

BOROUGH OF WEST READING – PUBLIC HEARING

Wednesday, September 19, 2018 – 6:30 p.m.

Suburban Berks West Joint Comprehensive Plan

A public hearing was held at Borough Hall on Wednesday, September 19, 2018 to consider adoption of the proposed Suburban Berks West Joint Comprehensive Plan. Present were Council President Nicholas Imbesi; Council Vice President Philip Wert; Council Members Christopher Lincoln, Suzanne Thompson, David Amato, Kirk Mullen; Mayor Andrew Kearney; Solicitor Keith Mooney; Engineer Tom Unger; Police Chief Stephen Powell; Public Works Director Dean Murray; Recreation Director Helen Moyer; Main Street Manager Mark Ratcliffe; Borough Manager Cathy Hoffman, and Assistant to the Manager Cynthia Madeira.

VISITORS:	Douglas Zeeger	Resident
	Oswald Herbert	Resident

Borough Council President Nicholas Imbesi called the meeting to order at 6:30 p.m.

Philip Wert explained the inter-municipal joint comprehensive plan update, which addresses long-term development and preservation across municipal borders of the Township of Spring and Boroughs of Sinking Spring, West Reading and Wyomissing. A hearing is required per elements and adoption procedures of the Pennsylvania Municipalities Code.

The floor was opened to public comments or questions. There was no comment.

Motion to adjourn the hearing at 6:33 p.m. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 6-0.**

Council recessed to executive session at 6:33 p.m. to discuss contract items. Council reconvened at 6:55 p.m. and announced no action was needed at this time.

BOROUGH OF WEST READING – BOROUGH COUNCIL

September 19, 2018 – 7:00 p.m.

West Reading Borough Council held its regular monthly meeting at Borough Hall on Wednesday, September 19, 2018 with the following persons present: Council President Nicholas Imbesi; Council Vice President Philip Wert; Council Members Christopher Lincoln, Suzanne Thompson, Kirk Mullen, Nicholas Gardecki, David Amato; Mayor Andrew Kearney; Solicitor Keith Mooney; 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.

VISITORS:	Douglas Zeeger	Resident
	Oswald Herbert	Resident
	John Spang	Resident
	Tanya Russ	Resident
	Terry Siggins	Resident
	John Harvey	Resident
	Debbie Boone	Resident
	John King	Business Owner

Karen Krater	Hoffert Surveyors
Kacey Lloyd	Reading Radsport
Gabe Lloyd	Reading Radsport

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.

Mr. Imbesi reported that Council entered into executive session immediately following the Joint Comprehensive Plan Hearing to discuss contract items. Council exited executive session at 6:55 p.m. and announced no action was needed at that time.

2. **BARRER & WHITE ANNEXATION:**

Karen Krater of Hoffert Surveyors provided an overview of the annexation request for an existing parking area, allowed by variance in 1999, which is located within a residential district to annex the land from the adjacent commercial property. Ms. Krater provided copies of signed and notarized plans and noted the only change would be to the property line. A waiver has been requested in writing, as provided to the Planning Commission, to waive plan scale requirements allowing increased plan clarity.

An adjacent property owner, John Spang provided comments regarding items not addressed within the 1999 variance decision. Keith Mooney noted approval of the annexation would not affect enforcement of conditions that were rendered in the 1999 variance.

Motion to grant waiver request of Section 400-23(A)(1) of the Subdivision and Land Development Ordinance to allow increased plan scale clarity and legibility. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 7-0.**

Tom Unger stated a 4" PVC drainpipe had been noted within a 1999 plan, which would convey stormwater from the commercial property across the residential property to discharge onto Reading Avenue. An easement is required for the conveyance of stormwater and must be shown on the plans.

Oswald Herbert indicated that there are inadequate stormwater management controls, which allow stormwater to flow from the commercial property onto adjacent residential properties. Mr. Mooney noted the recent report of stormwater issues could be addressed by the Code Enforcement Department. Nicholas Gardecki suggested review of the installed drainpipe conveying stormwater, and the potential necessity to increase the size to provide sufficient drainage. Nicholas Imbesi assured Mr. Spang and Mr. Herbert that the Code Department would address non-compliant matters.

Mr. Unger referred to the August 12, 2018 review letter of the final annexation plan and recommended final approval contingent upon plan revision to include the stormwater facilities, including an easement to convey stormwater from 311 Penn Avenue across 308 Reading Avenue.

