

BOROUGH OF WEST READING
Borough Council Reorganization Meeting
January 3, 2022 – 6:00 p.m.

West Reading Borough Council held its Reorganization Meeting at Borough Hall on Monday, January 3, 2022 with the following persons present: Mayor Samantha Kaag; Council Members Philip C. Wert, Christopher Lincoln, Patrick Kaag, Jennifer Bressler, Zachary Shaver, Denise Drobnick; Sgt. Ryan Phillips; Solicitor Daniel P Becker; Code Enforcement Manager Cathy Hoffman.

Council Member Ryan Lineaweaver, Borough Manager Dean Murray, Borough Secretary Cynthia Madeira and Recreation Director Christine Boud were in attendance via Zoom.

VISITORS:	Doug Zeeger	Resident
	Paige West	Visitor
	Karen Livingood	via Zoom
	Kyle Hall	via Zoom
	Bethany Bowers	via Zoom

1. **SWEARING IN OF COUNCIL MEMBERS:** It was noted that all members of Council had previously been duly sworn in and copies of their Oaths of Office have been received by Borough Staff.
2. **CALL TO ORDER:** Mayor Samantha Kaag called the meeting to order at 6:05 p.m., which was followed by the Pledge of Allegiance and Roll Call.
3. **PUBLIC COMMENT:** There was no public comment.
4. **ELECTION OF OFFICERS:**

Nominations for Council President – Patrick Kaag nominated Ryan Lineaweaver for Council President. There were no other nominations. Moved by Mr. Shaver and seconded by Mr. Lincoln to close the floor to nominations. Motion carried.

Moved by Ms. Drobnick and seconded by Mr. Lincoln to appoint Mr. Lineaweaver as Council President. **Motion carried 7-0.**

Mr. Lineaweaver, noting that chairing a meeting via Zoom is not optimal, recommended that he not chair the remainder of the meeting and allow the Vice-President to do so, once appointed.

Nominations for Council Vice-President – Mr. Lincoln nominated Philip Wert as Council Vice-President. There were no other nominations. Moved by Mr. Shaver and seconded by Mr. Lincoln to close the floor to nominations. Motion carried.

Moved by Mr. Shaver and seconded by Mr. Lincoln to appoint Mr. Wert as Council Vice-President. **Motion carried 7-0.**

Vice-President Wert then chaired the remainder of the meeting.

Nominations for Council President Pro-Tem – Mr. Shaver nominated Christopher Lincoln as Council President Pro-Tem. There were no other nominations. Moved by Mr. Kaag and seconded by Mr. Shaver to appoint Mr. Lincoln as President Pro-Tem. **Motion carried 7-0.**

5. COMMITTEE APPOINTMENTS AND MEETING SCHEDULE:

MEETING SCHEDULE: The proposed meeting schedule for 2022 had previously been provided to Council for consideration. Motion by Mr. Lincoln and seconded by Ms. Bressler to approve the dates and times for meetings in 2022, and to advertise the schedule, as presented. **Motion carried 7-0.**

APPOINTMENTS:**Administration**

Business Privilege Tax Collector and Local Services Tax Collector	Berks Earned Income Tax	1/1/22 – 12/31/23
Deputy Tax Collector	Janice Kaucher	1/1/22 – 12/31/25
Borough Manager	Dean Murray	1/1/22 – 12/31/23
Borough Secretary	Cynthia Madeira	1/1/22 – 12/31/23
Assistant Borough Secretary	Dean Murray	1/1/22 – 12/31/23
Treasurer	Jeanette Rentschler	1/1/22 – 12/31/23
Assistant Treasurer	Helen Moyer	1/1/22 – 12/31/23
Open Records Officer	Dean Murray	1/1/22 – 12/31/23
Assistant Open Records Officer	Cathy Hoffman	1/1/22 – 12/31/23
Assistant Open Records Officer	Cynthia Madeira	1/1/22 – 12/31/23

Code Enforcement

Code Enforcement Officer	Luis Negron, SDE Inc.	1/1/22 – 12/31/23
Assistant Code Enforcement Officer	Keith Yeager, SDE Inc.	1/1/22 – 12/31/23
Commercial Building Inspector	Matt Davenport, SDE Inc.	1/1/22 – 12/31/23
Residential Building Inspector	Matt Davenport, SDE Inc.	1/1/22 – 12/31/23
Plumbing Inspector	SDE, Inc	1/1/22 – 12/31/23
Sewage Enforcement Officer	Scott McCaffrey, SDE Inc.	1/1/22 – 12/31/23
Zoning Officer	Cathy Hoffman	1/1/22 – 12/31/23
Assistant Zoning Officer	Steve Moyer, SDE Inc.	1/1/22 – 12/31/23

Professional Services

Engineer	Thomas Unger, SDE Inc.	1/1/22 – 12/31/23
Solicitor	Daniel Becker, Kozloff Stoudt	1/1/22 – 12/31/23
Zoning Solicitor	Jason Ulrich, McGinley Gross	1/1/22 – 12/31/23
Auditor / Accounting Specialist	Maillie, LLP	1/1/22 – 12/31/23

