

BOROUGH OF WEST READING – BOROUGH COUNCIL

May 16, 2018 – 7:00 p.m.

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

VISITORS:	Karen Livingood	Resident
	Oswald Herbert	Resident
	Bonnie Lou Batdorf	Resident
	Steve Woodward	Property/Business Owner
	Mark Woodward	Property/Business Owner
	Sean Buerger	UGI Utilities
	David Major	Reading Hospital
	Kacey Lloyd	Reading Radsport
	Reading Eagle Reporter	

1. **CALL TO ORDER:** Council President Nicholas Imbesi called the meeting to order at 7:06 p.m., which was followed by the Pledge of Allegiance and Roll Call. Mr. Imbesi announced an executive session was held prior to tonight's meeting and on April 30, 2018 to discuss land acquisition, which will be discussed later in the evening.

2. **SACRED HEART ANNUAL PARISH PICNIC:**

Bonnie Lou Batdorf, Coordinator of Activities for Sacred Heart Church and a resident of the Borough noted the Parish's 11th annual picnic planned on Sunday June 24, 2018 from Noon to 2:30 p.m. As requested this year, a street closure application has been submitted to request closure of Franklin Street from Seventh to Eighth Avenue. Ms. Batdorf stated it has been a standard practice to invite the residents within the 700 block of Franklin Street, which are affected by the street closure to attend the picnic. On behalf of Sacred Heart Parish, Ms. Batdorf requested Council waive the fees associated with the street closure permit and temporary no parking signs.

Motion to waive fees associated with the street closure application and temporary no parking signs. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 6-0.**

3. **UGI UTILITIES:**

As previously noted by Mr. Imbesi, executive sessions were held regarding UGI's land acquisition request to install a gas line through Borough parkland. Sean Buerger stated UGI has requested permission from the Department of Environmental Protection (DEP) to directional drill below the stream to install a new gas line, however additional geo-technical information may be necessary. Should DEP deny the request to directional drill, an open cut may be required. DEP requires stream work to be performed between October 1st and March 31st.

Mr. Imbesi stated a detailed list of Council's current recommendations for the project, including daily 3rd party inspection during construction would be provided to Mr. Buerger via email from the

Borough Manager. However, the Borough will research additional potential issues such as the Department of Conservation and Natural Resources (DCNR) grant funded recreational parkland use agreement and fair value compensation for right-of-way land.

Mr. Buerger reported UGI intends to replace the gas line along Fifth Avenue and Museum Road up to the parkland prior to paving of this roadway.

4. **WEST READING CRITERIUM:**

Kacey Lloyd, Director of Reading Radsport introduced herself to new Council Members and provided an event flyer noting the new event name, West Reading Criterium. Ms. Lloyd noted the following changes for this year's event:

- The date has been moved to Saturday, August 4th to avoid the numerous events held in the Borough during the month of September. The hill climb event in the City will be held on Sunday, August 5th, following the Criterium.
- The start time will be earlier to allow spectators to visit the merchants along Penn Avenue, which in turn would end earlier allowing spectators to patronize restaurants prior to the closure of the establishment.
- An open course time has been allotted for cyclists visiting the event.
- Street sprints are scheduled along Penn Avenue while completing setup along Reading Avenue.
- The course remains the same as last year, however will run in the opposite direction.
- The finish line may be located in the vicinity of the West Reading Shopping Center to alleviate handicap access issues at intersections.

Ms. Lloyd stated she would continue to bring information to Council as it becomes available prior to the event.

5. **READING HOSPITAL:**

The Director of Facilities for Reading Hospital, David Major requested relief from land development requirements to install a temporary pre-fabricated structure to house MRI units during a seven-phase plan to redevelop their radiology department. The structure would remain within the existing hospital ground footprint. Seven parking spaces would be removed adjacent to an existing structure, concrete poured and the structure connected to an electric and water supply. Mr. Major anticipates a maximum time span of three years for the temporary structure. Once the structure is no longer needed it would be removed and parking spaces restored. A Memorandum of Understanding limiting placement of the temporary structure to three years, as requested by the Planning Commission has been forwarded to the Borough Manager.

Tom Unger provided a review letter to Council Members noting there were no concerns with regarding the proposed structure. Mr. Imbesi requested an opportunity for the Borough Solicitor to review the Memorandum of Understanding.

Motion to waive land development requirements conditioned upon Borough Solicitor approval of the Memorandum of Understanding. **Moved** by Ms. Thompson and seconded by Mr. Lincoln.

Motion carried 6-0.

