

BOROUGH OF WEST READING – BOROUGH COUNCIL

September 20, 2016 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, September 20, 2016 with the following persons present: Council President Carl G. Garman; Council Vice-President Nathalie Kulesa; Council Members Grace M. Craze, Kristin L. Kramer, Christopher C. Lincoln, Suzanne Thompson, Philip C. Wert; Acting Borough Manager Cathy L. Hoffman; Mayor Valentin Rodriguez, Jr; Police Chief Stephen D. Powell; Fire Chief Mark Burkholder (arrived at 7:40); Public Works Director Dean Murray; Solicitor Charles Haws; Engineer Tom Unger; Recreation Director Helen Moyer; Elm Street Manager Dean Rohrbach; and Administrative Clerk Stephanie L. Burkholder. Main Street Manager Christin Kelley was unable to attend.

VISITORS:	James T. Rogers	Resident
	Karen Livingood	Resident
	Amber Rambo	Resident
	Scott Fiegel	Resident
	Eric & Terri Taylor	Residents
	Stephanie Pfeifer	Resident
	Oswald Herbert	Resident
	Anthony Tucci	Western Berks Ambulance
	Elizabeth Heckler	Resident
	Ammon Heckler	Resident
	Reporter	Reading Eagle
	Paul & Melissa Heiser	Residents

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

Mr. Garman asked Mr. Unger to provide information to residents concerning the alley paving project that had not been started as planned. Mr. Unger said that as part of the preconstruction meeting with the contractor an inspection of the sewer and storm sewer pipes indicated that portions of the sewer line were only 22" under the alley. There was substantial concern that the paving equipment could have cracked or crushed the shallow clay pipe therefore they did not proceed without receiving direction from Council. Mr. Unger recommended that the sewer line be replaced and indicated that one price had come in at \$154,000 which was not budgeted. He also recommended using a thicker wall pipe (SDR26) which is pressure rated. Due to the extra work time required and the asphalt season soon ending it was recommended that the project be postponed. The possibility of obtaining a grant was also discussed and Council asked Mr. Unger to prepare the grant application. If the grant is approved, the funding for much of the project would be covered. Although the match is listed at a 15% minimum, Mr. Rohrbach recommended that a 30 – 35% match be proposed instead which would possibly give the Borough a better chance of receiving the grant. **Moved** by Ms. Craze and seconded by Ms. Thompson to authorize Mr. Unger to apply for the grant at a cost not to exceed \$2000. **Motion carried.**

2. **PUBLIC COMMENT:**
Stephanie Pfeifer spoke about the lack of proper fencing at the tot lot on Playground Drive at Parkview Road. Mr. Garman asked her to take her request to the Recreation Commission.

Scott Fiegel spoke about the newly erected signs prohibiting trucks on residential streets. He noted that there are still tractor trailers and car carriers travelling on Sunset Road. Now that the signs are in place, the Borough will be enforcing the ordinance.

Paul Heiser asked about the replacement of the sewer main and connection of the laterals. It was noted that because the main is in an alley, the traps are not at the same location at each property. If the lateral needs to be replaced, it is the responsibility of the property owner.

James T. Rogers spoke about the Borough changing the street cleaning schedule to alleviate what he feels is a problem for residents. He proposes that only one side of the street be cleaned on the specified day. He also commented about the chemical tanks at the pool that need to be replaced as well as the recently discussed alley paving project and how the budget is going to be impacted. He also noted that the Fall Festival was successful and asked about the cost of the 'in-kind' services.

Terri Taylor spoke about her endorsement of the tot lot being fenced. Ms. Thompson asked about her involvement with the School Board as its newest member. Ms. Taylor indicated that it was interesting and hoped that more residents would run for School Board in the next election.

Anthony Tucci provided the Western Berks Ambulance report for August 2016 noting that they had responded to a total of 131 incidents with an average response time of six minutes. Some discussion ensued concerning the usage of Narcan.

