

## BOROUGH OF WEST READING – BOROUGH COUNCIL

**February 20, 2018 – 7:00 p.m.**

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, February 20, 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 Crew Leader Kerry Grassley; Recreation Director Helen Moyer; Engineer Tom Unger; Main Street Manager Mark Ratcliffe; Fire Chief Mark Burkholder; Treasurer Jeanette Rentschler; Borough Manager Cathy L. Hoffman, and Assistant to the Manager Cynthia Madeira. Elm Street Manager Dean Rohrbach was unable to attend.

<b>VISITORS:</b>	Karen Livingood	Resident
	Andrew Moletress	Resident
	Oswald Herbert	Resident
	Nathalie Kulesa	Resident
	Terry Siggins	Resident
	Grace Craze	Resident
	Christina Shenk	Business/Property Owner
	Robin Horman	Business/Property Owner
	John King	Business Owner
	Nathan Pulide	Visitor
	Ryan Phillips	Police Sergeant
	Wayne Holben	Police Officer
	Nicholas Karetas	Police Officer
	Danny Voorhies	Police Officer

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 and Mayor Kearney presented Officers Karetas and Voorhies with Life Saving Awards for their actions during a vehicle stop on August 10, 2017, saving the life of a female suffering from an overdose.

2. **PUBLIC COMMENT:**  
Mr. King, the owner of Sharp Dressed Man requested permission to hold a Soap Box Derby event in West Reading this summer. Mr. King anticipates approximately 20 cars and 100 spectators. Mr. Imbesi requested additional information as to potential dates, times and area for Council's consideration during the March meeting.

Mr. Pulide requested Borough business sponsorship of vendor spaces for a Greater Reading Fashion event to be held at the Lincoln Tower Apartments on September 29, 2018. Mr. Ratcliffe will assist Mr. Pulide with his request.

Ms. Craze inquired as to the status of resident rental of the Bicentennial House. Mrs. Moyer reported the facility would remain available for rental.

Ms. Craze also inquired as to closure of the Parkview Road Bridge. Mr. Lincoln noted a meeting between the Borough Manager, Engineer and the City of Reading to discuss the City's desired use of

the roadway leading to the bridge following closure. We anticipate City of Reading comments in the near future.

Mrs. Kulesa requested the Property Maintenance Inspector's attention to violations of recyclable materials being placed out for collection in plastic bags.

Mr. King noted deterioration of the Fishing Dock. Mr. Wert reported PennDOT would remove the dock once bypass construction begins.

3. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the January 16, 2018 Council minutes. **Moved** by Mr. Lincoln and seconded by Mr. Gardecki. **Motion carried 7-0.**

4. **ORDINANCES/RESOLUTIONS:**

- **Resolution 2018-2 Western Berks Refuse Authority Termination** – Mr. Haws noted each municipality member must consent to termination of the Authority and recommended approval of the Resolution to be filed with the State. Mr. Wert noted the fund balance should be removed from the budget. Motion to approve Resolution 2018-2. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**
- **Resolution 2018-3 Pine Street Water Grant Application** – Motion to approve Resolution 2018-3. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 7-0.**
- **Ordinance 1079 MS4 Steering Committee** – Mr. Wert recommended an additional \$700 be budgeted annually for the education component. Motion to advertise Ordinance 1079 MS4 Steering Committee. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 7-0.**
- **Ordinance 1080 Ordinance Codification** – Mr. Wert noted the last codification had been completed 25 years ago and the Planning Commission's five-year review of all ordinances. This ordinance illustrates all of the proposed changes. Motion to advertise Ordinance 1080 Ordinance Codification. **Moved** by Mr. Gardecki and seconded by Mr. Amato. **Motion carried 7-0.**
- **Ordinance 1081 Notice of Introduction of Proposed Code Adoption** – Motion to advertise Ordinance 1081 Notice of Introduction of Proposed Code Adoption. **Moved** by Mr. Gardecki and seconded by Mr. Amato. **Motion carried 7-0.**
- **Ordinance 1082 Notice of Adoption of Code** – Motion to advertise Ordinance 1082 Notice of Adoption of Code. **Moved** by Mr. Gardecki and seconded by Mr. Amato. **Motion carried 7-0.**
- **Ordinance 1083 Parking Ordinance Amendments** – Mrs. Hoffman stated the amendments would allow an extension to parking enforcement hours along Penn Avenue from Monday through Saturday 10:00 a.m. to 8:00 p.m. as well as amend parking regulations upon the Franklin Street municipal lot to a maximum four-hour limit. Mr. Lincoln noted a separate approval would be needed to extend parking enforcement up to thirty hours. Motion to advertise Ordinance 1083 Parking Ordinance Amendments. **Moved** by Mr. Amato and seconded by Mr. Gardecki. **Motion carried 7-0.**

