

## **BOROUGH OF WEST READING – BOROUGH COUNCIL**

**April 16, 2013 – 7:00 p.m.**

West Reading Borough Council held its regular monthly meeting at Borough Hall on Tuesday, April 16, 2013 with the following persons present: Council President Kevin M. Conrad; Vice President James J. Gallen Jr.; Council Members Elizabeth L. Heckler, Nathalie R. Kulesa, Deborah Hutcheson, Amy B. Good, Philip C. Wert; Mayor Shane J. Keller; Borough Manager Richard J. Sichler; Sgt. Keith Phillips OIC; Fire Chief Mark D. Burkholder; Borough Solicitor Daniel P. Becker; Chief Code Enforcement Officer Tracey L. Levering; Public Works Director Dean E. Murray; Elm Street Manager Dean L. Rohrbach; Recreation Coordinator Abbie Burkhart; Administrative Assistant Cathy L. Hoffman; Borough Engineer Terry Naugle.

<b><u>VISITORS:</u></b>	Ruth Cardell	Temple
	James T. Rogers	Resident
	Audrey Schaeffer	Resident
	Tina Shenk	Property Owner
	Suzanne Thompson	Resident
	Karen Livingood	Resident
	Donna Ladd	Cumru Township
	Valentin Rodriguez Jr.	Resident
	Peter B. Gustis	Resident
	Kristin Rodriguez	Resident
	Becca Gregg	Reading Eagle
	Oswald Herbert	Resident

1. **CALL TO ORDER:** Council President Kevin M. Conrad called the meeting to order at 7:00 p.m. which was followed by the Pledge of Allegiance and roll call.

2. **PUBLIC COMMENT:**  
Audrey Schaeffer asked about motorcycles parking on sidewalks and Sgt. Phillips said that he would have the motorcycle in question ticketed.

James T. Rogers asked about the 'Right to Know' requests he has made and Mr. Sichler explained that it pertains to records that are on file and not to the compilation of data. Mr. Rogers also commented that the Borough has spent \$120,000 so far to conduct the investigation of the police department.

3. **PUBLIC HEARING:**  
A public hearing was held on April 16<sup>th</sup> at 6:00 p.m. concerning the Inter-municipal Liquor License Transfer Application of applicant Frank Cocuzza for the property at 600 Penn Avenue. **Moved** by Mr. Gallen and seconded by Ms. Good to approve the Inter-Municipal Liquor License Transfer Application of Frank Cocuzza (Applicant) to transfer existing License No. 39137 formerly operating at 49-51 South 9<sup>th</sup> Street, Reading to Say Cheese! Restaurant & Cheese, 600 Penn Avenue, West Reading. **Motion carried.** (Resolution 2013-2)
4. **APPROVAL OF COUNCIL MINUTES:**  
**Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the minutes of March 19, 2013. **Motion carried.**

5. **UNFINISHED BUSINESS:**

Appointments – A letter of interest was received from Peter B. Gustis to serve on the Environmental Advisory Council. Mr. Gustis was in attendance and introduced himself. As Council had no questions, the motion followed.

**Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the appointment of Peter B. Gustis to the Environmental Advisory Council. **Motion carried.**

6. **CONSULTANTS' REPORTS:**

a. Solicitor's Report – Mr. Becker had nothing further to report.

b. Engineer's Report – Mr. Naugle reported that regarding the exterior painting of Borough Hall project, two bids were received, the lowest being \$24,408.50 from Uhrig's Professional Painting. **Moved** by Mr. Gallen and seconded by Mrs. Heckler to approve the bid from Uhrig's Professional Painting in the amount of \$24,408.50. **Motion carried.**

Mr. Naugle also reported that the pool painting project has begun and the sand blasting portion is complete. Mr. Sichler added that it has been determined that there is a problem with moisture so it has been recommended to remove all of the caulking and allow the areas to dry completely before repatching. **Moved** by Ms. Good and seconded by Mrs. Heckler to approve the change order for the caulking and concrete repair in an amount not to exceed \$5000. **Motion carried.**

Mr. Sichler also noted that more of the base coat was lost than was anticipated and the estimate for a second coat of paint would be \$17,000 (labor and materials), however the cost will only be \$7000 if he can obtain the paint at no cost from Sherwin Williams. He said he would keep Council updated.