Motion to grant final plan approval subject to the August 12, 2018 engineer review letter and amendment to the plan to show stormwater facilities and provide an easement for the stormwater facilities. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 7-0.**

3. **2019 CRITERIUM:**

Kacey Lloyd thanked West Reading for their hospitality during the recent Criterium bicycle race, which estimated approximately 5,000 people in attendance and 350 athletes. In an effort to hold the annual event on the first weekend of August, Ms. Lloyd requested Saturday, August 3, 2019 as the date for the 2019 event.

Mr. Imbesi noted Council discussions regarding this event and inquired as to thoughts of holding future events on a Sunday to lessen the impact on local businesses that do not benefit from this type of event. Ms. Lloyd noted better participation to Saturday events, however this may be an option. Mr. Imbesi indicated further discussions are needed and Council would provide an answer by the end of the month.

4. **PUBLIC COMMENT:**

President of Reading Gravity Racing, John King announced the upcoming Soapbox Derby planned on Sunday, September 23rd on Chestnut Street from Obold to First Avenue. Mr. King requested to amend his application to include a rain date of September 30, 2018.

Motion to approve amendment of the Special Event Application to include a rain date of Sunday, September 30, 2018. **Moved** by Mr. Gardecki and seconded by Ms. Thompson. **Motion carried 7-0.**

Mr. King reported a pit area would be established on First Avenue by the underpass and temporary no parking signs would be posted along Chestnut Street at least 24 hours prior to the restriction. Council requested notification of use of the rain date by 3:00pm on Friday, September 21st.

Debbie Boone indicated a nuisance from a neighbor whom utilizes a permitted burn pit and the cardboard smelling smoke permeating her home.

Council members noted burning of refuse would be a violation and revisions may be needed to the burning ordinance. The Code Department will be requested to follow up on this complaint.

5. **APPROVAL OF COUNCIL MINUTES:**

Ms. Thompson requested revision to page 7 of the August 21, 2018 minutes to capitalize DROP as the acronym for Deferred Retirement Option Plan.

Motion to approve the August 21, 2018 Council minutes with noted revision. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 7-0.**

Motion to approve the August 28, 2018 Council minutes. **Moved** by Mr. Lincoln and seconded by Ms. Thompson. **Motion carried 7-0.**

6. **WEST READING COMMUNITY REVITALIZATION FOUNDATION REPORT:**

Mark Ratcliffe noted discussions with the Recreation Director to potentially move future Cruisin' the Avenue events to the park area since the event does not seem beneficial to local businesses and holding the event in the park area would remove the expense and inconvenience of closing of Penn Avenue. Likewise, the Run Santa Run event, now being coordinated by Fleet Feet, will be shifted to avoid closure of Penn Avenue.

A conservative estimate of revenue generated during the recent Fall Festival event is the largest ever at \$25,000 with additional anticipated revenue to be provided from Sly Fox Brewing Company.

The BID steering committee is moving forward with intent to be resolved by the end of the year.

A parking lot management agreement has been provided to the owner of the planned trial kiosk parking lot for review; minor revisions have been requested. Following the solicitor's review of these requested changes a copy of the agreement should be provided to Council next month for review. The owner of Chef Alan's American Bistro has requested the trial period to begin following the busy holiday season due to his older clientele. Mr. Lincoln expressed concern in obtaining accurate results while implementing the 60-day kiosk trial during a slow time of year.

Motion to approve the West Reading Community Revitalization Foundation report. **Moved** by Mr. Mullen and seconded by Mr. Amato. **Motion carried 7-0.**

7. **ORDINANCES / RESOLUTIONS:**

- a. Resolution 2018-3 Adoption of the Suburban Berks West Joint Comprehensive Plan – Mr. Imbesi noted a public hearing held at 6:30pm this evening, as required by the Municipalities Planning Code.