5. **CONSULTANTS' REPORTS:**

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

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

b. **Engineer/Code Enforcement Report** – Mr. Unger referred to his report and noted the following:

- **Parkview Road Bridge** – Attended a meeting with the City of Reading and awaits direction to proceed concerning the street end that will be created once the bridge is closed/removed.
- **Sewer Line Cleaning & Televising** – Review of information collected has been completed. Corrective action is needed to lateral lines primarily due to tree root damage. Mr. Imbesi requested an itemized list prioritizing these results.
- **7<sup>th</sup> Avenue & Walnut Street Intersection** – Attended a meeting with the owner of Gage Personnel to discuss curbing options. Mr. Gage is supportive to the Borough's requested modifications. Mr. Murray will obtain pricing for this project. Mr. Unger will await direction from Council to proceed.
- **Chapter 94 Report** – The Department of Environmental Protection requires a wastewater treatment plant tributary report to include quarterly flows/loads. The current report is consistent with the Borough's history and indicates a slight reduction in flows. The pump station monitoring reports are included with the report.
- **Green Light Go Grant** – A proposal is being prepared to provide an estimated engineer cost for LED lighting and uninterrupted power supply for this project.
- **Chestnut Street Sidewalk Enhancement** – Temporary construction easement samples have been provided for consideration. Mr. Unger will await direction from Council to proceed.

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

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

- a. **Center for Excellence in Local Government Municipal Officials Dinner** – Mrs. Hoffman noted the annual dinner is being held on March 22, 2018 at the Stokesay Castle and will reach out to Council members individually to collect attendance information.
- b. **County Overview Program** – Mrs. Hoffman noted the MS4 Steering Committee and County Conservation District's program being held on March 8, 2018 at the Agricultural Center Auditorium and will reach out to Council members individually to collect attendance information.
- c. **2018 Goose Management Agreement** – Mrs. Hoffman noted the annual agreement to contract with the United States Department of Agriculture to control nesting of geese within the Park area.

Motion to approve execution of the 2018 Cooperative Service Agreement for wildlife services. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

- d. **Reading Hospital 150K Run** – A representative of the hospital has requested permission to hold a 150<sup>th</sup> anniversary run event on June 9, 2018 from 6:00 a.m. to approximately 9:00 p.m. The course spanning between Wyomissing and West Reading will remain within the trail system and sidewalk area causing minimal impact. Assistance would be needed to cross Museum Road.

Motion to approve the Reading Hospital 150K Event. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 7-0.**

- e. **Newsletter** – Mrs. Hoffman requested new Council members provide a short biography for inclusion in the Newsletter that will be provided electronically on a quarterly basis. A reference to the change in Newsletter availability will be noted on the utility billing statements allowing residents to request a hard copy.

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

7. **MAYOR'S REPORT:**

Mayor Kearney provided a copy of his report to Council members and staff regarding his activities and involvement during the past month and thanked everyone for the honor and privilege to be a part of this administration.

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

8. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell referred to his February report and noted results from a fifteen-day study performed within the 400 block of Sunset Road that illustrated 25,000 vehicles travelled this roadway during that time frame that would have resulted in 87 violations or 0.4%. The apparatus was moved to Parkview Road Bridge for a seven-day period measuring outbound traffic totaling 6,219 vehicles. A study of inbound traffic will be conducted and information shared with the Traffic Committee.

