

## BOROUGH OF WEST READING – BOROUGH COUNCIL

**January 16, 2018 – 7:00 p.m.**

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, January 16, 2018 with the following persons present: Council President Nicholas Imbesi; Council Vice President Philip Wert; Council Members Christopher C. Lincoln, Suzanne Thompson, Nicholas Gardecki, David Amato, Kirk Mullen; Mayor Andrew Kearney; Solicitor Charles Haws; Police Chief Stephen D. Powell; Public Works Director Dean Murray; Recreation Director Helen Moyer; Engineer Tom Unger; Main Street Manager Mark Ratcliffe; Deputy Fire Chief Chad Moyer; Borough Manager Cathy L. Hoffman. Elm Street Manager Dean Rohrbach, Treasurer Jeanette Rentschler and Assistant to the Manager Cynthia Madeira were unable to attend.

<b>VISITORS:</b>	Karen Livingood	Resident
	James T. Rogers	Resident
	Oswald Herbert	Resident
	Nathalie Kulesa	Resident
	Christina Shenk	Business/Property Owner
	Anthony Tucci	Western Berks Ambulance
	Joseph Scoboria	Visitor
	Val Lacis	Reading Eagle Reporter

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

Chief Powell noted an outpouring of community support since the sudden passing of K-9 Officer Fox shortly after his retirement. Chief Powell recognized Ryan Forman who previously donated his time to paint the mission statement that is on the wall of the Police Department lobby and who has now donated his time creating a painting of K-9 Officer Fox for his handler Officer Wayne Holben. Officer. Holben thanked Council Members past and present for their support of the K-9 program.

2. **ANIMAL RESCUE LEAGUE:**

A representative of the Animal Rescue League planned to attend the meeting to answer Council and resident questions, however they were unable to attend this evening. Mr. Imbesi referred to the annual agreement between the Borough and the Animal Rescue League to provide services relative to stray, abused or injured animals. Council agreed to the importance of their services and proceeding with execution of this agreement.

Motion to approve the Animal Rescue League Agreement. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 7-0.**

3. **WESTERN BERKS AMBULANCE:**

Mr. Tucci noted in 2017 they handled 1342 calls within West Reading and in December they handled 156 calls.

4. **PUBLIC COMMENT:**

Mr. Rogers noted his attendance at the Traffic Committee meeting and requested information on the parking meter study. Mr. Lincoln noted the parking meter study is a separate report that will be reviewed by the Committee next month; also both reports are in draft form, which are not currently available to the public.

Mr. Rogers stated he felt the responsibility to resurface South Fifth Avenue and Museum Road should fall on the hospital due to construction vehicle traffic.

5. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the December 19, 2017 Council minutes. **Moved** by Ms. Thompson and seconded by Mr. Gardecki. **Motion carried 7-0.**

Motion to approve the January 2, 2018 Reorganization Meeting minutes. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 7-0.**

6. **ORDINANCES/RESOLUTIONS:**

- **Ordinance 1076 – 2018 Tax Rates** – Motion to approve Ordinance 1076 – 2018 Tax Rates. **Moved** by Mr. Gardecki and seconded by Mr. Amato. **Motion carried 7-0.**
- **Ordinance 1077 – Water Rates** – Motion to approve Ordinance 1077 – Water Rates. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 7-0.**
- **Ordinance 1078 – Sewer Rates** – Motion to approve Ordinance 1078 – Sewer Rates. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 7-0.**

7. **UNFINISHED BUSINESS:**

a. **Appointments** – Mr. Imbesi noted a few remaining appointments are needed:

- **Fire Department Lieutenant** – Motion to approve appointment of Jamie Keith. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 7-0.**
- **Zoning Hearing Board Member** – Mr. Imbesi noted Jason Ulrich stepped down from the Zoning Hearing Board due to his elected position as Tax Collector. Kevin Conrad was previously appointed as an alternate member and will be appointed to the member position. Motion to appointment Kevin Conrad as Zoning Hearing Board Member. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**
- **Committees of Council** – Mr. Imbesi appointed Mayor Andrew Kearney to the Hospital and School Board Ad Hoc Committees. Mr. Imbesi also noted the importance of creating a Trail Connectivity Ad Hoc Committee to bring the Borough's concerns/requests to PennDOT regarding the proposed 422-bypass construction. Mr. Imbesi appointed Christin Kelley, Christopher Lincoln, Dean Murray, Mark Ratcliffe and Helen Moyer to this committee.

b. **Finance Committee Meeting Schedule** – Mr. Imbesi noted there are still vacancies on this committee and requested letters of interest be forwarded to the Borough Manager.

