

BOROUGH OF WEST READING – BOROUGH COUNCIL

July 17, 2018 – 6:30 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, July 17, 2018 with the following persons present: Council President Nicholas Imbesi; Council Vice President Philip Wert; Council Members Christopher Lincoln, Nicholas Gardecki, David Amato; 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 Members Kirk Mullen and Suzanne Thompson were unable to attend the meeting.

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| VISITORS: | Karen Livingood | Resident |
| | Oswald Herbert | Resident |
| | Douglas Zeeger | Resident |
| | Christina Shenk | Property/Business Owner |
| | Andrew Moletress | Resident |
| | Carrie Frey | Western Berks Ambulance |
| | Roger Hinsey | Resident |
| | Michael Witmyer | Resident |
| | Susan Johnson | Resident |
| | Maurice Brown | Resident |
| | Carol Wells | Property/Business Owner |
| | Melissa Jamula | Business Owner |
| | Sally Weaver | Business Owner |
| | Judy Pollock | Business Owner |
| | Susan Pollock | Business Owner |
| | Sukhchain Singh | Property/Business Owner |
| | Manjit Kaur | Property/Business Owner |
| | Thomas Endy | Wyomissing Police Department |
| | Michael Canfoncelli | Wyomissing School District |
| | Robert Scoboria | Wyomissing School District |
| | Mark McNash | Reading Hospital |
| | Christine Heinly | L&H Signs |
| | Reading Eagle Reporter | |

1. **CALL TO ORDER:** Council President Nicholas Imbesi called the meeting to order at 6:30 p.m., which was followed by the Pledge of Allegiance and Roll Call.
2. **LOVE TEAM:**
Christina Shenk, Chair of the Love Team of West Reading provided an overview of the Love Team's commitment to give back to the community and their goal to promote even more success in West Reading. Ms. Shenk expressed gratitude to the West Reading Fire Department for their courage and compassion to stop the spread of the recent fire at Go Fish Seafood as witnessed by herself and the owner of the business. A donation in the amount of \$2000 was presented to Fire Chief Mark Burkholder for the West Reading Fire Company.

Ms. Shenk also presented on behalf of the Love Team a check in the amount of \$1000 to the West Reading Swim Team, the check was presented to Maurice Brown.

3. **WYOMISSING SCHOOL DISTRICT SCHOOL RESOURCE OFFICER:**

Robert Scoboria, Superintendent for the Wyomissing School District introduced himself, Michael Canfoncelli whom is in charge of buildings, grounds, safety and security for the school district and Lieutenant Thomas Endy of the Wyomissing Borough Police Department. Mr. Scoboria noted meetings held with the Wyomissing Borough, Wyomissing Borough Police and Wyomissing Borough Personnel Committee to discuss enlisting a partnership to attain a School Resource Officer as well as financial support. Mr. Canfoncelli reported a Stakeholder Committee of 26 members was assembled following the recent school shooting in Florida. The stakeholders gathered to discuss overall safety and security of the three Wyomissing Area School District (WASD) buildings and established the following priorities:

- Police/School Resource Officer
- Security Assistants for all three buildings
- Visitor management system
- Panic buttons installed in offices
- Implementation of best practices of Run, Hide, Fight to strengthen drills and employee training.

Mr. Scoboria referred to new information that was provided to Council members this evening regarding preliminary cost analysis options for a SRO program partnership between the Boroughs of West Reading and Wyomissing and the WASD.

- Option 1 illustrated a cost of \$143,816.40 to provide salary, benefits, training and equipment for 12 months with a 50/50 split between school district and both boroughs. The WASD would fund \$71,908.20; the borough portions would be based on student enrollment. Wyomissing Borough would be responsible for 63% totaling \$45,302.17; West Reading Borough would be responsible for 37% totaling \$26,606.03.
- Option 2 illustrated a cost of \$106,347.75 for 9 months with a 50/50 split between school district and both boroughs. The WASD would fund \$53,173.88; Wyomissing Borough would be responsible for 63% totaling \$33,499.54; West Reading Borough would be responsible for 37% totaling \$19,674.34.

