

BOROUGH OF WEST READING – BOROUGH COUNCIL
2nd Regular Meeting/Workshop

February 27, 2018 – 7:00 p.m.

West Reading Borough Council held its 2nd Regular Meeting at Borough Hall on Tuesday, February 27, 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, David Amato; Mayor Andrew Kearney; Police Chief Stephen Powell; Fire Chief Mark Burkholder; Public Works Director Dean Murray; Main Street Manager Mark Ratcliffe; Recreation Director Helen Moyer; Engineer Tom Unger; Borough Manager Cathy L. Hoffman; Assistant to the Manager Cynthia Madeira.

Visitors: There were no visitors.

Call to Order:

Council President Nicholas Imbesi called the meeting to order at 7:00 p.m.

Green Light-Go Grant

Mr. Unger provided Council members with a Professional Service Agreement relating to four traffic signal improvements for the Green Light-Go Grant project. The scope of services include project management, preliminary and final design engineering and construction services not to exceed \$15,000. Design service fees are a segment of the \$33,000 Borough match for this grant.

Mr. Wert inquired as to the status of the ARLE grant. Mr. Lincoln noted due to the expense related to replacement of the marble handicapped ramps along Penn Avenue acceptance of grant money was declined. However, there is another potential grant becoming available later this year that can be researched.

Motion to authorize Systems Design Engineering to proceed with Professional Service Agreement not to exceed \$15,000. **Moved** by Ms. Thompson and seconded by Mr. Wert. **Motion carried 7-0.**

Mr. Unger also noted Masonic Lodge's request for landscape design services that would not require permitting or engineering services to conflict with Systems Design Engineering's service to the Borough. Council agreed there would not be a conflict of interest.

Special Event/Public Gathering Ordinance

Council discussed the following aspects of a draft special event/public gathering ordinance and related applications:

- **297-1. Definitions** – Mr. Wert suggested and Council agreed to adding the definition of Borough and removing the noted zoning districts from permit exclusions pertaining to nonresidential events occurring entirely within a building.
- **297.3 Permit Requirements** – Council agreed to eliminate letter "A" that referenced gatherings exceeding duration of 48 hours.
- **297.4 Applications** – In order to unify certificates of insurance requirements within the special event application and ordinance, Council agreed to note at least \$1,000,000 of general liability coverage would be required.
- **297.5 Conditions of Approval** – Council agreed to remove the Sewage Enforcement Officer requirement to approve adequate sanitary toilet facilities from Section "A". However, the applicant would be required to note location of facilities that would be made available to the public, including the use of portable facilities. Also Council agreed due to limited availability of parking, to ease the burden of Section "B (4) Parking Facilities". This section should be modified to require the applicant demonstrate a plan to provide adequate parking for the anticipated number of persons in attendance for the event.

- **297.6 Conduct of Special Event/Public Gathering** – Council agreed to modify Section “B” to prohibit unlicensed sales of alcohol.
- **297.9 Violations and Penalties** – Mr. Wert recommended adding a base fine to deter issuance of \$25 fines for this type of violation. Council agreed to add a base fine of \$250.
- **297.10 Fees** – Council agreed to modify Section “B” to reference fees associated with Police Department services to be based on the current hourly rate per officer pursuant to resolution of Borough Council as may be amended from time to time.

Special Event/Public Gathering Application Guidelines

- Modifications were requested to the general information portion of this document to include the noted 60-day application submission requirement for gatherings anticipating 2,000 or more persons as referenced within Section 297.4 Applications “A” of the ordinance.

Special Event/Public Gathering Application

- In lieu of noting faxed applications would not be accepted, note the application and photo identification to be submitted in person.
- Relocate the individual department approval/denial section to the bottom of the page to allow space for notation of special conditions. Also, removal of the reference to Sewage Enforcement Officer from the application review checklist.

Street Closure Application

- There were no suggested changes to this application to be used for instances such as block parties. Roadways that would be excluded from street closures include State Route 422, 5th Avenue and Museum Road.

Demonstration Permit Application

- There were no suggested changes to this application.

Environmental Advisory Council

Mr. Wert noted during the Environmental Advisory Council meeting last evening, members made a motion to recommend Council’s approval of an amendment to the enabling ordinance to expand membership from five to seven members.

Motion to advertise Ordinance 1084 Environmental Advisory Council Composition. **Moved** by Mr. Amato and seconded by Mr. Lincoln. **Motion carried 7-0.**

Council agreed to meet for an additional workshop to continue review of ordinances on Tuesday, March 27, 2018.

ADJOURNMENT:

Motion to adjourn the meeting at 8:40 p.m. **Moved** by Ms. Thompson and seconded by Mr. Amato. **Motion carried 7-0.**

Respectfully submitted,
Cynthia Madeira
Assistant to the Manager