6. **PUBLIC COMMENT:**

Mark Woodward provided Council Members information pertaining to his request for permission to hold a West Reading Sand Festival beginning on Friday, July 20th through Sunday, July 22nd. Mr.

Woodward reported 12 businesses would be participating as illustrated on the map, including available sidewalk widths to allow setup of 3' high by 25" wide frames to contain sand with tents covering the area to allow artists to sculpt sand art on Saturday between the hours of 11:00 a.m. to 5:00 p.m. No street closures would be needed for this two-day event, only reservation of parking spaces adjacent to sand art areas. Removal of sand and cleaning of the area, including pressure washing of the sidewalks would take place on Monday, July 23rd.

Mr. Imbesi noted the importance of containing the sand to avoid potential DEP stormwater fines for infiltration into the storm system and requested additional measures to contain the sand. Mr. Woodward offered to create a frame surrounding the sand area.

Cathy Hoffman inquired as to alcohol sales within the sidewalk area during this event. Mr. Woodward reported West Reading Tavern and Chatty Monks would be serving alcohol on the sidewalk area. Mrs. Hoffman requested a diagram of the area to ensure a minimum 4' wide clear walking path is maintained. Mr. Woodward stated a diagram would be provided.

Andrew Kearney requested the name of the event be changed to West Reading Tavern Sand Festival to avoid the appearance of a Borough event. Mr. Woodward noted the number of businesses participating in this event. Mayor Kearney requested an indication in advertising that West Reading Tavern sponsors the event. Mr. Woodward agreed to the Mayor's request.

Suzanne Thompson requested consideration be given to placement of the three sand art areas within the 500 block of Penn Avenue to minimize disturbance of the Farmers' Market on Sunday.

Chief Powell inquired as to the method of blocking off parking spaces for pedestrian safety. Mr. Woodward stated cones would be placed at the edge of the parking spaces.

Motion to approve the West Reading Sand Festival sponsored by West Reading Tavern. **Moved** by Mr. Mullen and seconded by Mr. Gardecki. **Motion carried 6-0.**

Mr. Woodward also requested Council to approve a rain date of Saturday, August 18th for the previously approved French Fry Festival of August 11th.

Mr. Wert inquired as to when the decision would be made to utilize a rain date. Dean Murray stated no parking signs would be posted by the Public Works Department on Thursday afternoon prior to the event. Council requested notification of postponement of the event be made by 3:00 p.m. on Thursday. Mr. Woodward agreed to notify the Borough of postponement by Thursday, August 9th at 3:00 p.m.

Motion to approve the French Fry Festival rain date of August 18, 2018. **Moved** by Mr. Gardecki and seconded by Ms. Thompson. **Motion carried 6-0.**

7. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the April 17, 2018 Council minutes. **Moved** by Mr. Lincoln and seconded by Mr. Mullen. **Motion carried 6-0.**

COMMITTEE/COMMISSION REPORT:

Recreation Commission – Mrs. Moyer referred to her written report and noted the Wyomissing Area Education Foundation (WAEF) request to waive the Pavilion and Special Event fees for their annual

Toast Fire & Ice Event to be held on June 2nd. Sweet Ride Ice Cream will be the only vendor for this event.

Motion to approve waiving fees associated with Pavilion rental and Special Event permit fees for the WAEF event to be held on June 2, 2018. **Moved** by Mr. Mullen and seconded by Mr. Lincoln. **Motion carried 6-0.**

Motion to approve the Recreation Commission report. **Moved** by Mr. Lincoln and seconded by Mr. Mullen. **Motion carried 6-0.**

8. **UNFINISHED BUSINESS:**

Mr. Imbesi noted his contact with 34 residents within the Sunset, Sycamore Road area to obtain feedback regarding the allowance of alcohol within the park area during Borough authorized events. A few residents expressed concern, however the majority were accepting of the idea.

Motion to advertise an amendment to the Parks and Recreation Rules and Regulations Ordinance to allow alcohol in the park during Borough authorized events. **Moved** by Mr. Gardecki and seconded by Mr. Mullen. **Motion carried 6-0.**

9. **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. Wert and seconded by Mr. Lincoln. **Motion carried 6-0.**

Mr. Mullen departed the meeting at 8:05 p.m.

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

- **Parkview Road Bridge** – The DEP bridge demolition permit has been received. Curbing and green space would be installed across the abutments as well as installation of the existing aluminum railings as a barrier. A pedestrian bridge and installation of sidewalk are planned as a separate project in the future. A motion is needed to advertise a request for bridge demolition bids. Due to the specialty aspect of the scope of work Mr. Unger recommended allowing the length of time for bidding to be open for 45 days.