Motion to approve adoption of the Inter-Municipal Suburban Berks West Joint Comprehensive Plan. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 7-0.**

- b. Ordinance 1095 Fireworks Use

Motion to approve Ordinance 1095 Fireworks Use. **Moved** by Mr. Wert and seconded by Mr. Mullen. **Motion carried 7-0.**

8. **UNFINISHED BUSINESS:**

- a. UGI – Mr. Imbesi reported that UGI is no longer seeking to directional drill under the creek due to poor results from the geological core test holes and they are currently exploring alternate options to locate the gas main. Mr. Murray reported gas main installation along Museum Road is moving slowly due to weather conditions and he has alerted UGI to the delay in paving plans to ensure proper restoration of the trenches. Mr. Wert expressed frustration with a number of sidewalk panels and macadam repairs required along Penn Avenue following UGI work. Mr. Mooney recommended submission of written notices of violation to UGI.

9. **CONSULTANTS' REPORTS:**

- a. **Solicitor's Report** – Mr. Mooney referred to the written report provided this evening, which noted parking lot lease agreement progress and a draft Business Privilege Tax ordinance amendment that will be provided to the Borough Manager in the near future with possible adoption by the end of the year.

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

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

- **Parkview Road Bridge** – Approximately 75% of the decking material has been removed, with beam removal scheduled next week. Payment Application No. 1 has been received from DESSCO Design and Construction and it is recommended to provide payment in the amount of \$46,424.13.

Motion to approve Payment Application No. 1 to DESSCO Design and Construction in the amount of \$46,424.13. **Moved** by Ms. Thompson and seconded by Mr. Wert. **Motion carried 7-0.**

- **Chestnut Street Sidewalk Enhancement** – The project has been completed and Change Order No. 1 has been received from Bertolet Construction to decrease the contract price \$2,112.00.

Motion to authorize the Borough Manager to sign Change Order No. 1. **Moved** by Ms. Thompson and seconded by Mr. Lincoln. **Motion carried 7-0.**

Final Payment Application #3 has been received from Bertolet Construction in the amount of \$14,189.40. Mr. Murray requested time to verify accessibility to water stacks prior to remitting the final payment.

Motion to approve Final Payment Application #3 to Bertolet Construction not to exceed \$14,189.40 contingent upon Public Works review and acceptance of water stack accessibility.
Moved by Mr. Amato and seconded by Mr. Wert. **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.**

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

Mrs. Hoffman reported that it may not be necessary to replace the server yet. It is hoped that moving the firewall to the county will resolve the ongoing issues with the Cody system. It may not be necessary to replace the server for a couple of years. However in discussions with Imageze, the actual cost of the server will be \$20,000 as opposed to the \$15,000 discussed at the last meeting. Chief Powell reported since this change took place the Cody System has been working as intended.

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

11. **MAYOR'S REPORT:**

Mayor Kearney stated he had nothing to report.

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

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

Mr. Imbesi noted the following:

- Mr. Imbesi plans to attend a meeting with Fire Chief Mark Burkholder regarding emergency management and the future of fire service in Berks County.
- There has been an increase to the number of limited liability companies purchasing properties within the Borough and Mr. Imbesi recommended review of the rental ordinance to ensure adherence to rental housing regulations.
- A number of budget meetings are scheduled in the near future and Mr. Imbesi indicated his goal to attain a final vote on the 2019 budget by the November 10, 2018 meeting. A schedule of department attendance to the meetings will be announced in the near future.

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

13. **DEPARTMENT REPORTS:**

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

- Additional parking enforcement hours have resulted in doubling revenue for parking violations during the month of August.
- Due to recent permit parking complaints, the full-time Parking Enforcement Officer has modified his shift to begin at 7:00am resulting in an additional 31-permit parking violations issued within the first week.

- In lieu of server replacement, Chief Powell requested consideration to purchase a new Police cruiser to allow replacement of the Durango. The 1998 Ford Explorer would be provided for Parking Enforcement Officer use.

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

- b. **Public Works** – Mr. Murray referred to his written report. Chief Powell commended the Public Works Department for their services during the Fall Festival Event.

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

- c. **Fire Department** – Chief Burkholder referred to the written report and noted the following:
- A FEMA grant was received in the amount of \$24,381.00 to purchase a new turnout gear washer and drying cabinet. The installation should take place over the next few months. There will be no cost to the Borough for this grant; associated grant match funds will be handled through the Fire Department budget.
 - Chief Burkholder performed safety inspections with the Township of Spring Deputy Fire Marshal Troy Hatt for the Fall Festival event and noted a number of warnings given to vendors. Beginning in 2019, vendors will not be allowed to cook under tents that are not fire rated or have adequate fire extinguishers. Therefore, education of vendors is needed prior to events.