Mr. Scoboria noted the School Boards interest to create a partnership with both boroughs and is awaiting feedback from Wyomissing Borough. A three-year agreement between the boroughs and WASD is requested.

Mr. Lincoln inquired as to the 12-month commitment and what is envisioned during the summer months for the SRO. Mr. Scoboria noted vacation time would be allowed as well as training and the remaining time the SRO would return to work with the Wyomissing Borough Police Department. Mr. Lincoln also inquired as to funding for a marked patrol car. Mr. Scoboria stated this would be a Wyomissing Borough Police Department vehicle.

Mr. Gardecki noted resident concern regarding an armed officer within the school and inquired as to the outcome of incidents experienced by local school districts as well as the potential for harsher penalties/criminal records for youth due to a police presence. Mr. Scoboria shared his previous experience with incidents where officers and administrators handled various issues. The administrator would handle the day-to-day issues while the SRO would provide education and mentoring, with parent approval, and usually a memorandum of understanding would be in place. Chief Powell noted use of alternate programs such as a Youth Aide Panel that would hold a youth accountable without entering the judicial system. Mr. Scoboria offered to provide a power point presentation to further clarify proactive interaction efforts with students and noted a new program

that will allow a full-time counselor to be available at each building where students would spend time with a counselor on a weekly basis.

David Amato arrived at 6:58 p.m.

Mr. Wert noted a number of items listed within the job description being items that are already addressed by the school district as well as the close proximity of both boroughs to the three Wyomissing Area School buildings, minimizing the amount of time for a Police Officer to respond to an emergency. As a school teacher, Mr. Wert recommended that further training be offered to teachers and staff.

Mr. Canfocelli noted the Wyomissing Area School District's goal to install panic buttons and add a visitor management system prior to the start of the coming school.

Mr. Imbesi expressed his desire for funding of an SRO program be provided through school taxes. Mr. Scoboria noted that 21% of school taxes received are from West Reading residents with a 37% attendance rate, thus the 37% contribution from West Reading would be needed to balance financial contributions.

Mr. Imbesi inquired as to time constraints for Council members to provide their decision. Mr. Scoboria requested a decision prior to the school board meeting of August 27th. Mr. Imbesi stated the SRO program would be discussed further during a Public Safety Committee meeting being held on August 9th and a final decision made during the August 21st Council meeting.

WASD representatives departed the meeting and Mark Ratcliffe and Tom Unger joined the meeting at 7:20 p.m.

4. **SUNOCO LAND DEVELOPMENT:**

Mr. Wert provided an overview of the Planning Commission and Engineer review of land development plans to expand the Sunoco structure located at 501 Penn Avenue. The Committee recommends that Council approve the final land development plans contingent upon PK nails being set on the property corners, stormwater conveyance information being added to the plans, request to waive plan and map scale variations and Berks County Planning Commission (BCPC) comments being duly taken into account.

Mr. Unger reported the PK nails have been set at the corners of the property and stormwater conveyance information has been added to the plans. The BCPC comments address existing conditions such as the storm sewer system, ADA requirements and fire protection/emergency issues.

Motion to grant two waivers in reference to scale of plan and approve final land development plans for 501 Penn Avenue. **Moved** by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 5-0.**

5. **READING HOSPITAL SIGNAGE:**

Mark McNash, Vice President of Support Services for the Reading Hospital and Christine Heinly of L&H Sign Company presented Council with specifications pertaining to proposed sign installation/replacement upon various hospital buildings. Proposed illuminated signs would replace existing illuminated signage and the total square footage requested remains within the allowed variance.

Mr. Imbesi noted the installation of wayfinding signage has seemed to improve the flow of traffic around the campus.

Motion to approve the proposed signs as submitted. **Moved** by Mr. Amato and seconded by Mr. Wert. **Motion carried 5-0.**

Chief Powell thanked the Reading Hospital for allowing resident parking again within the 7th Avenue garage during the upcoming Criterium event.