Motion to advertise a request for bids to demolish the Parkview Road Bridge and install curbing and lawn area to bridge abutment areas. **Moved** Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 5-0.**

- **Chestnut Street Sidewalk Enhancement** – All resident easement agreements have been received and final plan specifications are prepared. A motion is needed to advertise a request for bids.

Motion to advertise a request for bids for the Chestnut Street Sidewalk Enhancement project. **Moved** by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 5-0.**

- **Seventh Avenue & Walnut Street Intersection** – Awaiting scope of work to be performed by the Public Works Department to determine if project cost will remain below the bidding threshold.

- **Fifth Avenue/Museum Road Paving** – Core sampling indicated a sufficient depth for repaving. The unusual cross section near the entrance to the hospital will be paved in three sections. Mr. Unger noted curb reveal in certain areas would be marginally improved in an effort to remain within budget constraints. Mr. Unger recommended delaying advertisement of this project to allow UGI time to replace their gas line in this vicinity.
- **428 Penn Avenue Zoning Variance** – Mr. Unger provided a review letter pertaining to the Zoning Hearing Board application requesting relief from side yard setbacks to construct a building at this location. A few minor comments were noted regarding land development items.

Mr. Wert stated the Planning Commission review of this project resulted in providing a letter of support to the Zoning Hearing Board. The noted benefits for this project were the addition of a commercial and residential space, additional parking space created along Penn Avenue by removing the driveway access as well as aesthetic benefits. Council Members recommended to also provide a letter of support to the Zoning Hearing Board.

Motion to provide a letter of support to the Zoning Hearing Board regarding variance request to construct a building at 428 Penn Avenue with notation of land development requirements.

Moved by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 5-0.**

Motion to approve the Engineer/Code Enforcement report. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

10. **BOROUGH MANAGER’S REPORT:**

Mrs. Hoffman had nothing to report other than items throughout the agenda.

Motion to approve the Borough Manager’s report. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 5-0.**

11. **MAYOR’S REPORT:**

Mayor Kearney stated he had nothing new to report.

Motion to approve the Mayor’s report. **Moved** by Mr. Wert and seconded by Ms. Thompson. **Motion carried 5-0.**

12. **COUNCIL PRESIDENT’S REPORT:**

Mr. Imbesi noted a special meeting of the Traffic, Economic Development, Planning and Community Revitalization Foundation to collectively gather ideas to begin implementation of parking improvements within the Central Business District.

Motion to approve the Special Meeting of Committees report. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 5-0.**

Mr. Imbesi requested feedback from Council Members regarding a non-discrimination ordinance.

Mr. Lincoln agreed with the intent but had concerns regarding overstepping the role of Council in obtaining hearing testimony, issuance of hefty fines and the difficulty in requiring a retrofit of existing housing stock for ADA compliance.

Mr. Haws recommended thought be given to potentially hiring staff to perform investigations. He also suggested modifications to the definition of “Family” to avoid lawsuits. Mr. Haws suggested

consideration be given to a private right of action and would research mechanisms other than Council.

Mr. Imbesi thanked Council Members for their honest feedback and requested further research with suggestions shared during the next Council meeting.

Mr. Imbesi noted David Amato's written request to be appointed as the Council Member of the Recreation Commission.

Motion to appoint David Amato to the Recreation Commission. **Moved** by Mr. Gardecki and seconded by Mr. Lincoln. **Motion carried 5-0.**

Mr. Imbesi also noted a free gun safety class being hosted by Mark Rozzi at the Muhlenberg Township building on August 15, 2018 from 6:00 – 8:00 p.m. Contact Mark Rozzi's office to register for the class.

Motion to approve the Council President's report. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 5-0.**

13. **DEPARTMENT REPORTS:**

a. **Police Department** – Stephen Powell referred to his written report and noted the following:

- Six part-time parking enforcement officer applications have been received and requested the Personnel Committee begin the interview process.
- Chief Powell noted recent issues with the camera system on Penn Avenue. Berkshire Systems Group has investigated a cause and believe the issue is being caused by a failing fiber optic cable, which is currently run overhead due to a crushed under ground conduit at the Fifth Avenue intersection. Chief Powell requested permission to expend \$1462 from the Capital Budget fund 30-410-000, which currently has a balance of \$11,500 to install an outdoor fiber optic cable.

