBB+ however it may be upgraded to an A rating which will provide lower interest rates. Ms. Craze asked how much the closing costs would be and it was estimated to be \$75,000 which would include all of the legal costs. The projected savings are \$357,000 which could be taken as \$20,000 per year for every year until 2032 or taken up front with \$160,000 in 2016 and \$115,000 in 2017. Mr. Vind said there are no guarantees and if this is something Council wants to consider, they can get started on the items now. If Council decides to move forward the rate can be locked in as quickly as possible. Mr. Lincoln asked if there is any reason not to proceed even if they're looking at a savings of \$100,000. Mr. Mooney stated that the only reason they would hold off is if the rate would get better in a couple of months. Mr. Wert thought the Borough should look into this and Mr. Vind can give them an answer by the next Council meeting. Mr. Vind said that they can begin the process by getting the Ordinance in place for

the next meeting. **Moved** by Ms. Craze and seconded by Ms. Kramer Authorize the advertisement of the debt ordinance. **Motion carried 5-0.**

4. **PUBLIC HEARINGS:**

Mr. Garman advised that two Public Hearings were held prior to the Council meeting. One was for a liquor license transfer and the other for the Subdivision and Land Development Ordinance. Both were approved.

5. **APPROVAL OF COUNCIL MINUTES:**

Moved by Ms. Craze and seconded by Mr. Lincoln to approve the Council minutes of May 17, 2016. **Motion carried 5-0.**

TREASURER'S REPORT:

a. **Current 2016 Budget Overview:** Mrs. Rentschler presented her report and explained the analysis of financial activity which was prepared by Donal Renninger which is a proposal of where the Borough will be by the end of the year. Ms. Craze had questions pertaining to the hail damage and whether money had been allocated for it.

b. **Revenues with Comparison to Budget – 5 months ending 5/31/2016**

Moved by Mr. Lincoln and seconded by Ms. Craze to approve the Revenues with Comparison to Budget Report for the five months ending May 31st. **Motion carried 5-0.**

c. **Payment Approval Report – 5/18/2016 to 6/23/2016 and 6/24/2016 to 6/28/2016**

Moved by Mr. Wert and seconded by Ms. Thompson to approve the Payment Approval Report for the periods of 5/18/2016 – 6/23/2016 and 6/24/2016 – 6/28/2016. **Motion carried 5-0.**

Ms. Craze had a few questions concerning some line items that were answered. Mr. Garman recommended that the report be available for the Finance Committee that can be reviewed at their regular meeting. Mr. Garman also noted that Donal Renninger will attend those meetings. It was noted that the committee needs an additional member. Mr. Wert stated that the Finance Committee ordinance needs to be enacted as well.

6. **ORDINANCES/RESOLUTIONS TO BE ADOPTED:**

a. **Ordinance 1059 – Subdivision and Land Development Ordinance** – This ordinance was approved by Council at the Public Hearing held earlier in the evening.

b. **Ordinance 1060 – Authorizing Collection Agency Fees**

Mrs. Hoffman stated that in March, Berks EIT took action to begin collection of delinquent funds using a collection agency. In order for this to happen, each municipality needs to enact an ordinance, which must be advertised once per week for 3 weeks before it can be adopted.

Moved by Ms. Kramer and seconded by Mr. Lincoln to authorize the advertisement of Ordinance 1060. **Motion carried 5-0.**

7. **UNFINISHED BUSINESS:**

a. **Belovich Development** – Mr. Mooney didn't have anything new to add. Mrs. Hoffman advised that the bank has been trying to contact the remaining two residents to sign the documents, but everything else is moving forward.

- b. **Abandoned Properties** – Mrs. Hoffman stated that the process is moving forward with 417 Franklin. They are going to resubmit the affidavit to the Blighted Property Organization and there is nothing else to report on the other two blighted properties.
- c. **Cumru Township Property** – There was nothing new to report and no updates. Mr. Grassley advised that the road crew did lock up the gates per Mrs. Hoffman's recommendation.
- d. **Buttonwood Gateway Design** – There was nothing new to report. Ms. Kramer asked about the donation of flowers and Mrs. Moyer advised that the flowers should be planted soon.
- e. **UGI Relocation of Gas Meters** – Mr. Garman stated there were no updates.

8. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Haws advised that everything he had in his report had already been discussed and didn't have anything else to report.

Moved by Ms. Craze and seconded by Mr. Lincoln to approve the Solicitor's Report. **Motion carried 5-0.**

- b. **Engineer/Code Enforcement Report** – Mr. Unger reported the following:
 - The paving projects of two alleys have been advertised and the bids will be received on July 14th. Mr. Unger will present the bids at the July council meeting for action.
 - Mr. Unger received the 3 plans for the Lofts at Narrow which include the parking plan, lighting plan and landscaping plan. They will be presented with the Planning Commission at their meeting next week.
 - The Olive St Pump Station sidewalk has been completed and all the work has been inspected. The final payment for payment application #2 final payment in the amount of \$1,695.00 is recommended for council's approval.

Moved by Ms. Craze and seconded by Ms. Kramer to approve the final payment in the amount of \$1,695.00 to Bertolet Construction. **Motion carried 5-0**

Proposal for fire hydrant testing – Mr. Unger asked what could be achieved with the testing of the fire hydrants. Chief Burkholder stated that there are no up to date flow tests from any hydrant within the borough. There have been many changes in the past and that data he has not current. Mr. Unger advised that purchasing the equipment to do the testing would be less than \$1,000. and that Maiden Creek Township has volunteered to help. Mr. Unger suggested that the testing could be done during the day with the assistance of the crew.

Moved by Ms. Kramer and seconded by Ms. Craze to approve the Engineer's Report. **Motion carried 5-0.**

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

- a. **Hail Damage Repairs** – Mrs. Hoffman advised that she will be meeting with someone representing the insurance company later in the week.

- b. **Ream's Disposal** – Mrs. Hoffman stated that the recycling portion of Ream's Disposal has been sold to Eagle Disposal. Mr. Mooney stated that Eagle Disposal would have to provide a replacement bond or Ream's bond would have to stay in place. Mrs. Hoffman stated she would contact them.

Moved by Ms. Craze and seconded by Mr. Lincoln to approve the Acting Borough Manager's report.

Motion carried 5-0.

10. **MAYOR'S REPORT:**

Mayor Rodriguez was not in attendance therefore no report was given.

11. **DEPARTMENT REPORTS:**

a. **Police Department –**

- Chief Powell advised that the department received a \$104 donation from Salon Avanti for the K-9 unit from the activity on Art on Avenue.
- The department responded to an opiate overdose and the Naloxone also known as Narcan was administered. This brought the individual out of distress.
- **Ratify Hiring of Officer Kyle Bohn-** Chief Powell Steve requested that council take action on the hiring Kyle Bohn.

Moved by Ms. Kramer and seconded by Ms. Craze to ratify the hiring of Officer Kyle Bohn. **Motion carried 5-0.**

- **Camera System Maintenance Contract** – Chief Powell asked for the contract for the security cameras to be approved. This has been tabled until the next meeting.

Ms. Craze questioned the cameras and asked how they are going to work and be visible. Chief Powell stated that he's going to be meeting with a company who did the initial installation at some locations. Ms. Craze also asked if they were going to get pricing for cameras in the recreation areas. Chief Powell stated that they have a different system but will look into it.

Moved by Mr. Lincoln and seconded by Ms. Craze to approve the Police Department Report.

Motion carried 5-0.

- b. **Public Works** – Mr. Grassley referred to his written report and stated that there's been more work done than was noted in the report. Ms. Craze had some questions concerning the Bicentennial House.