6. **PUBLIC COMMENT:**

President of the West Reading Swimming Association, Maurice Brown provided an overview of the new swim team program. Mr. Brown reported there are 27 swimmers in the program that have attended four meets thus far. Five of the swimmers have qualified to compete in the County Champion meet. Mr. Brown noted that there are currently seven business sponsors of the association and their intent next year is to expand focus to attract teen swimmers as well as parents, Berks Catholic and Sacred Heart students. Two additional coaches have committed to coaching the team next year providing a total of four swim coaches. A fundraiser is planned on July 29th from 12:30 to 7:00 p.m. at the West Reading Tavern where a percentage of receipts for the menu and bar will be donated to the team. Also, the swim team will be assisting on July 23rd with removal of sand from the sidewalks following a Sand Art Festival.

Michael Witmyer expressed concern regarding pedestrian safety in the vicinity of the traffic circle and suggested revisions or additions to the crosswalk areas, including the intersection of Reading and Sixth Avenue. Mr. Murray stated the Public Works Department would place the in-street pedestrian crosswalk signs within the traffic circle. Mr. Lincoln stated the Traffic and Infrastructure Committee will review the crosswalk areas in question and requested Mr. Witmyer attend the next Traffic and Infrastructure meeting being held on the second Wednesday of the month at 6:00 p.m.

Carrie Frey of Western Berks Ambulance provided Council members with a report for the month of June and noted 242 calls were received with 216 being transported. Their average response time was one minute, thirty seconds and the busiest hour was 6:00 p.m.

Motion to approve the Western Berks Ambulance report. **Moved** by Mr. Gardecki and seconded by Mr. Wert. **Motion carried 5-0.**

7. **APPROVAL OF COUNCIL MINUTES:**

Motion to approve the June 19, 2018 Council minutes. **Moved** by Mr. Gardecki and seconded by Mr. Wert. **Motion carried 5-0.**

6. **ORDINANCES / RESOLUTIONS:**

- a. Animal Ordinance Amendment – Regulating the burial of animals.

Motion to advertise the Animal Ordinance Amendment. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 5-0.**

- b. Parking Regulations Ordinance Amendment – Addition of a handicapped parking space on the North side of the 300 block of Sycamore Road.

Motion to advertise the Parking Regulations Ordinance Amendment. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 5-0.**

9. **UNFINISHED BUSINESS:**

UGI has submitted a street opening application to the Code Enforcement Department to replace a gas main within the Fifth Avenue/Museum Road area. Mr. Imbesi noted that no further information has been received from UGI regarding gas line installation through the park system. The Borough intends to proceed with plans to repave this roadway. No action is needed at this time.

10. **CONSULTANTS' REPORTS:**

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

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

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

- **Parkview Road Bridge** – One bridge demolition bid was received on July 12th from Descoco Design and Construction totaling \$191,226.52, which is below the budgeted amount.

Motion to accept the Parkview Road Bridge Demolition bid. **Moved** by Mr. Amato and seconded by Mr. Wert. **Motion carried 5-0.**

Motion to award the Parkview Road Bridge Demolition contract to Descoco Design and Construction in an amount not to exceed \$191,226.52. **Moved** by Mr. Gardecki and seconded by Mr. Amato. **Motion carried 5-0.**

- **Chestnut Street Sidewalk Enhancement** – A preconstruction meeting is scheduled on Thursday with Bertolet Construction. Sidewalk replacement should begin in the near future.
- **Green Light-Go Grant** – A kick-off meeting took place on July 9th. PennDOT requires adoption of a Resolution to authorize the Borough Manager to submit applications for traffic signal improvements that will take place within the 4th, 5th, 6th and 7th Avenue and Penn Avenue intersections.

Motion to adopt Resolution 2018-8 authorizing the Borough Manager to submit applications for traffic signal improvements related to the Green Light-Go Grant. **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 Mr. Amato. **Motion carried 5-0.**

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

- a. **Certification of Uncollected Real Estate Taxes** - Mrs. Hoffman requested a motion to certify uncollected real estate taxes for 2017.

Motion to certify 2017 uncollected real estate taxes. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 5-0.**

- b. **Recycling Ordinance Amendment** - The Department of Environmental Protection requested minor revisions to Section 385 of the Solid Waste and Recycling Ordinance. Revisions include adding a definition for community events, amending definitions of

leaf waste and rubbish and separation and collection of leaf waste from refuse. Also, inserting a new subsection to the Special Event Ordinance regarding sufficient trash and recycling containers and the disposal thereof during special events.