Motion to approve the expenditure of \$1462 from the Capital Budget fund to install an outdoor fiber optic camera cable. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 5-0.**

Mr. Wert commended the two officers who volunteered to become certified in Police Bike Patrol.

Motion to approve the Police Department report. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

b. **Public Works** – Mr. Murray referred to the written report and noted two action items:

- Request Council to approve the hiring of two part-time summer help positions. Nate Hertzog would like to return for his sixth summer season at \$10.50 per hour and Sam Rohrbach at \$8 per hour.

Motion to approve the part-time summer help personnel as listed above. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 5-0.**

- Two zero turn commercial mowers have been tested and arrangements are underway to test two additional mowers. Mr. Murray requested Council to approve the purchase of a replacement mower under the \$11,000 budgeted amount.

Motion to approve the purchase of a zero turn commercial mower under \$11,000. **Moved** by Mr. Lincoln and seconded by Mr. Gardecki. **Motion carried 5-0.**

Mr. Wert inquired as to the delay in delivering replacement pool tanks. Mr. Murray reported the tanks are already built and just waiting to be delivered. The tanks will be in stock should a tank need to be replaced during the summer season. This would allow a less rushed installation of the tanks after pool season.

Mr. Murray noted the diving well has been filled, fence removed and area seeded.

Motion to approve the Public Works Department report. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 5-0.**

Mr. Unger departed the meeting at 9:07 p.m.

- c. **Fire Department** – Chief Burkholder referred to his written report. There were no comments.

Motion to approve the Fire Department report. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 5-0.**

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

Main Street - Mr. Ratcliffe referred to his written report and requested Council to approve the Cruisin' the Avenue event street closure of Penn Avenue from Fifth to Eighth Avenue on September 1st from 9:00 a.m. to 2:00 p.m.

Motion to approve the Cruisin' the Avenue event street closure on September 1, 2018 from Fifth to Eighth Avenue. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

Elm Street - In Dean Rorhbach's absence, Ms. Thompson noted Mr. Rohrbach's notification of an additional "Townie Award", as well as noting a pleasing turnout of 65 residents who volunteered their time during the Earth Day Event.

Motion to approve West Reading Community Revitalization Foundation report. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

14. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – See report above.

Mark Ratcliffe departed the meeting at 9:15 p.m.

- b. **Planning Commission** – Mr. Wert referred to the written report and noted discussions regarding a misunderstanding on placement of Reading Hospital Wayfinding signage. Installation of signs within right-of-ways off of the hospital campus have ceased and a meeting has been requested by the hospital.

Motion to approve the Planning Commission report. **Moved** by Mr. Gardecki and seconded by Ms. Thompson. **Motion carried 5-0.**

- c. **Economic Development Committee** – Mr. Wert referred to the written report and noted there currently are no homes classified as foreclosed or blighted. The Candlewood Suites property transferred ownership recently and there are currently 20 units occupied near the rear of the Lofts at Narrow building.

Motion to approve the Economic Development Committee report. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 5-0.**

- d. **Environmental Advisory Council** – Mr. Wert referred to the written report and noted the introduction of three new members. Items such as recycling labels for the Penn Avenue receptacles, sustainable community certification and energy audit were discussed.

Motion to approve the Environmental Advisory Council report. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

- e. **Traffic and Infrastructure Committees** – Mr. Lincoln referred to the written reports and noted a meeting this morning with the Police Chief and Mayor to discuss parking enforcement officer staffing concerns to support the implementation of paid parking. It was decided that the current and proposed staffing would be sufficient for enforcement of the current regulations. However, the subject will need to be revisited once new paid parking regulations are in place. Mr. Imbesi also noted that the sample parking agreements have not yet arrived from the City of Pittsburgh to review.

Mr. Lincoln noted two ordinances committee members have recommended for approval:

- Street Opening Ordinance – This is an existing ordinance, the amendment would provide updated language and clarification for street restoration and associated fees.

Mr. Imbesi noted a lengthy review by the committee for these changes. Motion to advertise the Street Opening ordinance. **Moved** by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 5-0.**

- Enabling Ordinance - This is a revision to the enabling ordinance that exists for the Infrastructure Committee. Since the Traffic Committee members are the same as Infrastructure and they meet concurrently this would remove the need for two agendas and minutes.

Mr. Wert suggested under quorum and voting that there should be a stipulation as to the total number of members present during a meeting to avoid tie votes. Council agreed to reword 51-5A to read: "A quorum shall be a majority of those voting members of the Traffic and Infrastructure Committee. A quorum of the Committee shall be required before any vote is taken."