Mr. Grassley also advised that he would like to budget for new windows at Borough Hall and will get some pricing to replace the windows in the Administration office. Mr. Wert asked if the pricing could be for a replacement window that would have a historical feel. He'd like to keep the windows as accurate as possible so it looks like the original design. It was noted that Borough Hall is a replica of the Delaware State Building. Ms. Craze stated this could be in the budget for next year.

Moved by Ms. Craze and seconded by Mr. Lincoln to approve the Public Works Director's Report.

Motion carried 5-0.

Mr. Garman advised Mr. Grassley to make sure Mr. Murray is aware that at some point they will be discussing job descriptions for all borough employees which will be discussed in personnel.

- c. **Fire Department** – Chief Burkholder advised that there was a discussion at the last council meeting concerning WRCRF's ATV that has been sitting and Mr. Burkholder advised that he may have some use for it without having to drive it on the streets. The Fire Department is having issues trying to get access to the trails near the river which is difficult because none of their equipment will fit down there. It could also be used at events at the playground. Chief Burkholder advised that they can put fire extinguishers in the back of the ATV as well as a removable basket capable of carrying an injured person off the trail. Discussion ensued regarding the CRF and use of the ATV and its ownership. Chief Burkholder was asked to send a letter to the president of the CRF with this request.

There were no further questions concerning Chief Burkholder's report.

Moved by Ms. Kramer and seconded by Mr. Wert to approve the Fire Department Report. **Motion carried 5-0.**

- d. **West Reading Community Revitalization Foundation Elm Street and Main Street Manager' Report** – Mr. Wert provided the report in the absence of Mr. Rohrbach and Ms. Kelley. Mr. Wert advised that awards had been given to Andy Moletress recently by the PA Downtown Center at their conference. He had been recognized as the statewide volunteer of the year. The Elm Street Program was also awarded the program of the year award for the second time in a row. Mr. Wert also reported that Art on the Avenue went well which was very well attended.

Moved by Mr. Lincoln and seconded by Ms. Kramer to approve the Elm Street and Main Street Managers' Reports. **Motion carried 5-0.**

- **John Woodward Resignation** – It was noted that Mr. Woodward had resigned from the Main Street Authority as well as the CRF therefore a new member needs to be appointed. Discussion ensued regarding the criteria for his replacement. It was also noted that Mayor Rodriguez and Mr. Wert need to be reappointed as their terms had expired.
- **2016 cooperation Agreement (WRCRF)** – Because of the delay in having the agreement approved, Mr. Garman stated that the agreement needs to be prepared and approved before December 31st each year so that the Foundation is ready for the next year. This was discussed further because of the vacancy on the board.

Mr. Wert advised that the Business Promotions Committee had been asked to solicit interest from business owners in the Borough who would like to serve and go before the committee.

Mr. Garman stated that per the agreement the vacancy needs to be advertised on WRCRF site and the Borough's site for 30 days, in addition to advertising in the paper. He also stated that letters of intent would come in then and Council would decide who would fill the vacant seat. Mr. Garman asked if Mr. Wert would like go to the foundation but Mr. Wert didn't want to delay the cooperation agreement's approval.

Moved by Ms. Kramer and seconded by Mr. Lincoln to approve the 2016 Cooperation Agreement. **Motion carried 5-0.**

12. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission**

- Mrs. Moyer requested the hiring of 3 lifeguards at the rate of \$7.25/hr. because she will lose 8 lifeguards starting August 1st.

Moved by Ms. Craze and seconded by Ms. Kramer to hire Emelie Irwin, Kylee Hubiak and Maryn Hubiak at the rate of \$7.25/hr. **Motion carried 5-0.**

- Mrs. Moyer requested a motion to advertise a no-smoking/vaping ordinance at the park and provided a draft for Council. Mrs. Moyer stated that the organization called the Council on Chemical Abuse are donating the signs to be posted at all recreation facilities. Mrs. Moyer advised that there will be a designated smoking area near the footbridge by the pool. Mr. Lincoln asked Mrs. Moyer if this the signs will include chewing tobacco and she said it would cover anything tobacco related as well as e-cigarettes.