Fire Department

Fire Department	Chief Chad Moyer	1/1/22 – 12/31/23
	Deputy Chief Jeffrey Reinert	1/1/22 – 12/31/23
	Assistant Chief Jason Witman	1/1/22 – 12/31/23
	Captain Jamie Keith	1/1/22 – 12/31/23
	Lieutenant Andrew Gudinas	1/1/22 – 12/31/23
	Lieutenant Ryan Lesagonicz	1/1/22 – 12/31/23
Safety Officer	Daniel Strause	1/1/22 – 12/31/23
Fire Police	Captain Timothy Goodhart	1/1/22 – 12/31/23
	Lieutenant Lance Parmer	1/1/22 – 12/31/23

Fire Marshal	Troy Hatt	1/1/22 – 12/31/23
Deputy Fire Marshal	Mark Burkholder	1/1/22 – 12/31/23
Fire Code Official	Troy Hatt	1/1/22 – 12/31/23

Planning Commission

Member	Kacie Rodriguez	1/1/22 – 12/31/25
Member	Daniel Horman	1/1/22 – 12/31/25
Member	Cody Rhoads	1/1/22 – 12/31/25

Shade Tree Commission

Member	Lynne Burns	1/1/22 – 12/31/25
--------	-------------	-------------------

Economic Development Committee

Mayor	Mayor Samantha Kaag	1/1/22 – 12/31/23
Council Member	Philip Wert	1/1/22 – 12/31/23
Borough Manager	Dean Murray	
Member	John Woodward	1/1/22 – 12/31/23
Member	Aaron Gantz	1/1/22 – 12/31/23
Member	Robin Horman	1/1/22 – 12/31/23
Member	Mark Ratcliffe	1/1/22 – 12/31/23
Member	Benjamin LaManna	1/1/22 – 12/31/23
Member	Melinda O'Neill	1/1/22 – 12/31/23
Member	Heidi Reuter	1/1/22 – 12/31/23

Emergency Services

Emergency Management Coordinator	Tom Bausher	1/1/22 – 12/31/23
Deputy Emergency Management	Mike Fesh	1/1/22 – 12/31/23
Emergency Management Board Members	Dean Murray, Borough Manager Cathy Hoffman, Alternate	1/1/22 – 12/31/23 1/1/22 – 12/31/23

Vacancy Board Chair

Vacancy Board Chair	Andrew Moletress	1/1/22 – 12/31/23
---------------------	------------------	-------------------

Recreation Commission

Council Member - Chairperson	Denise Drobick	1/1/22 – 12/31/23
Vice Chairperson	Lori Hoffman	1/1/22 – 12/31/22
Secretary	Colleen English	1/1/22 – 12/31/23
Member	Nathalie Kulesa	1/1/22 – 12/31/23
Member	Roger Hinson	1/1/22 – 12/31/22
Member	Jennifer Underhill	1/1/22 – 12/31/22
Member	Kristina Singleton	1/1/22 – 12/31/22
Member	Nikki Frymoyer	1/1/22 – 12/31/22
Member	Kristin Hawley	1/1/22 – 12/31/23

Traffic & Infrastructure Committee

Council Member - Chairperson	Christopher Lincoln	1/1/22 – 12/31/23
Council Member	Patrick Kaag	1/1/22 – 12/31/23

Mayor	Samantha Kaag	1/1/22 – 12/31/23
Borough Manager	Dean Murray	1/1/22 – 12/31/23
Police Department	Ryan Phillips	1/1/22 – 12/31/23

Bank Signatories

Treasurer	Jeanette Rentschler	1/1/22 – 12/31/23
Manager	Dean Murray	1/1/22 – 12/31/23
Secretary	Cynthia Madeira	1/1/22 – 12/31/23
Council President	Ryan Lineaweaver	1/1/22 – 12/31/23

Public Safety Committee

Council Member	Patrick Kaag	1/1/22 – 12/31/23
Mayor	Samantha Kaag	1/1/22 – 12/31/23
Borough Manager	Dean Murray	1/1/22 – 12/31/23
Police Department	Ryan Phillips	1/1/22 – 12/31/23
Public Works	Kerry Grassley	1/1/22 – 12/31/23
Fire Department	Chad Moyer	1/1/22 – 12/31/23
Code Department Manager	Cathy Hoffman	1/1/22 – 12/31/23

Police Negotiating Committee

Council Member	Zachary Shaver	1/1/22 – 12/31/24
Council Member	Christopher Lincoln	1/1/22 – 12/31/24
Mayor	Samantha Kaag	1/1/22 – 12/31/24
Borough Manager	Dean Murray	1/1/22 – 12/31/24

Town/Gown

Council Member	Denise Drobnick	1/1/22 – 12/31/24
Mayor	Samantha Kaag	1/1/22 – 12/31/24
Borough Manager	Dean Murray	1/1/22 – 12/31/24