Motion to advertise the 2018 Finance Committee meeting schedule. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

c. **Ordinance Review** – Mr. Wert noted additional background has been provided regarding ordinances that are to be reviewed or created and also requested the Shade Tree Commission composition amendments be added to this list. Mr. Imbesi requested Council to meet on the second Council meeting of the month in a workshop format to discuss ordinance amendments. Mr. Wert requested drafts of the ordinance be provided within the council packet to review prior to the workshop meeting. The first workshop meeting will be held on Tuesday, February 27, 2018.

- d. **2018 Ragnar Relay** – Motion to approve the 2018 Ragnar Relay with requested route change. **Moved** by Mr. Lincoln and seconded by Mr. Mullen. **Motion carried 7-0.**

8. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Haws had nothing to report other than items throughout the agenda.

Motion to approve the Solicitor's report. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 7-0.**

- b. **Engineer/Code Enforcement Report** – Mr. Unger introduced himself to the new Council Members and encouraged them to contact him with questions at any time rather than waiting for a meeting. Mr. Unger referred to his report and noted the following:

- **Parkview Road Bridge** – Attended the Infrastructure meeting to discuss options to potentially create a parking area, Dog Park and disc golf areas adjacent to the new pedestrian bridge. The committee agreed to discuss options with the City of Reading prior to proceeding.
- **Sewer Line Cleaning & Televising** – Televising has been completed; review of the video and report of findings will be provided.
- **Alley Sewer & Paving** – Contract "A" Change Order No. 2 to decrease the contract price by \$30,572.67 and final Payment Application #4 in the amount of \$30,117.54. The total contract amount is \$301,175.54, which is \$30,572.67 under contract.

Motion to approve Change Order No. 2. **Moved** by Ms. Thompson and seconded Mr. Lincoln. **Motion carried 7-0.**

Motion to approve Payment Application No. 4 in the amount of \$30,117.54. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

Contract "B" final Payment Application No. 2 in the amount of \$6,620.99. The total contract amount is \$66,209.86, which is \$9,790.14 under contract.

Motion to approve Payment Application No. 2 in the amount of \$6,620.99. **Moved** by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 7-0.**

- **Water Line Replacement Project** – Request approval of final Payment Application No. 3 in the amount of \$15,559.15. The total contract amount is \$311,183.00, which is \$6,342 under contract.

Motion to approve Payment Application No. 3 in the amount of \$15,559.15. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

Motion to approve the Engineer/Code Enforcement report. **Moved** by Mr. Gardecki and seconded by Mr. Amato. **Motion carried 7-0.**

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

- a. **Emergency Management Orientation & Delegate Appointment** – Mrs. Hoffman noted the required Emergency Management orientation class for new Council Members is being held on January 31<sup>st</sup>. Mrs. Madeira will reach out to each new Council Member to schedule either an

8:00 am or 6:30 pm session. Also, the required NIMS training will be scheduled for Mr. Lincoln and new Council Members.

Mrs. Hoffman requested a Public Safety meeting be scheduled in the near future to review the Emergency Operations Manual.

Mrs. Hoffman noted her appointment to the Emergency Management Board as an alternate member. This board meets on a quarterly basis with the next meeting being held on March 21, 2018 at 8:00 am. Mrs. Hoffman stated generally a member of Council would also be appointed to this board and attends the meetings, however the time for these meetings conflicts with Council Members schedules. Mr. Imbesi requested a motion to appoint Mrs. Hoffman as a full member of this board.