Moved by Ms. Craze and seconded by Ms. Kramer to approve the advertisement of Ordinance # 1061. **Motion carried 5-0.**

Discussion regarding lighting in the park ensued. It was suggested that motion lighting at the pool and other areas might prevent people from trespassing. Mrs. Moyer noted that residents in the area have reported people entering the pool after hours.

Mr. Garman stated he will check with Dean Rohrbach since he had secured grant money. Mr. Wert stated that they will speak to Mr. Rohrbach to see if this can be part of his budget for next year. Chief Powell stated he would look at his budget and see if he has money to contribute. Mr. Grassley advised that they have started working inside the concession stand getting it framed and running the electric. A service line will have to be run from the pool house to the concession stand and Mr. Grassley stated that it would be a good time to add more lighting when the pool is closed. Mrs. Moyer advised she will get some pricing and see if she can get some donations since it's a safety issue.

Mrs. Moyer added that she doesn't have signs that say no trespassing especially on the fencing by the pool but there is a sign that is being made for the pool hours. Mr. Wert suggested that Mrs. Moyer speak to the residents in the area that would be affected by the new lighting. Mrs. Moyer said she will send letters to everyone along that area so they are aware of the type of lighting that is being looked into.

Mrs. Moyer advised that there will be fireworks Monday along with pool events. Fireworks will begin at 9:30 and the park will be open for entertainment at 6:00PM and there will be live music and concessions. The band will start at 6:30PM and pool activities are from 12:00PM to 6:00PM.

Moved by Ms. Grace and seconded by Ms. Kramer to approve the Recreation Commission Report. **Motion carried 5-0.**

b. **Planning Commission**

- Mr. Wert stated that there was a meeting on June 1st and that West Reading Tavern and the SALDO had been discussed earlier in the meeting and they had already seen the plans for the tavern.

Moved by Ms. Kramer and seconded by Ms. Craze to approve the Planning Commission Report. **Motion carried 5-0.**

c. **Economic Development Committee**

- Mr. Wert stated that the June meeting was cancelled due to the lack of a quorum.

d. **Environmental Advisory Council**

- The Environmental Advisory Council meeting was not held in June.

e. **Traffic Committee & Infrastructure Committee**

- Mr. Lincoln said that at the May meeting a resident requested that the Traffic Committee look at the pedestrian crossing at the intersection of 5th and Pine, and asked for the installation of additional signage. It was also suggested that updating the crosswalks to a piano key style crosswalk would make it easier to see. Mr. Lincoln stated that the costs would be around \$800. The sign they are looking to put in would be on a double yellow line that says "yield to pedestrians". He also recommended removing the second crosswalk at that location. Mr. Lincoln stated that this is the recommendation from the traffic committee.

Moved by Ms. Kramer and seconded by Ms. Craze to approve \$900 for the proposed changes including the piano key crosswalk and signage. **Motion carried 5-0.**

Mr. Garman asked about the planting basket hangers on lampposts and Mr. Lincoln stated that Mayor Rodriguez brought this to the Traffic Committee as a result of the meeting he attended with the businesses owners in 400 block of Penn Avenue. They had some suggestions for the Avenue including the possibility of allowing left turns on Cherry from 5th behind Subway at certain times of the day. Mr. Lincoln stated that people are doing this illegally and the Traffic Committee is not going to move forward with this.

Mr. Lincoln said that suggestions had been made for plant hangers on light posts and lighting on street trees on Penn Avenue. Mr. Lincoln stated that the concern would be putting holes in the poles so mounting options would have to be discussed. He said that lighting on the trees is a good idea but doesn't know how they would get the electricity there without ripping up the sidewalk and you can't have extension cords going across sidewalk. Mr. Lincoln advised that there's a potential for solar or battery powered lighting and suggested that Main Street could look into it further.