3. **APPROVAL OF COUNCIL MINUTES:**

Moved by Mrs. Kulesa and seconded by Ms. Kramer to approve the Council minutes of August 16 and 23, 2016. **Motion carried 7-0.**

4. **ORDINANCES/RESOLUTIONS:**

- a. Ordinance 1062 had been distributed to Council for their review. **Moved** by Mr. Lincoln and seconded by Mr. Wert to advertise proposed Ordinance 1062. **Motion carried 7-0.**
- b. Resolution 2016 – 9 amends the fee schedule to increase the fee for Liquor License Transfer applications from \$500 to \$1000. **Moved** by Ms. Craze and seconded by Mr. Lincoln to adopt the resolution. **Motion carried 7-0.**

5. **UNFINISHED BUSINESS:**

- a. **Belovich Subdivision** – Mrs. Hoffman reported that the land annexation documents have been signed by all residents and recorded with the County. The easements have also been revised therefore there is little left to do before the streets can be dedicated to the Borough. Mr. Unger and Mr. Haws will have all remaining documents ready for the October 18th meeting at which point it is expected that Council will approve the dedication.
- b. **Abandoned Properties** – It was noted that 417 Franklin is being offered at Sheriff's Sale on September 23rd. Also, it has been recommended that the property at 425 Chestnut Street begin the 'blighted property' process. Mrs. Hoffman will prepare the documents to be submitted to the County.
- c. **Hail Damage Repairs** – Council received a copy of the complete bid package which delineated all of the remaining repair work. Mr. Unger reviewed the list of bids that had been submitted by Grecco Construction and it was noted that both Mr. Unger and Mr. Mooney had worked with John Denning to ensure that all bid requests met municipal purchasing standards. **Moved** by Ms. Craze and seconded by Ms. Kramer to approve bids one through five and seven through nine. **Motion carried 7-0.**

It was noted that Bid #6 was for the replacement of damaged light heads on Penn Avenue which will be replaced eventually with LED heads therefore the Borough received \$19,266 as a credit toward the purchase of new heads.

Mr. Haws asked if the writ could be withdrawn. **Moved** by Ms. Craze and seconded by Ms. Kramer to withdraw the writ. **Motion carried 7-0.**

Moved by Ms. Thompson and seconded by Ms. Craze to acknowledge that \$19,266 is to be set aside for the replacement of the light heads. **Motion carried 7-0.**

Moved by Ms. Thompson and seconded by Ms. Craze to authorize the Acting Borough Manager to execute all of the bid documents. **Motion carried 7-0.**

- d. **UGI Update** – Mrs. Hoffman said she had spoken with the Borough Manager of Wyomissing concerning their interaction with UGI. Wyomissing was asked to endorse UGI’s “GET Gas” program for the areas of their Borough that didn’t have gas service and received a benefit from UGI because of it. Mrs. Hoffman said that she has instructed the Code Enforcement Department to cite UGI each time they do not adhere to Borough regulations.

6. **CONSULTANTS’ REPORTS:**

- a. **Solicitor’s Report** – Mr. Haws had nothing further to report other than covered elsewhere on the agenda.
- b. **Engineer/Code Enforcement Report** – Mr. Unger reported that the sewage pumping station at 1st and Chestnut needs to have flow monitoring equipment installed per DEP therefore he requested that it be budgeted for 2017. He indicated that he would have estimated costs for the October meeting.

Mrs. Kulesa commented that she has not seen Code Enforcement staff doing routine inspections in a while and felt that property maintenance is deteriorating. Mr. Unger said he would obtain information concerning the number of violations that have been issued, and would also speak with staff concerning this.

Moved by Ms. Thompson and seconded by Mr. Lincoln to approve the Engineer’s Report. **Motion carried 7-0.**

7. **BOROUGH MANAGER’S REPORT:**

- a. **Pension MMOs for 2017** – The Minimum Municipal Obligation for both pension plans. These figures will be used during budget preparation. **Moved** by Mrs. Kulesa and seconded by Ms. Thompson to elect the minimum municipal obligation for both pension plans for 2017. **Motion carried 7-0.**
- b. **Emergency Services Dispatching Fees** – The County has sent notification that the annual 18% increase in dispatching fees is not necessary this year due to the increase in 9-1-1 revenues and additional funding being received under the revised legislation.
- c. **Electricity Contract** – Mrs. Hoffman reported that the Borough is currently not under contract with any electricity supplier and could save significant funds by entering into a contract. She introduced Joe Cesarz of Energy Professionals who is a Borough resident. He has provided competitive pricing over three years at .05858 per kilowatt including GRT through AEP Energy, which will save the Borough approximately \$10,000 per year in electricity costs. **Moved** by Ms. Craze and seconded by Ms. Thompson to enter into the contract with AEP to purchase electricity at .05848 including GRT.