Motion to advertise the Establishment of a Traffic and Infrastructure Committee with noted changes. **Moved** by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 5-0.**

Motion to approve the Traffic and Infrastructure Committee reports. **Moved** by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 5-0.**

- f. **Shade Tree Commission** – Mr. Murray referred to the written report and noted a recommendation to amend the enabling ordinance to expand the number of commission members from three to five residents.

Motion to advertise an amendment to the Membership and Authority of Shade Tree Commission. **Moved** by Mr. Gardecki and seconded by Mr. Lincoln. **Motion carried 5-0.**

Motion to approve the Shade Tree Commission report. **Moved** by Mr. Lincoln and seconded by Mr. Gardecki. **Motion carried 5-0.**

- g. **Safety Committee** – Mr. Murray stated the meeting was cancelled.
- h. **Finance Committee** – Mr. Imbesi noted the committee's intent to meet twice during the months of July and August to have a detailed list of expenses in place prior to budget meetings. The Public Works Director has been invited to the June meeting to obtain a list of needs for this department in 2019. There is one action item, the Treasurer researched investment options and found Pennsylvania Local Government Investment Trust (PLGIT) Prime Fund, similar to a money market, which would incur no fees for early withdraw and would provide an interest rate of 1.93%. The committee has recommended investing \$1M for 90 days.

Motion to approve the use of PLGIT Prime to invest \$1M for 90 days. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

Mrs. Rentschler suggested enacting an investment policy ordinance or resolution for future investments.

Mr. Imbesi noted the Volunteer Firemen's Relief Association Compliance Audit had two minor findings. Two receipts were missing from 2015 and 2016 totaling less than \$800 and maintenance of an equipment roster. Chief Burkholder stated the inventory system crashed and were unable to retrieve information. However, a new software module used for reporting incidents includes an inventory system. The Fire Department is currently in the process of creating an inventory of equipment.

Motion to approve the Finance Committee report. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 5-0.**

15. **TREASURER'S REPORT:**

- a. **Financial Statement** – Mr. Imbesi referred to the statement for 4 months ending 4/30/2018, there were no comments.

Motion to approve the Financial Statement report ending 4/30/18. **Moved** by Mr. Lincoln and seconded by Mr. Gardecki. **Motion carried 5-0.**

- b. **Payment Approval Report 4/18/18 to 5/11/18 & 5/12/18 to 5/16/18** – There were no comments.

Motion to approve Payment Approval reports of 4/18/18 to 5/11/18 & 5/12/18 to 5/16/18. **Moved** by Ms. Thompson and seconded by Mr. Gardecki. **Motion carried 5-0.**

- c. **Resolution 2018-6 Disposal of Municipal Records** – Mr. Imbesi noted a resolution is required to dispose of municipal records. Ms. Thompson noted a gap in dates for records to be disposed, Mrs. Rentschler stated boxes within the storage area were reviewed and compared to the Municipal Record Retention Schedule. Mr. Lincoln inquired as to the Code Department Street Records. Mrs. Madeira reported these are digging permits.

Motion to approve Resolution 2018-6 Disposal of Municipal Records. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 5-0.**

- d. **2017 Tax Collector Audit** – Mr. Imbesi noted the audit was clean and appreciates the administration and tax collector efforts.

Motion to approve the 2017 Tax Collector Audit. **Moved** by Mr. Gardecki and seconded by Ms. Thompson. **Motion carried 5-0.**

- e. **2017 DCED Audit Report** – Mrs. Rentschler noted this is also a clean audit, however, there is a recommendation to establish a general fixed assets schedule. This would require all of the departments to list items such as computers, office furniture, etc. The principal auditor of Maillie, Chris Herr will be attending the June meeting to give an overview of the audit findings.

Motion to approve the Treasurer's report. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

16. **EXECUTIVE SESSION:**

Mr. Imbesi stated there were no items for executive session.

17. **PUBLIC COMMENT:**

Karen Livingood thanked Council President Imbesi for taking time out of his busy schedule to survey residents within the Playground area to obtain feedback regarding allowing alcohol in the park. Mrs. Livingood noted her position as poll worker and discouragement as to the number of residents who came to vote yesterday. She also expressed disappointment in resident attendance to Council meetings and is unsure how to improve this aspect. Mrs. Livingood thanked everyone for their time and commitment.

18. **ADJOURNMENT:**

Motion to adjourn the meeting at 10:02 p.m. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 5-0.**

Respectfully submitted,

Cynthia Madeira
Assistant to the Manager

Cathy Hoffman
Borough Manager