Motion to advertise amendments to the recycling and special event ordinances. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 5-0.**

- c. **Hometown Press Agreement** - A previous motion was made authorizing the Borough Manager to enter into a trial issue agreement with Hometown Press contingent upon Council review of contract signage if required. A copy of an agreement from Hometown Press was provided to Council members for review. Mrs. Hoffman requested permission to execute the agreement with Hometown Press to create and print newsletters at no cost to the Borough.

Motion to authorize the Borough Manager to enter into an agreement with Hometown Press for the creation of a Borough Newsletter. **Moved** by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 5-0.**

- d. **Sand Art Festival** – A street closure application was recently submitted from Bold Realty requesting the closure of Sixth Avenue from Penn Avenue to Cherry Street for the Sand Art Festival taking place this weekend. Council agreed that due to not meeting the 14-day submission deadline the request was denied.
- e. **French Fry Festival** – Mr. Woodward submitted an additional street closure application along with signatures from residents within the 000 block of S. Sixth Avenue to request the additional street closure of Sixth Avenue from Cherry to Franklin Street for West Reading Tavern's French Fry Festival scheduled on August 11th.

Chief Powell expressed concern regarding pedestrian safety should Cherry Street be allowed to remain open. Mr. Imbesi noted closing Cherry Street from Fifth to Seventh Avenue would cause disruption to a number of residents and businesses. Since Mr. Woodward was not in attendance of the meeting to answer questions, Chief Powell contacted Mr. Woodward via telephone to discuss and requested he join the meeting.

Mark Woodward joined the meeting at 8:32 p.m.

Chief Powell requested clarification of the additional street closure for the French Fry Festival. Mr. Woodward stated last years' event was very congested and anticipates approximately 3000 patrons for this event and would like the additional space for crowd comforts. Chief Powell recommended staffing of a police officer for an event this large as well as volunteer fire police, if available, to direct motorists at closed entrances to Cherry Street. Should volunteer fire police be unavailable on August 11th between the hours of 12:00 – 5:00 p.m. road closed signage would be used. Mr. Woodward indicated he would be happy to pay for Borough services for this event.

Motion to approve the amendment to street closure for the French Fry Festival to include S. Sixth Avenue from Cherry to Franklin Street. **Moved** by Mr. Amato and seconded by Mr. Gardecki. **Motion carried 5-0.**

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

12. **MAYOR'S REPORT:**

Mayor Kearney stated he had nothing to report.

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

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

Mr. Imbesi noted his intent to table the non-discrimination ordinance to allow additional time for revisions. Also, a Public Safety meeting is scheduled on August 9, 2018 at 6:00 p.m. to discuss firework use and the SRO program.

- a. **Firework Use Ordinance** – Mr. Imbesi provided a draft firework use ordinance for Council's review. Mr. Haws noted that state law allows the ignition of consumer fireworks and therefore the Borough cannot ban such use. However, due to space limitations within the Borough and the inability to maintain the required 150' setback from an occupied structure except upon Borough owned parkland, the Borough could reiterate via an ordinance the expressed prohibition of igniting fireworks upon Borough land. Mr. Haws will provide a sample ordinance to be discussed further at the Public Safety meeting on August 9th.

Mr. Imbesi provided Council member's with a copy of a letter to be mailed to the new President and CEO of the Reading Hospital and Medical Center welcoming Mr. Jennings to the community and offering assistance.

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

14. **DEPARTMENT REPORTS:**

- a. **Police Department** – Chief Powell referred to his written report and noted a personnel item for executive session and the following:
 - Provided an endorsement letter from the West Reading Police Officers Association regarding the CBIZ InR 457 retirement program.
 - Fiber optic cable work has been completed at the Fifth and Penn Avenue intersection. Exterior rated cable has been installed and supported by wire guides. Since completion of this project the camera issues have been resolved.
 - A quote has been obtained for a pan, tilt, zoom camera to be installed at the Sixth and Penn Avenue intersection preferably prior to the Criterium event on August 4th. A review of the Capital Budget indicated the cost to purchase and install this camera of \$7963 would leave \$2000 for the Green Light-Go improvements.