Motion carried 7-0. Mrs. Hoffman was asked to ensure that the contract is renegotiated in three years to alleviate the possibility of the contract being automatically renewed at a higher rate.

8. **MAYOR'S REPORT:**

Mayor Rodriguez reported that Fall Festival had been very successful and noted that in-kind services for Police and Public Works at the event were \$2043.14 and \$1512 respectively. He also noted an item for Executive session. **Moved** by Ms. Craze and seconded by Ms. Thompson to approve the Mayor's report. **Motion carried 7-0.**

9. **DEPARTMENT REPORTS:**

a. **Police Department** – Chief Powell also commented on the success of Fall Festival. He noted that the new barricades worked very well. He also noted the following:

- The use of Narcan has been very effective when it was used by the department on two occasions.
- A handicapped parking space has been requested at 2nd Avenue and Franklin Street. After viewing the location, it has been recommended that it be placed on Franklin Street at the Corner of S. 2nd Avenue. **Moved** by Ms. Kramer and seconded by Mr. Lincoln to advertise the handicapped parking space as noted. **Motion carried 7-0.**
- Halloween will be celebrated on October 31st from 6 to 9 p.m.
- An Executive Session is required for one item.

Moved by Ms. Thompson and seconded by Ms. Craze to approve the Police Department Report. **Motion carried 7-0.**

b. **Public Works** – Mr. Murray had nothing to add to his written report. The removal of trees was briefly discussed. **Moved** by Ms. Kramer and seconded by Ms. Thompson to approve the Public Works Report. **Motion carried 7-0.**

c. **Fire Department** – The following was discussed concerning Chief Burkholder's report:

- The fire on Penn Avenue was discussed at length. There was some discussion concerning how fire companies are dispatched and the delay between the County and City of Reading. It was noted that the apparatus from the City arrived more quickly because they have paid firefighters that were able to respond from the 3rd and Court station.
- The ATV that was recently provided to the Fire Company for their use has been repaired. Chief Burkholder said that the ATV would be very useful at the large events held on Penn Avenue.

Moved by Ms. Kramer and seconded by Ms. Thompson to approve the Fire Department Report. **Motion carried 7-0.**

d. **West Reading Community Revitalization Foundation**

Elm Street and Main Street Manager' Report – Mr. Rohrbach referred to their written report and noted the following:

- DCED has completed the rewrite of the grant requirements. The grant for 6th Avenue will be opening by the end of the week. To increase the fundability of the grant application, the addition of 5 trees needs to be included. Mr. Rohrbach asked that the Borough purchase the trees and have the crew plant them. The trees will be planted between Cherry Street and Wayne Avenue. The cost for the trees was estimated at \$150 - \$200 and twelve man hours to plant them. **Moved** by Ms. Kramer and seconded by Ms. Craze to

authorize the execution of the letter that will accompany the application. **Motion carried 7-0.**

- Eleven properties will be painted during the upcoming Paint the Town event.
- The feedback has been positive concerning the Fall Festival. The shortage of parking and porta-potties were the only complaints.

Moved by Ms. Thompson and seconded by Ms. Craze to approve the Elm Street and Main Street Managers' Reports. **Motion carried 7 -0.**

10. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer spoke briefly about the upcoming Harvest Festival and also thanked public works and the fire department for their assistance with 'Tons of Trucks'.

Moved by Ms. Thompson and seconded by Ms. Kramer to approve the Recreation Commission Report. **Motion carried 7-0.**

- b. **Planning Commission** – The following was discussed:

- The recreation land that the Borough used for the Fire Company is now being required to be replaced by the State. Mr. Haws indicated that there are many municipalities in the state that are in the same situation. Discussion ensued as to what action should be taken. It was noted that the required appraisal is the first best step in the process.
- Mini cell towers were discussed. Mr. Haws indicated that although there are stipulations in our existing zoning ordinance, modifications need to be made to more thoroughly regulate the placement, size, height etc. of these towers. Mr. Haws felt that the document should be created as a stand-alone document rather than including it in the zoning ordinance.