**Moved** by Ms. Hutcheson and seconded by Ms. Good to approve the Engineer's Report. **Motion carried.**

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

a. Codification – Mr. Sichler provided Council with a document detailing the proposal and that \$12,000 has been budgeted for 2013. The project would take two years to complete at a cost of \$13,982 and would include the transcription of all Borough ordinances into a searchable database. It was noted that the end product would not become the Borough's property and there would be a \$1200 annual service fee (online only). Should the Borough wish to have the ordinances reviewed for conflicts with the Borough Code, the additional cost would be \$4261. **Moved** by Ms. Good and seconded by Ms. Hutcheson to authorize General Code to begin the process to codify the Borough's ordinances, with the option to do the legal review. **Motion carried.**

b. Pre-sale Inspections – Mr. Sichler provided Council with pertinent information from West Reading, Kenhorst, Lower Alsace, Muhlenberg and Mount Penn to assist with the discussion. He noted that all of the municipalities contacted have similar requirements and fee structures for their pre-sale inspections. The other municipalities contract with third party firms and report that they find these firms to be qualified and reputable. It was the consensus of Council to move forward with the process. Mr. Naugle explained the process for appeals when a third party is doing the inspections and it was noted that the board must consist of three qualified people and alternates. If the board cannot be established, then Council must hear the appeals.

Discussion ensued concerning who to hire and what they should enforce. After much consideration Council decided to hire Kraft Services.

**Moved** by Mrs. Heckler and seconded by Mr. Gallen to hire Kraft Code Services to perform pre-sale inspections for the Borough, per the UCC. **Motion carried.**

It was suggested that Mark Burkholder, Will Gernert and Denny Lorah be asked to sit on the Appeals Board and Chief Burkholder indicated that he would be interested in doing so. Mrs. Levering would also be a member of the board (ex officio).

- c. Summer Hires – Mr. Sichler reported that he and Dean Murray had interviewed candidates for summer public works employment and recommended the hiring of three individuals. **Moved** by Ms. Good and seconded by Mrs. Heckler to hire Daniel Weaver at \$7.50/hour, Nathan Hertzog at \$7.25/hour, and Michael Meiran at \$7.25/hour. **Motion carried.**
- d. Vehicle Sales – Mr. Sichler reported that the high bidder for the sale of the police motorcycle was Wilbur Gray of Georgia. **Moved** by Ms. Good and seconded by Mrs. Heckler to approve the sale of the motorcycle to Wilbur Gray in the amount of \$7101. **Motion carried.**

Mr. Sichler requested permission to sell the 2004 Chevrolet Impala, which was to be used by Parking Enforcement however will now be sold because the engine seized up. **Moved** by Ms. Hutcheson and seconded by Mrs. Heckler to advertise the sale of the 2004 Chevrolet Impala. **Motion carried.**

Mr. Sichler noted that the Dodge Charger which was to be sold will now be used for Parking Enforcement.

**Moved** by Ms. Good and seconded by Mrs. Heckler to approve the Borough Manager's Report. **Motion carried.**

8. **MAYOR'S REPORT & WEST READING COMMUNITY REVITALIZATION FOUNDATION REPORT:**

Mayor Keller referred to the February 21<sup>st</sup> West Reading Community Revitalization Foundation minutes which had been distributed, and noted that the Farmers' Market will open for the season on Sunday, May 19<sup>th</sup> at 9:00 a.m.

**Moved** by Mr. Gallen and seconded by Ms. Hutcheson to approve the Mayor's Report. **Motion carried.**

9. **DEPARTMENT REPORTS:**

- a. Code Enforcement – There were no questions for Mrs. Levering.

**Moved** by Mr. Wert and seconded by Ms. Hutcheson to approve the Chief Code Enforcement Officer's Report. **Motion carried.**

- b. Police Department – Sgt. Phillips reported the following:

- the department is conducting training
- the new striping for the police vehicles is costing \$1000 less per car
- the department has a new web site – *westreadingpolice.com*
- specifications have been prepared for the Penn Avenue surveillance cameras

**Moved** by Mrs. Kulesa and seconded by Mrs. Heckler to advertise the bid specifications for the surveillance cameras. **Motion carried.**

**Moved** by Ms. Hutcheson and seconded by Mrs. Kulesa to approve the Police Department Report. **Motion carried.**

- c. Public Works – Mr. Murray had nothing to add. It was noted that notices were hand delivered today for the street sweeping ‘no parking’ areas, per the newly enacted Ordinance. Mrs. Kulesa stated her concerns regarding a storm drain on Sunset Road that is large enough for a small child to get into. Mr. Murray said he would look at the situation to see what can be done to make it safer.