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

14. **COMMITTEE/COMMISSION REPORTS:**

- a. **Recreation Commission** – Helen Moyer referred to the written report and noted cancellation of the Harvest Festival event due to flooding damage and repairs to the sewer at the Pavilion. Preparations for the Hayride, Haunted House and Trunk-or-Treat events have begun and candy donations have been received. A grant application has been submitted to improve the playground area for handicapped accessibility.

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

- b. **Planning Commission** – Mr. Wert referred to the written report and noted County comments have been received pertaining to the proposed Zoning amendments. The commission will discuss inclusion of comments next month. Also, the commission discussed and is currently reviewing the 2018 International Property Maintenance Code to decipher differences between the 2006 and 2018 versions for possible ordinance amendment.

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

- c. **Economic Development Committee** – Mr. Wert referred to the written report and noted an increase to property values has been observed within the Borough.

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

- d. **Environmental Advisory Council** – Mr. Wert referred to the written report and noted the following:

- The first trial yard waste drop off took place on September 1st with minimal results. A request for assistance was made to notify residents of the first Saturday during October and November to allow yard waste drop off at the Borough garage from 9 AM to Noon. Mr. Murray will provide a log of the number of visitors and materials dropped off during this trial period.
- Discussions continue to provide a nature photography contest fundraiser.
- A final draft of the energy audit findings should be available in the near future.
- The committee has begun steps to achieve Sustainable Community Certification.

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 written report and noted items previously addressed in the meeting.

Mr. Wert inquired as to progress for the 7th & Walnut Street intersection improvements. Mr. Murray noted information should be received shortly to mill and pave Walnut Street from Seventh Avenue to the Villa's alley.

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

- f. **Shade Tree Commission** – Mr. Murray referred to the report and noted trimming of trees along Playground Drive is scheduled to begin on Friday.

Mr. Wert recommended encouraging attendance and filling vacancies on this board by scheduling the meeting during evening hours beginning in 2019.

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

- g. **Safety Committee** – Mr. Murray referred to the written report and there were no questions.

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

- h. **Finance Committee** – Mr. Imbesi noted review of the August 16th meeting minutes verbally last month and reviewed the September 13th minutes:

- The Joint Municipal Authority audit for 2016 and 2017 was reviewed.
- Act 172 was discussed, which would allow a 20% tax credit for volunteer fire companies. Mrs. Rentschler will be providing calculations as to the total amount of tax credits Act 172 would yield for further review by the committee.
- Individual departments have been requested to cut their budgets by 10% and provide their information in time for the September 29th budget meeting at 9:00am.
- Resolution 2018-14 is the annual resolution establishing Police Officers' contributions to the Police Pension Plan for the year 2019.

Motion to approve Resolution 2018-14. **Moved** by Ms. Thompson and seconded by Mr. Wert.
Motion carried 7-0.

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

15. **TREASURER'S REPORT:**

- a. **Financial Statement** – There were no comments on the financial statement ending August 31, 2018.

Motion to approve the Financial Statement report ending 8/31/18. **Moved** by Mr. Wert and seconded by Mr. Lincoln. **Motion carried 7-0.**

- b. **Payment Approval Report 8/22/18 to 9/13/18 & 9/14/18 to 9/19/18** – There were no comments.

Motion to approve Payment Approval reports of 8/22/18 to 9/13/18 & 9/14/18 to 9/19/18. **Moved** by Mr. Lincoln and seconded by Mr. Wert. **Motion carried 7-0.**

- c. **Non-Uniform Minimum Municipal Obligation** – A worksheet of the 2019 non-uniform pension was provided to Council, which defines the 5% requirement totaling \$49,854.74.

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

16. **PUBLIC COMMENT:**

Doug Zeeger inquired as to the status of the School Resource Officer program. Mr. Imbesi noted discussion during executive session due to it being a contract item and noted an agreement has been received and is currently under review with intent to take action by the end of the month.

19. **ADJOURNMENT:**

Motion to adjourn the meeting at 8:49 p.m. **Moved** by Ms. Thompson and seconded by Mr. Wert.
Motion carried 7-0.

Respectfully submitted,

Cynthia Madeira
Assistant to the Manager

Cathy Hoffman
Borough Manager