Moved by Mrs. Kulesa and seconded by Ms. Thompson to approve the Planning Commission Report. **Motion carried 7-0.**

- c. **Economic Development Committee** – Mr. Wert referred to the minutes and updated the following from the minutes:

- The demolition of 502 Cherry is underway. This property was condemned by our Codes department.
- 627 Franklin is going to Sheriff's Sale in November.

Moved by Ms. Kramer and seconded by Ms. Craze to approve the Economic Development Committee report. **Motion carried 7-0.**

- d. **Environmental Advisory Council** – Mr. Wert referred to the minutes and noted that an energy audit grant has been submitted to Met-Ed.

Moved by Ms. Kramer and seconded by Ms. Craze to approve the Environmental Advisory Council report. **Motion carried 7-0.**

- e. **Traffic Committees** – Mr. Lincoln noted the following:

- The possibility of changing the current street sweeping schedule has been discussed. No decision will be made until the proposed change has been discussed further.

- The parking study was again discussed and it was noted that it was recommended that parking enforcement be extended to 6:00 p.m. The possibility of metering parking was discussed as well. There was no recommendation from the Committee at this time.

Moved by Ms. Kramer and seconded by Mr. Wert to approve the Traffic Committee Report.

Motion carried 7-0.

Infrastructure Committee – Mr. Lincoln spoke about the following:

- The Committee has decided not to move forward with testing the composite material at the Pavilion.
- The infrastructure such as light posts and banner poles on Penn Avenue haven't received any maintenance in 17 years therefore the Committee is working to identify the priorities and how to move forward with scheduled maintenance. The \$19,000 that was allocated for the hail damage will probably be used to replace the light heads on the 200 block of Penn Avenue.

Moved by Ms. Thompson and seconded by Ms. Kramer to approve the Infrastructure Committee Report. **Motion carried 7-0.**

- f. **Shade Tree Commission** - Mr. Murray reported that tree trimming will be underway shortly. Also that a program to cycle out the older trees is needed.

Moved by Ms. Kramer and seconded by Mr. Lincoln to approve the Shade Tree Commission report.

Motion carried 7-0.

- g. **Finance Committee** – The Committee did not meet.

- h. **Safety Committee** – There were no questions concerning the committee minutes. **Moved** by Mr. Lincoln and seconded by Ms. Kramer to approve the Safety Committee report. **Motion carried 7-0.**

- i. **Personnel Committee** – Mayor Rodriguez reported that the committee met on September 8th. Job descriptions for each of the summer positions were discussed with Recreation Director Helen Moyer. **Moved** by Ms. Thompson and seconded by Ms. Craze to approve the Personnel Committee report. **Motion carried 7-0.**

TREASURER'S REPORT:

- a. **Revenues with Comparison to Budget – 8 months ending 8/31/2016**

Moved by Ms. Kramer and seconded by Mr. Lincoln to approve the Revenues with Comparison to Budget Report for the eight months ending August 31st. **Motion carried 7-0.**

- b. **Payment Approval Report – 8/17/2016 to 9/16/2016 and 9/17/2016 to 9/20/2016**

Moved by Ms. Craze and seconded by Mr. Lincoln to approve the Payment Approval Report for the periods of 8/17/2016 – 9/16/2016 and 9/17/2016 – 9/20/2016. **Motion carried 7-0.**

11. **EXECUTIVE SESSION:**

Council recessed to Executive Session at 9:32 p.m. to discuss personnel, contracts, and potential litigation. When the regular meeting reconvened at 10:25 p.m., no action was taken. It was noted that the Mayor will be sending a letter to the Auditor General.

12. **PUBLIC COMMENT:**

There was no public comment.

13. **ADJOURNMENT:**

Moved by Ms. Thompson and seconded by Ms. Kramer to adjourn the meeting at 10:28 p.m. **Motion carried 7-0.**

Respectfully submitted,

Stephanie Burkholder
Administrative Clerk