**Moved** by Ms. Good and seconded by Mr. Gallen to approve the Public Works Director’s Report. **Motion carried.**

- d.. Fire Department – Chief Burkholder had nothing to add to his written report.

**Moved** by Ms. Good and seconded by Mr. Wert to approve the Fire Chief’s Report. **Motion carried.**

- e. Elm Street – Mr. Rohrbach noted the minutes and PARR report that had been in Council’s packet. He also reported:

- The PARR project is nearing completion. A public Open House will be held on May 4<sup>th</sup>, and an ‘invitation only’ event will be held on May 7<sup>th</sup>.
- Earth Day events will be held on Saturday, April 20<sup>th</sup> at the Community Garden, along the river, etc.
- The 600 block of Cherry Street will be the location for a large mosaic mural.

**Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the Elm Street Manager’s Report. **Motion carried.**

10. **COMMITTEE/COMMISSION REPORTS:**

- a. Recreation Commission – Mr. Conrad introduced Abbie Burkhart, the new Recreation Coordinator. She then reported that the Recreation Commission is seeking approval for two new fundraising events at the pool:

- September 2<sup>nd</sup> – Doggie Day – this is the last day that the pool is open for the season and residents will be allowed to bring their dog to the pool for a swim.
- August 10<sup>th</sup> – Pig Roast – will also be held at the pool as a fundraiser.

**Moved** by Ms. Good and seconded by Mrs. Heckler to approve the September 2<sup>nd</sup> and August 10<sup>th</sup> events. **Motion carried.**

**Moved** by Ms. Good and seconded by Mr. Wert to approve the Recreation Commission Report. **Motion carried.**

- b. Traffic & Infrastructure Committee – There were no action items as a result of the Traffic Committee meeting. Ms. Good requested that the Committee consider the installation of stop signs at various alleys throughout the Borough. Mr. Conrad said that it would be on the next Committee agenda.

**Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the Traffic Committee Report. **Motion carried.**

There was nothing of note concerning the Infrastructure Committee meeting. **Moved** by Ms. Hutcheson and seconded by Mrs. Heckler to approve the Infrastructure Committee report. **Motion carried.**

- c. Environmental Advisory Council – There were no questions.

**Moved** by Mr. Gallen and seconded by Ms. Good to approve the Environmental Advisory Council Report. **Motion carried.**

- d. Safety Committee – There were no questions.

**Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the Safety Committee Report. **Motion carried.**

11. **TREASURER'S REPORT:**

- a. **Moved** by Ms. Hutcheson and seconded by Mr. Wert to approve the Revenues with Comparison to Budget Report for the 3 months ending 3/31/2013. **Motion carried.**
- b. **Moved** by Mr. Gallen and seconded by Mr. Wert to approve Payment Approval Report for 3/19/2013 - 4/11/2013 and 4/12/2013 – 4/15/2013. **Motion carried.**

Mr. Conrad then announced that a letter of resignation had been received from Treasurer Sharon Morgan, effective June 30, 2013. Sharon is retiring after 28 years with the Borough. **Moved** by Mr. Gallen and seconded by Mrs. Kulesa to accept with regret the resignation of Sharon Morgan. **Motion carried.**

Council then discussed advertising for the position of Treasurer and it was decided that the Personnel Committee would meet to determine the qualifications for the position and draft the wording for the advertisement. It is Council's intention to have someone in place by June 1<sup>st</sup>. **Moved** by Mr. Wert and seconded by Ms. Hutcheson to advertise for the position of Treasurer. **Motion carried.**

12. **PUBLIC COMMENT:** There was no public comment at this time.

13. **EXECUTIVE SESSION:**

Council recessed to Executive Session at 8:05 p.m. to discuss personnel. When the meeting reconvened at 8:56 p.m., no action was taken. **Motion carried.**

14. **ADJOURNMENT:**

**Moved** by Ms. Hutcheson and seconded by Mrs. Heckler to adjourn the meeting at 8:57 p.m. **Motion carried.**

Respectfully submitted,

Cathy Hoffman  
Administrative Assistant