

## BOROUGH OF WEST READING – BOROUGH COUNCIL

**March 20, 2018 – 7:00 p.m.**

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, March 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 Director Dean Murray; Recreation Director Helen Moyer; Engineer Tom Unger; Fire Chief Mark Burkholder; Borough Manager Cathy L. Hoffman, and Assistant to the Manager Cynthia Madeira.

<b>VISITORS:</b>	Karen Livingood	Resident
	Andrew Moletress	Resident
	Oswald Herbert	Resident
	Nathalie Kulesa	Resident
	Douglas Zeeger	Resident
	Thomas Lucca	Resident

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.

2. **PUBLIC COMMENT:**

Mr. Lucca noted a notice of violation he received from the Code Enforcement Department regarding parking on the grass in the rear of his home. The definition of vehicle was discussed because two of the three objects parked on the grass are trailers. The owner of the property is not agreeable to the creation of additional off-street parking. Mr. Imbesi noted the intent behind this requirement to protect the health, safety and quality of life for residents and in order to avoid confusion in the future the definition of vehicle will be amended within the Zoning Ordinance. Mr. Unger stated additional time to comply would be granted. Mr. Lucca stated he intends to remove the vehicles from the grass area within 48 hours and departed the meeting.

Mr. Moletress asked if trailers are classified as a vehicle would this allow on-street parking. Chief Powell stated parking a trailer on the street would only be allowed if it were hitched to a vehicle and/or unhitched while work is being performed.

Mrs. Kulesa reiterated ongoing trashcan and other violations in the area of the 300 block of Sunset Road, which she has filed complaints with the Code Enforcement Department without seeing improvements. Mr. Imbesi noted witnessing multiple notices of violations being posted on properties in this area and a backlog at the District Justice office. Ms. Thompson suggested notification be made to owners of rental properties in addition to the tenants.

3. **APPROVAL OF COUNCIL MINUTES:**

Mr. Lincoln requested a correction to the February 20, 2018 minutes regarding the fifteen-day motor vehicle study results within the 400 block of Sunset Road. The percentage of motor vehicle violations was actually 0.4% not 4% as stated in the minutes.

Motion to approve the February 20, 2018 Council minutes with noted revision and the February 27, 2018 Council Workshop minutes. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 7-0.**

4. **ORDINANCES/RESOLUTIONS:**

- **Resolution 2018-4 Fee Schedule Amendment** – Mr. Wert inquired as to the Solicitor and Council's view of the additional Special Event and Board of Appeals fees to ensure avoidance of exorbitant fees. There were no suggested revisions. Motion to approve Resolution 2018-4 Fixing of Fees. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**
- **Ordinance 1079 MS4 Steering Committee** – Motion to adopt Ordinance 1079 MS4 Steering Committee. **Moved** by Mr. Wert and seconded by Mr. Mullen. **Motion carried 7-0.**
- **Ordinance 1080 Ordinance Codification** – Motion to adopt Ordinance 1080 Ordinance Codification. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 7-0.**
- **Ordinance 1081 Notice of Introduction of Proposed Code Adoption** – Motion to adopt Ordinance 1081 Notice of Introduction of Proposed Code Adoption. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 7-0.**
- **Ordinance 1082 Notice of Adoption of Code** – Motion to advertise Ordinance 1082 Notice of Adoption of Code. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**
- **Ordinance 1083 Parking Ordinance Amendments** – Motion to adopt Ordinance 1083 Parking Ordinance Amendments. **Moved** by Mr. Amato and seconded by Mr. Gardecki. **Motion carried 7-0.**
- **Ordinance 1084 Environmental Advisory Council Membership Amendment** – Motion to adopt Ordinance 1084 Environmental Advisory Council Membership Amendment. **Moved** by Mr. Amato and seconded by Mr. Mullen. **Motion carried 7-0.**
- **Ordinance 1085 Designation of Permit Parking Amendment** – Mrs. Hoffman noted this ordinance was advertised today allowing potential adoption during next week's Council meeting.

5. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Haws referred to the written report provided to Council this evening. There were no comments.

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

- b. **Engineer/Code Enforcement Report** – Mr. Unger referred to his report and noted the following:
- **Parkview Road Bridge** – A DEP review letter was received regarding the demolition of this bridge and a response has been submitted. A demolition permit is required from DEP prior to proceeding.
  - **Chestnut Street Sidewalk Enhancement** – The individual property temporary construction easement documents have been provided to the Borough. Mr. Unger noted there has not been an authorization to proceed with bid documents at this time.
  - **Sewer Line Cleaning & Televising** – Payment Application No. 1 has been received from Sewer Specialty Service Company requesting payment in the amount of \$13,123.55 for the 2017 Collection System Inspection project. Mr. Unger recommended remitting final payment, including retainage in the requested amount. Mr. Imbesi inquired as to a prioritization list of the results. Mr. Unger stated he and Mr. Murray will discuss the list and information shared with the Traffic and Infrastructure Committee.