Finance Committee

Council Member	Jennifer Bressler	1/1/22 – 12/31/23
Council Member	Ryan Lineaweaver	1/1/22 – 12/31/23
Member		1/1/22 – 12/31/23
Member		1/1/22 – 12/31/23
Member		1/1/22 – 12/31/23
Member		1/1/22 – 12/31/23

Personnel Committee

Council Member	Jennifer Bressler	1/1/22 – 12/31/23
Council Member	Ryan Lineaweaver	1/1/22 – 12/31/23
Council Member	Zachary Shaver	1/1/22 – 12/31/23
Mayor (Police Matters)	Samantha Kaag	1/1/22 – 12/31/23
Borough Manager	Dean Murray	1/1/22 – 12/31/23

Pension Fund Committee

Council Member	Jennifer Bressler	1/1/20 – 12/31/22
----------------	-------------------	-------------------

Member	Andrew Moletress	1/1/20 – 12/31/22
Member	Carl Garman	1/1/22 – 12/31/24
Member	James Livingood	1/1/22 – 12/31/24
Member	Ryan Phillips	1/1/22 – 12/31/24
Member	Nicholas Karetas	1/1/22 – 12/31/24
Member	Wayne Holben	1/1/22 – 12/31/24
Member	Keith Phillips	1/1/22 – 12/31/24
Borough Manager	Dean Murray	1/1/22 – 12/31/24
Borough Treasurer	Jeanette Rentschler	1/1/22 – 12/31/24
Mayor	Samantha Kaag	1/1/22 – 12/31/24

Hospital Committee

Council Member	Philip Wert	1/1/22 – 12/31/24
Council Member	Patrick Kaag	1/1/22 – 12/31/24
Mayor	Samantha Kaag	1/1/22 – 12/31/24
Borough Manager	Dean Murray	1/1/22 – 12/31/24
Code Department Manager	Cathy Hoffman	1/1/22 – 12/31/24

Western Berks Water Emergency

Mayor	Samantha Kaag	1/1/22 – 12/31/24
-------	---------------	-------------------

Environmental Advisory Council

Council Member	Ryan Lineaweaver	1/1/22 – 12/31/24
Member	Samantha Kaag	1/1/22 – 12/31/24

Board of Appeals

Member	Andrew Moletress	1/1/22 – 12/31/24
--------	------------------	-------------------

Housing Review Board

Member	Chad Moyer	1/1/22 – 12/31/23
Member	Andrew Moletress	1/1/22 – 12/31/23

Council also discussed the following as part of the appointments to Committees/Boards etc.:

- A Request for Proposals will be advertised for the Zoning Hearing Board Solicitor position. The current solicitor will be advised and invited to submit a proposal.
- With Zachary Shaver having become a member of Council, there would be four Council members on the Planning Commission which is not permissible under the Sunshine Law. Mr. Shaver offered to step down from the Commission. The vacancy will need to be advertised.
- Mr. Wert asked that Jack Gombach be added to the Economic Development Committee.
- Council appointed Ms. Drobick as chair of the Recreation Commission. There was also discussion concerning the level of negativity and discord that has been prevalent at Recreation meetings. As well, there were members frequently missing meetings and a lack of volunteerism among members. Therefore, some changes in membership were requested. Jennifer Witman and Alex Humphrey have asked not to be reappointed; Colleen English, Kristen Hawley and Nathalie Kulesa have requested to be reappointed, and three letters of interest have been received. Council asked that the appointments to the Recreation Commission be tabled until the January 18th meeting.

- Mr. Wert spoke about the Finance Committee that has not met for a couple of years and asked that the Committee be revitalized. After some brief discussion, Ms. Bressler and Mr. Lineaweaver volunteered to lead the Committee. The vacant seats will be advertised.
- Council asked that the Pension Fund Committee meet with the pensions' financial advisors at least once per year. Mayor Kaag also requested to be appointed to the Committee. Mr. Murray will meet with the Treasurer and Ms. Bressler to discuss moving forward.
- Mr. Murray will meet with the Mayor to discuss the Water System Emergency protocols.

Motion by Mr. Lincoln and seconded by Ms. Bressler to approve all appointments as discussed with the exception of the Recreation Commission. **Motion carried 7-0.**

Resolution 2022-1 Reaffirm Zoning Hearing Board – Due to Ms. Drobnick being elected to Council she can no longer be a member of the Zoning Hearing Board therefore the resolution reaffirms the remaining Zoning Hearing Board members.

Motion to approve Resolution 2020-1 to reaffirm the Zoning Hearing Board Members. **Moved** by Mr. Wert and seconded by Mrs. Kaag. **Motion carried 7-0.**

6. **EXECUTIVE SESSION:** It was announced that Council had met in Executive Session immediately prior to this meeting to discuss personnel and that no action had been taken.
7. **PUBLIC COMMENT:** There was no public comment.
8. **ADJOURNMENT:** **Moved** by Mr. Lincoln and seconded by Mr. Kaag to adjourn the meeting at 7:16 p.m. **Motion carried 7-0.**

Respectfully submitted,

Cathy Hoffman