Mr. Imbesi referred to the Chief's report and inquired as to an increased number of drug arrests and what types of drugs are being discovered. Chief Powell stated primarily marijuana and also heroine is being found primarily during traffic stops.

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

- b. **Public Works** – Mr. Grassley referred to the written report. Mr. Wert inquired as to pothole patching and Christmas Tree removal. Mr. Grassley noted 3-tons of cold patch has been used in the last six-weeks and they are currently awaiting dry conditions to continue filling holes and Christmas Trees can be removed at any time.

Motion to approve the Public Works Department report. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 7-0.**

- c. **Fire Department** – Chief Burkholder referred to his written report. Mr. Gardecki inquired as to an occurrence on Kent Way during a training run. Chief Burkholder noted the newer trucks are wider making it more difficult to navigate the narrower Kent Way and Oak Terrace roadways. There were no damages to vehicles only resident concerns were expressed. Mr. Grassley noted a 2" clearance on either side of plow trucks in these areas. Mr. Imbesi will arrange a Public Safety Committee meeting to discuss potentially limiting parking to one side of these roadways.

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

d. **West Reading Community Revitalization Foundation**

- **Main Street** – Mr. Ratcliffe referred to his report and noted the following:
  - Fashion week at the Narrow Fabric building was a success.
  - Progress is being made in property owner discussions with available parking spaces to facilitate an agreement with the Borough.
  - Options are being explored to relocate the Elm and Main Street office.

In Mr. Rohrbach's absence, Ms. Thompson noted Elm Street is currently exploring three neighborhoods on the North side of the Borough to provide improvements within this program.

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

9. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer referred to her written report and the Recreation Commission minutes that were provided to Council this evening. Mrs. Moyer requested a motion from Council, as required by the Pennsylvania Department of Conservation and Natural Resources (DCNR), to approve the Recreation Department to apply for a Trail Rehabilitation Grant for a replacement pedestrian bridge in the Parkview Road Bridge vicinity.

Motion to approve the Recreation Department to apply for a DCNR Trail Rehabilitation Grant. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

In an effort to offset costs associated with maintaining the Bicentennial House and Pavilion, Mrs. Moyer requested Council's approval to allow non-residents to rent the facilities at a higher rental fee of \$175 for the Bicentennial House and \$150 for the Pavilion. Also, Borough employee rentals will be charged \$65.

Motion to approve rental of the Bicentennial House and Pavilion facilities to non-residents at a fee of \$175 for the Bicentennial House and \$150 for the Pavilion. **Moved** by Mr. Amato and seconded by Mr. Gardecki. **Motion carried 7-0.**

The Recreation Commission requests Council's approval to offer an eight-week all day summer playground program option for residents from 9:00 a.m. to 4:00 p.m. with an optional lunch provided. The suggested registration fee would be \$200, field trip fee of \$75 and optional lunch cost of \$25 per week.

Motion to approve an All Day Summer Playground Program option for residents at a \$200 registration fee, \$75 field trip fee and optional \$200 lunch fee. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 7-0.**

Mrs. Moyer requested Council's approval of Colleen English's letter of interest to become a member of the Recreation Commission.

Motion to approve Colleen English as a member of the Recreation Commission. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

Mrs. Moyer noted the Movie in the Park Event, which included a classic car show planned on June 16<sup>th</sup> will need to be rescheduled due to a conflict with Art on the Avenue.

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

- b. **Planning Commission** – Mr. Wert noted a property owner's visit to the meeting to discuss plans of constructing a new building within the 400 block of Penn Avenue. The zoning process has begun, however relief of setbacks would be necessary. Zoning Ordinance amendments are currently in progress and Council can anticipate a draft composition of the requested changes in the near future.

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

- c. **Economic Development Committee** – Mr. Wert noted nearly all of the Central Business District's commercial properties are currently occupied.