Motion to approve the installation of a pan, tilt and zoom camera at the S. Sixth Avenue intersection. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 5-0.**

- Requested authorization to execute a contract with a traffic control company for the Criterium event as a pass through expense. Approximately 18-20 personnel with signage and vehicle(s) to transport personnel to needed areas would cost approximately \$10,000 to \$12,000.

Motion to authorize Chief Powell to execute a contract with a traffic control company for the Criterium event on August 4, 2018. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 5-0.**

- Criterium update – The Reading Hospital and Candlewood Suites have again agreed to allow residents to park within their private parking lots for this event. No parking will be expanded to Tulpehocken Avenue to assist with traffic flow. The Sheriff's Department will be providing 10-12 officers for this event and the detour route will remain the same as last year.

Motion to approve the Police Department report. **Moved** by Mr. Amato and seconded by Mr. Gardecki. **Motion carried 5-0.**

- b. **Public Works** – Mr. Murray referred to his written report and noted applications are currently being accepted for the mechanic position.

Mr. Wert inquired as to pool filtration tank damage during shipping. Mr. Murray stated four tanks were received and at some time during shipping a pallet was removed resulting in a leg to detach from one tank. The damaged pool filtration tank is currently out for repair.

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

- c. **Fire Department** – Chief Burkholder referred to the written report and there were no questions.

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

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

Andrew Moletress noted additional murals have been created along Cherry Street and they are currently reviewing Court Street to include in the mural program. The purchase of a building is moving ahead with settlement being planned for September. Also, eight jersey barriers have been purchased for the Public Works Department.

Main Street - Mr. Ratcliffe reported the most successful Art on the Avenue event to date with the most attendance, vendors and revenue.

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

15. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Mrs. Moyer referred to her written report and noted the following:
- Resident Alexander Humphrey expressed an interest in writing to join the Recreation Commission. Committee members recommend that Council approve Mr. Humphrey's request.

Motion to approve appointment of Alexander Humphrey to the Recreation Commission. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 5-0.**

- A memorandum regarding inclement weather and pool closing policies was provided to Council members this evening for review due to recent complaints. Mrs. Moyer requested that Council review this policy and provide feedback. Mr. Imbesi noted changes to this policy would more than likely not take affect until next year.
- Mr. Wert asked if the recent contact with DCNR was a positive indicator to being awarded a trail improvement grant. Mrs. Moyer indicated the call was to confirm that the Borough budgeted funds for this potential trail improvement grant. Should the Borough receive award notification in September, funds could be budgeted for 2019.

Motion to approve the Recreation Director report. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 5-0.**

- b. **Planning Commission** – Mr. Wert referred to the written report and noted the following:
- Land annexation plans have been submitted for the Barrer & White property on Penn Avenue and are currently being reviewed by the engineer.
 - The engineer provided a suggestion to revise the On-Premise Sign Ordinance to accommodate larger facades through a Conditional Use hearing. A Conditional Use Hearing would allow Council members to negotiate terms to fit with the building character and size. Mr. Wert is currently discussing this option with the solicitor and anticipates zoning amendments being recommended to Council in the near future.

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

- c. **Economic Development Committee** – Mr. Wert referred to the written report and noted the following:
- Dean Rohrbach volunteered to provide a spreadsheet of property sale figure reports and advertised rents for residential and commercial space to track progress for future reference.
 - The property located at 311 Spruce Street has been vacant for quite some time and is being managed by Elder Care in Williamsport. There is concern regarding a potential breach in the roof that may be causing considerable interior damage. The Committee recommended an Administrative Search Warrant be obtained to allow the Police, Fire and Code Departments to gain access to the interior of the property to assess any damage and take steps necessary to remediate.