Mr. Lincoln referred to the ordinance that would restrict truck traffic in the Borough. This would make 5th Avenue the designated route for truck traffic. This ordinance amends section 303.

Moved by Ms. Craze and seconded by Ms. Kramer to advertise the ordinance. **Motion carried 5-0.**

Mr. Lincoln spoke about the presentation that was done at the Infrastructure meeting from K B Industries concerning a product that could be used for sidewalks that allows water to go through it. The issue of tree roots lifting sidewalks has been discussed at length with no clear solution. This type of material can be placed over the roots but sloped to meet ADA requirements. The product is \$2-4 per square foot more than the cost for concrete. The Infrastructure committee is considering an area to do a trial run.

Moved by Ms. Craze and seconded by Ms. Kramer to approve the Traffic Committee Report. **Motion carried 5-0.**

f. **Shade Tree Commission**

Mrs. Hoffman advised that Shade Tree didn't meet but they have to meet soon since there are many issues with trees. Mrs. Hoffman advised that there is currently a vacancy on the Commission which is being advertised on the website. Ms. Craze said she would volunteer if no there is no other interest.

g. **Finance Committee**

The committee did not meet and there was nothing to report.

h. **Safety Committee**

The Committee had discussed the subject of PPE and Mr. Garman asked if the crew members are wearing safety glasses and Mr. Grassley stated that they are not using them all the time. Mr. Garman stated his concern about this and noted that darkened glasses can be purchased as well that look like sunglasses. Discussion ensued concerning this issue and it was decided that it should be discussed further at the next safety meeting.

Moved by Mr. Lincoln and seconded by Ms. Craze to approve the Safety Committee Report.

Motion carried 5-0.

i. **Personnel Committee (Interviews)**

Mr. Garman gave the report in Mayor Rodriguez's absence. Mr. Garman asked for a motion to approve the hiring of two Public Works employees: Todd Stricker and Jamie Flickinger. Ms. Craze said provided that they pass their background check. Mr. Grassley had a few concerns regarding the hiring therefore it will be discussed further in Executive Session.

Moved by Ms. Craze and seconded by Ms. Kramer to approve the hiring of Todd Stricker and Jamie Flickinger contingent upon their completing the requirements as noted in their Offer to Hire letters.

Motion carried 5-0.

j. **Combined Pension Committees**

Mrs. Hoffman advised that the process continues, with the RFPs to be submitted by June 30th.

Moved by Ms. Kramer and seconded by Ms. Craze to approve the Police and Non-Uniform Pension Committee Report. **Motion carried 5-0.**

k. **Public Safety Committee**

Mr. Garman stated that phase 2 of the camera project was discussed earlier in the meeting. Mr. Lincoln stated that they are looking at the PTZ and stationery cameras at 8th and Penn. Chief Powell stated that had a meeting with Berkshire Systems and they are looking at the PTZ's but have a stationary camera that will provide a much wider angle than they currently have which will also allow the digital zoom and provide better coverage. Chief Powell wasn't sure of the cost but they are looking at getting more than one camera.

Ms. Craze asked about the lighting at 6th and Penn and 7th and Penn. Mr. Lincoln stated that the Traffic Committee is looking into it.

Credentials for Council members was also discussed and it was noted that in the past, West Side Emergency Management had required that Council obtain them. Mr. Bausher will be contacted for verification.

Moved by Mr. Lincoln and seconded by Ms. Kramer to approve the Public Safety Committee Meeting Report. **Motion carried 5-0.**

13. **EXECUTIVE SESSION:**

Mr. Grassley stated that he had some things to address therefore Council recessed to Executive Session at 10:00 p.m. When regular session reconvened at 10:55 p.m. there were no action items.

14. **PUBLIC COMMENT:**

There was no public comment.

15. **ADJOURNMENT:**

Moved by Ms. Kramer and seconded by Ms. Craze to adjourn the meeting at 10:55 p.m. **Motion carried 5-0.**

Respectfully submitted,

Stephanie Burkholder
Administrative Clerk