Motion to appoint Mrs. Hoffman as a full member of the Westside Emergency Management Board. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 7-0.**

- b. **Certification of Unpaid Tax Bills** – Mrs. Hoffman noted the Certification of Unpaid Tax Bills that had been provided by the Deputy Tax Collector, which needs to be forwarded to the County.

Motion to certify the unpaid tax bills. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 7-0.**

Motion to approve the Borough Manager report. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 7-0.**

10. **MAYOR'S REPORT:**

The Mayor stated he had nothing to report at this time.

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

11. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell referred to his year-end and January report and noted one item for executive session regarding personnel. There were no comments on the reports.

Motion to approve the Police Department reports. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 7-0.**

- b. **Public Works** – Mr. Murray referred to his written report and noted they are prepared to plow this evening. There were no comments.

Motion to approve the Public Works Department report. **Moved** by Ms. Thompson and seconded by Mr. Gardecki. **Motion carried 7-0.**

- c. **Fire Department** – Mr. Moyer referred to Chief Burkholder's written report and the Chief's request of a Borough issued credit card to facilitate expenditure of line items.

Motion to approve a Borough credit card for the Fire Chief. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 7-0.**

Motion to approve the Fire Department report. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

d. **West Reading Community Revitalization Foundation**

- **Main Street** – Mr. Ratcliffe referred to his report and noted the following:
  - Grant writing and a five-year plan has been the focus for January.
  - The week of February 7 – 11 will be Fashion Week with a fashion show being held on February 10<sup>th</sup> at the Narrow Fabric building.
  - Craft Pretzel & Beer Fest is planned on April 28<sup>th</sup> with a request for Penn Avenue closure from 5<sup>th</sup> – 7<sup>th</sup> Avenue.
  - Cinco de Derby event is planned for May 5<sup>th</sup> with a request for Penn Avenue closure from 5<sup>th</sup> – 7<sup>th</sup> Avenue after 6:00 pm.
  - Art on the Avenue is planned on June 16<sup>th</sup> with a request for Penn Avenue closure from 4<sup>th</sup> – 7<sup>th</sup> Avenue.
  - Criterion is planned on August 4<sup>th</sup> with a request for Penn Avenue closure from 4<sup>th</sup> – 7<sup>th</sup> Avenue.
  - Fall Fest is planned on September 15<sup>th</sup> with a request for Penn Avenue closure from 4<sup>th</sup> – 7<sup>th</sup> Avenue.
  - Run Santa Run is planned on December 8<sup>th</sup> with a request for Penn Avenue closure from 5<sup>th</sup> – 7<sup>th</sup> Avenue.

Motion to approve the 2018 Road Closure Request. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

Ms. Thompson noted in Dean Rohrbach's absence that West Reading Elm Street has been awarded for the second year in a row as the top producing residential revitalization program of Pennsylvania.

Motion to approve Elm Street and Main Street Manager's report. **Moved** by Mr. Amato and seconded by Mr. Wert. **Motion carried 7-0.**

12. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer referred to her written report and noted the following:
- The Easter Egg Hunt will be held at the Bicentennial House this year.
  - The following donations have been received: \$5,000 for fireworks and \$3,500 for replacement water fountains at the Pavilion and Pool areas.
  - Work is progressing on the pedestrian bridge grant.

Mr. Wert inquired as to the potential use of the Bicentennial House for the Playground program. Mrs. Moyer stated more information would be available for the February Council meeting as they are still researching costs and options prior to presenting the idea to Council.

Motion to approve the Recreation Director's report. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

- b. **Planning Commission** – Mr. Wert noted the majority of time was spent discussing zoning amendments, also an additional wireless communication facility plan has been submitted for review.

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

- c. **Economic Development Committee** – Mr. Wert noted there was no quorum however; they discussed developing a strategic plan to incorporate ideas for Penn Avenue and the Borough in its entirety.

Motion to approve the Economic Development Committee report. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 7-0.**

- d. **Environmental Advisory Council** – A December meeting was not scheduled.