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

- d. **Environmental Advisory Council** – Mr. Wert recommended increasing membership of this committee from 5 to 7 members. Amendments to the enabling ordinance would be required in order to facilitate this change.

Motion to instruct the Borough Manager to draft ordinance amendments to the Environmental Advisory Council Enabling Ordinance. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 7-0.**

Motion to approve the Environmental Advisory Council report. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 7-0.**

- e. **Traffic and Infrastructure Committees** – Mr. Lincoln referred to the minutes and noted the following:
- The committee reviewed a draft Walker Parking Consultants Parking Meter Study. Both the parking and parking meter studies can be finalized and distributed to Council.
  - Additional parking enforcement hours will need to be addressed upon enacting the parking ordinance amendments.
  - Signage was discussed throughout the Borough with regards to missing stop signs and the addition of "Cross Traffic Does Not Stop" signs. Costs for these signs are being compiled.
  - A resident from the 100 block of South Fourth Avenue attended the meeting to request designation of permit parking within this block adjacent to the West Reading Elementary Center. The request included a petition signed by all five homeowners within this block. The committee is currently in the process of identifying designation

criteria to amend the permit-parking ordinance. However, the committee recommended Council's approval of the resident's request.

Motion to approve designation of permit parking on the East side of South Fourth Avenue between Grape and Chestnut Streets. **Moved** by Mr. Amato and seconded by Mr. Gardecki. **Motion carried 7-0.**

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

Mr. Lincoln referred to the Infrastructure Committee minutes. There were no comments.

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

- f. **Shade Tree Commission** – The February meeting was cancelled due to the lack of a quorum.
- g. **Safety Committee** – Mr. Grassley referred to the Safety Committee minutes. There were no comments.

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

- h. **Finance Committee** – Mr. Imbesi referred to the Finance Committee minutes of February 15<sup>th</sup> and noted the attendance of Matthew Spezialetti whom is a financial consultant and planner. Mr. Spezialetti discussed revenue forecasting and goal setting. A two to three-year revenue plan with risk assessment along with a request of five-year plans from individual departments were discussed. Committee members were given a homework assignment to determine available resources and income. The focus of this committee is to have budgeting primarily completed prior to budget season. The Finance Committee requests Council's approval to appoint Matthew Spezialetti to the Committee.

Motion to approve appointment of Matthew Spezialetti to the Finance Committee. **Moved** by Mr. Lincoln and seconded by Mr. Mullen. **Motion carried 7-0.**

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

10. **TREASURER'S REPORT:**

- a. **Financial Statement** – 1 month ending 1/31/2018. Mr. Wert inquired as to possible changes to cause a 19.5% rate in interest earnings for the month of January. Mrs. Rentschler stated no changes have been made, possibly a higher rate of interest had been earned.

Motion to approve the Financial Statement report ending 1/31/18. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 7-0.**

- b. **Payment Approval Report 1/17/18 to 2/16/18 & 2/17/18 to 2/20/18** – There were no comments.

Motion to approve Payment Approval reports of 1/17/18 to 2/16/18 & 2/17/18 to 2/20/18.

**Moved** by Ms. Thompson and seconded by Mr. Mullen. **Motion carried 7-0.**

- c. **Liquid Fuels 2016 Auditor's Report** – Mrs. Rentschler noted the annual audit that will provide \$114,000 to the Borough, of which \$105,000 will go to Met-Ed for streetlights and traffic signals.

Motion to approve the 2016 Liquid Fuels Auditor report. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 7-0.**

11. **EXECUTIVE SESSION:**

Council recessed to an executive session at 9:10 p.m. to discuss personnel items. When Council reconvened at 10:03 p.m. there was no action taken.

12. **PUBLIC COMMENT:**

There were no public comments.

13. **ADJOURNMENT:**

Motion to adjourn the meeting at 10:04 p.m. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 7-0.**

Respectfully submitted,  
Cynthia Madeira  
Assistant to the Manager