Motion to approve the application for an Administrative Search Warrant for 311 Spruce Street. **Moved** by Mr. Wert and seconded by Mr. Amato. **Motion carried 5-0.**

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

- d. **Environmental Advisory Council** – Mr. Wert referred to the written report and noted continued conversations regarding yard waste disposal and an interest to explore contract specifications for an upcoming refuse/recycling contract. Also, the committee is awaiting results from the recent energy audit.

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

- e. **Traffic and Infrastructure Committees** – Mr. Lincoln referred to the written combined committee report and noted the following:
- The new part-time parking enforcement officer began training yesterday to enforce the extended Penn Avenue and Municipal Parking Lot hours. Discussions continued to proceed with a trial parking enforcement period within the Shopping Center parking lot. Details such as hours and days for enforcement continue, the owner may request enforcement on Sunday during the Farmers' Market. The Committee requested Council to authorize the solicitor to draft an agreement between the Borough and property owner for use of the private parking lot. This agreement could also be modified for future private parking lot agreements. A two-month trial period would require additional parking enforcement hours; adjustments to the current full-time and part-time parking enforcement officer schedules may be sufficient for this time frame.

Motion to authorize the solicitor to draft an agreement between the Borough and private parking lot owner. **Moved** by Mr. Wert and seconded by Mr. Amato. **Motion carried 5-0.**

Council agreed to the idea of a temporary extension of part-time parking enforcement hours. Mr. Ratcliffe will coordinate with the owner of the parking lot and the solicitor for details to be outlined in the agreement.

Mr. Wert inquired as to proposals for improvements to the 7th & Walnut intersection. Mr. Murray stated he is awaiting two additional proposals that should remain beneath the bidding threshold.

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

- f. **Shade Tree Commission** – Mr. Murray stated the meeting was cancelled and noted trees have been removed and new Patriot Elm trees planted in the Buttonwood Street area.
- g. **Safety Committee** – The meeting was cancelled.
- h. **Finance Committee** – Mr. Imbesi noted his request to the individual departments for their preliminary budget information in time for the August 16th Finance Committee meeting. The financial consultant will provide a budget update during next month's Finance and Council meetings. Also, a draft investment policy was provided to Council members for review.

Motion to approve the Investment Policy. **Moved** by Mr. Gardecki and seconded by Mr. Amato. **Motion carried 5-0.**

A meeting was held with a representative of CBIZ regarding their InR 457 Program, which would allow employees to contribute to their retirement plans on an individual basis. There is no cost to the Borough for this service.

Motion to approve the InR 457 Program for all Borough employees. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 5-0.**

The Committee recommends that Council approve the transfer of Special Reserve Funds from a special account with M&T Bank earning 0.2% to an account with PLGIT for investing.

Motion to approve the exploration of alternate Special Reserve Fund Balance investing. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 5-0.**

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

16. **TREASURER'S REPORT:**

- a. **Financial Statement** – Mr. Imbesi referred to the statement for 6 months ending 6/30/2018. Mrs. Rentschler expressed concern regarding the Business Privilege Tax being \$100,000 lower than normal for this point in the year and noted a merger of five practices within the Doctor's Office Building. Mr. Wert recommended review of the hospital PILOT agreement.

Motion to approve the Financial Statement report ending 6/30/18. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 5-0.**

- b. **Payment Approval Report 6/15/18 to 6/18/18 & 6/20/18 to 7/13/18 & 7/14/18 to 7/17/18** – There were no comments.

Motion to approve Payment Approval reports of 6/15/18 to 6/18/18 & 6/20/18 to 7/13/18 & 7/14/18 to 7/17/18. **Moved** by Mr. Wert and seconded by Mr. Gardecki. **Motion carried 5-0.**

17. **EXECUTIVE SESSION:**

Council recessed to executive session at 9:40 p.m. to discuss a personnel item. Council reconvened at 9:53 p.m. Mr. Imbesi announced no action was needed at this time.

18. **PUBLIC COMMENT:**

There was no public comment.

19. **ADJOURNMENT:**

Motion to adjourn the meeting at 9:53 p.m. **Moved** by Mr. Lincoln and seconded by Mr. Amato. **Motion carried 5-0.**

Respectfully submitted,

Cynthia Madeira
Assistant to the Manager

Cathy Hoffman
Borough Manager