Motion to approve payment of Payment Application No. 1 to Sewer Specialty Service Company in the amount of \$13,123.55. **Moved** by Ms. Thompson and seconded by Mr. Mullen. **Motion carried 7-0.**

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

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

- a. **West Side Regional Emergency Management Agency (EMA)** – Mrs. Hoffman noted a number of meetings being held by the EMA and inquired as to Council attendance. Also, Mrs. Hoffman requested appointment of Mr. Murray as an alternate to attend the quarterly EMA meeting held on the third Wednesday at 8:00 a.m. since she will be unable to attend the rescheduled meeting of March 28<sup>th</sup>.

Motion to appoint Dean Murray as an alternate member of the Emergency Management Agency. **Moved** by Ms. Thompson and seconded by Mr. Mullen. **Motion carried 7-0.**

- b. **Soap Box Derby Event** – Mrs. Hoffman stated Mr. King was unable to attend tonight's meeting, however he has obtained permission from the businesses in the vicinity of the proposed race to hold the event in their area. Chief Powell expressed concern with staffing this event on August 5<sup>th</sup> due to the close proximity to the previously approved Criterium Event scheduled August 4, 2018. Mrs. Hoffman will contact Mr. King to request an alternate date for the Soap Box Derby Event.

- c. **Armed Forces Day Parade** – Mrs. Hoffman noted the annual parade is to be held on May 19, 2018 and requested authorization to close Penn Avenue.

Motion to approve closure of Penn Avenue for the Armed Forces Day Parade on May 19, 2018. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 7-0.**

- d. **2018 Center for Excellence in Local Government (CELG) Sponsorship** – Mrs. Hoffman noted the annual budgeted \$500 sponsorship to CELG and their request to upgrade the financial commitment. Council agreed to remain at the \$500 sponsorship for 2018 as budgeted, however to discuss an increase at budget time.

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

7. **MAYOR'S REPORT:**

Mayor Kearney stated he had nothing new to report.

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

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

Mr. Imbesi noted the following:

- Congressional District changes will take effect on January 1, 2019 changing the Reading area from 16<sup>th</sup> to 6<sup>th</sup>.

- Mark Rozzi is hosting an event at the Fire Department on April 26<sup>th</sup> to discuss drugs and opioids.
- Judy Schwank will host a Financial Freedom for Working Families class at the Muhlenberg Township Building on April 5<sup>th</sup> from 10:00 a.m. to 2:00 p.m.

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

9. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell referred to his written report and noted an item for executive session regarding personnel. Also, Chief Powell noted the Pennsylvania Senate is advancing legislation to permit Pennsylvania's Municipal Police Departments to use radar to enforce excessive speed. Elected Officials are encouraged to voice their opinion.

Mr. Lincoln suggested the Traffic and Infrastructure Committee review the 400 block of Sunset Road vehicle summary report to determine what accommodations may be needed when the Parkview Road Bridge is removed.

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

- b. **Public Works** – Mr. Murray referred to the written report. Mr. Imbesi noted his ride along with the Public Works Department during a plowing event and personally witnessing the long routes and challenges faced while performing these duties.

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

- c. **Fire Department** – Chief Burkholder referred to his written report for February. Information pertaining to the fire within the 600 block of Penn Avenue will be provided in the March report. There were no further comments.

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

- d. **West Reading Community Revitalization Foundation**

In Mr. Ratcliffe and Mr. Rohrbach's absence, Mr. Moletress stated he plans to visit the individual Chestnut Street properties with the temporary easement documents provided by the engineer.

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

10. **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 to approve the 2018 Summer Recreation Staff list with the addition of Krystal Costello for the front desk at \$7.25 per hour.

Motion to approve the 2018 Summer Recreation Staff List. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 7-0.**

Mrs. Moyer requested Council's decision to repair or close the diving well. A new filtration tank, coping and wall repairs would be required to maintain the diving well totaling tens of thousands of dollars. The option to close the well could be completed by the Public Works Department by breaking up and filling in the area. Mrs. Moyer was unsure if any funds were budgeted in 2018 for repairs. However, the anticipated \$4500 cost to close the well could be divided between the Public Works and Recreation Department budgets. The Recreation Commission has discussed potential uses for this area such as a basketball court, sand volleyball court and pavilion for pool parties. Mr. Wert suggested that if Council decided to close the diving well, disclosure of this information should be made to pool membership applicants.

Motion to approve the closure of the diving well. **Moved** by Mr. Amato and seconded by Ms. Thompson. **Motion carried 7-0.**

Mrs. Moyer requested permission from Council to host West Reading Park Pavilion Pop-up Concert series. Events in cooperation with Trooper Thorns would be held on the last Sunday of June, July and August featuring live musical performances, family friendly games, art activities and pop-up beer garden along with local food trucks. This outdoor series would raise funds to support the Recreation Department. Trooper Thorns would provide the liquor liability insurance, liquor licenses and handle bar preparation and service. The proposed event time as limited by the liquor license would be 2-7 pm. A percentage of sales would be donated to the West Reading Recreation Department. Chief Powell suggested review of ordinances that may prohibit alcohol within parklands. Staff will review the ordinance and provide information to the solicitor to potentially vote on this aspect during the March 27<sup>th</sup> Council meeting.