- e. **Traffic and Infrastructure Committees** – Mr. Lincoln referred to the minutes and noted the following:

- Options were discussed for the Parkview Road Bridge as Mr. Unger noted earlier.
- Reviewed the draft parking study, which focused on a 10-block area of Penn Avenue. The 2017 results were very similar to that of the 2015 study, which illustrated that public parking space use exceeds 85%, which gives a perception that there are no parking spaces available. The study illustrated that privately owned parking lots are only being utilized to 50% capacity. Based on this analysis the Committee has decided to explore agreements with private parking lot owners. The Committee has also agreed to repeat a prior recommendation to Council: 1) Amend existing parking regulations for the municipal parking lot on Franklin Street to 4-hour; 2) Extend parking enforcement on Penn Avenue from 10:00 am - 8:00 pm Monday through Saturday. In order to facilitate the extended parking enforcement hours the committee recommended up to 30 hours of extended parking enforcement, which would require hiring part-time parking enforcement officer(s). Council authorized the drafting of the necessary ordinance changes.

Motion to approve the Traffic Committee report. **Moved** by Mr. Amato and seconded by Mr. Mullen. **Motion carried 7-0.**

Mr. Lincoln referred to the Infrastructure minutes and noted the following:

- Impacts to the Borough were discussed for the proposed 422-bypass major construction project, such as fishing dock removal, impacts to the Public Works garage area, maintaining connectivity to the waterfront area, establishing a connection between the Schuylkill River Trail and the business district and connecting the trail to the Wyomissing Park System.

Motion to approve the Infrastructure Committee report. **Moved** by Mr. Gardecki and seconded by Ms. Thompson. **Motion carried 7-0.**

- f. **Shade Tree Commission** – The January meeting was cancelled.

g. **Safety Committee** – The December meeting was cancelled.

h. **Finance Committee** – The January meeting was cancelled.

13. **TREASURER'S REPORT:**

- a. **Revenues with Comparison to Budget** – 12 months ending 12/31/2017. Mr. Lincoln, Mr. Wert and Mr. Imbesi noted the Borough and staff did a great job keeping costs down and revenue up in 2017.

Motion to approve the Revenues with Comparison to Budget report ending 12/31/17. **Moved** by Mr. Lincoln and seconded by Mr. Gardecki. **Motion carried 7-0.**

- b. **Payment Approval Report 12/20/17 to 1/12/18 & 1/13/18 to 1/16/18** – Dates on the second approval report were noted incorrectly, however the agenda notation is correct. There were no other comments.

Motion to approve Payment Approval reports of 12/20/17 to 1/12/18 & 1/13/18 to 1/16/18. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 7-0.**

14. **EXECUTIVE SESSION:**

Council recessed to an executive session at 8:37 p.m. to discuss personnel and potential litigation items. When Council reconvened at 9:08 p.m. the following motions were made:

- Approve the hiring of Montana Ganster as Full-Time Administrative Aide to be shared with the Police Department. **In favor of the motion:** Mr. Wert, Mr. Gardecki, Mr. Lincoln, Mr. Amato, Mr. Mullen and Mr. Imbesi. **Against the motion:** Ms. Thompson. **Motion carried 6-1.**
- Approve the hiring of William Yeastadt, Jr. as Full-Time Maintenance Worker I. **Moved** by Mr. Amato and seconded by Mr. Mullen. **Motion carried 7-0.**

15. **PUBLIC COMMENT:**

Mrs. Livingood inquired as to the recent Town/Gown meeting. Ms. Thompson reported mutual development projects were discussed, such as the Vanity Fair improvements and how to work together with Wyomissing Borough and Wilson School District. Mayor Andrew Kearney noted Superintendents from the Wyomissing and Wilson School Districts were present and discussed a 5-10 year strategic plan to share services and grow together.

16. **ADJOURNMENT:**

Motion to adjourn the meeting at 9:14 p.m. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 7-0.**

Respectfully submitted,  
Cynthia Madeira  
Assistant to the Manager