Mrs. Moyer invited Council to participate in a Painting with a Twist event being held on May 6, 2018 at 6:00 pm. Proceeds to benefit the Recreation Department. Also, the annual Easter Egg Hunt will be held on March 24<sup>th</sup> at the Bicentennial House with the sale of Easter flowers.

Mrs. Moyer noted donations received in memory of Karen Livingood's Mother, Beatrice Shenk.

Mr. Unger departed the meeting at 8:30 p.m.

Mrs. Hoffman inquired as to the Friends of the Bicentennial House information contained within the Recreation report. Ms. Thompson stated she and Ms. Craze are exploring avenues to raise funds for improvements to the Bicentennial House. Discussions regarding tracking of funds and use of municipal property resulted in the need for further information prior to proceeding with any action.

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

- b. **Planning Commission** – Meeting was cancelled due to weather.
- c. **Economic Development Committee** – Mr. Wert referred to the report and noted the strategic planning discussion and committee member expansion.

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

- d. **Environmental Advisory Council** – Mr. Wert referred to the report and noted discussions on coordinating efforts with Elm Street for the Earth Day Event being held on Saturday, April 21<sup>st</sup> from 9-2 pm. Mr. Wert noted registering a Borough event with Keep America Beautiful would provide items such as gloves, bags, vests, etc. Also, if affiliate status were requested, they would assist with the setup of the organization, assist with coordinating volunteers and assist with sponsors and raising funds.

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

- e. **Traffic and Infrastructure Committees** – The meeting was cancelled.
- f. **Shade Tree Commission** – Mr. Murray stated discussions pertained to Spring tree planting. Mr. Wert requested the areas where trees were removed be revisited to level and/or reseed.

Motion to approve the Shade Tree Commission report. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 7-0.**

- g. **Safety Committee** – Mr. Murray 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. **Public Safety Committee** – Mr. Imbesi referred to the reports of February 27 and March 5, 2018 and noted discussion regarding commercial fire inspections that occurred prior to the recent fire on Penn Avenue. Mr. Brandenburg and Mr. Hatt met with the committee to discuss inspections currently being performed for Spring Township and Wyomissing Borough. A list of businesses has been provided to Mr. Brandenburg to determine a cost to perform these inspections. Mr. Imbesi noted training of volunteer fire fighters would be provided to assist with inspecting larger events.

Mr. Lincoln requested the proposed parking restrictions along one side of Kent Way and the 400 block of Oak Terrace be discussed with the Traffic Committee prior to making a recommendation to Council.

Motion to approve the Public Safety Committee reports. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 7-0.**

- i. **Finance Committee** – Mr. Imbesi referred to the Finance Committee minutes of March 15<sup>th</sup> and noted Mrs. Rentschler's research of investing funds in short-term CDs. The Committee had some questions, which will be discussed during the April meeting. Donal Renninger has been invited to attend the April meeting to discuss a 2-3 year revenue plan and to identify risks and resources. The Recreation Department presented their five-year plan and the Public Works

Department is being asked to attend April's meeting to present their prioritized five-year plan. Mr. Imbesi also noted there is still a vacancy on this committee.

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

11. **TREASURER'S REPORT:**

- a. **Financial Statement** – 2 months ending 2/28/2018. Mr. Wert noted 36% of budgeted funds for the Business Privilege Tax have been collected within two months. Mrs. Hoffman noted a comparison between Berks EIT and the Borough's list of businesses/rentals has revealed a number of missing entities that will be shared with Berks EIT.

Motion to approve the Financial Statement report ending 2/28/18. **Moved** by Ms. Thompson and seconded by Mr. Gardecki. **Motion carried 7-0.**

- b. **Payment Approval Report 2/21/18 to 3/16/18 & 3/20/18** – There were no comments.

Motion to approve Payment Approval reports of 2/21/18 to 3/16/18 & 3/20/18. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 7-0.**

12. **EXECUTIVE SESSION:**

Council recessed to an executive session at 9:08 p.m. to discuss a personnel item. When Council reconvened at 9:20 p.m. a motion was made to approve a memorandum of understanding for the Police Department. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

13. **PUBLIC COMMENT:**

Mrs. Livingood requested a time line to repave Fifth Avenue. Mr. Murray stated the end of summer in order to allow UGI to install a gas main.

14. **ADJOURNMENT:**

Motion to adjourn the meeting at 9:21 p.m. **Moved** by Mr. Wert and seconded by Mr. Amato. **Motion carried 7-0.**

Respectfully submitted,

Cynthia Madeira  
Assistant to the Manager

Cathy Hoffman  
Borough Manager