



CITY COUNCIL

Committee of the Whole

Monday, August 16, 2021

5:00 pm

Hybrid Meeting

Agenda

Due to COVID-19 the public is prohibited from attending the Committee of the Whole meeting. Using the hybrid meeting format the public has an increased opportunity to observe and participate in our meetings. This meeting can be viewed LIVE on the Council Facebook Page, on BCTV MAC Channel 99 or afterwards on the City's website at <https://www.readingpa.gov/content/city-council-video>.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://readingpa.zoom.us/j/87510321234?pwd=cDJqeVo4MDJTaDhvUk5aZjc3RGU4dz09>

Passcode: 514416

Or One tap mobile:

+13017158592,,87510321234#,,,,*514416# US (Washington DC)

+13126266799,,87510321234#,,,,*514416# US (Chicago)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 875 1032 1234

Passcode: 514416

- | | | |
|-------------|--|----------------|
| I. | Fire Museum | 20 mins |
| II. | Council Solicitor | 30 mins |
| | <ul style="list-style-type: none"><i>Review refined job description attached</i> | |
| III. | Sidewalk Repair/Replacement program | 30 mins |
| | <i>Approved Program docs attached</i> | |

IV. Council Recommendation Chambers Tech Project 10 mins
(proposal attached)

City Council Solicitor

General Statement of Duties

Council's Solicitor will perform professional legal services for City Council. The primary responsibility of the position is to advise City Council on questions of law and assist with legislative matters. Legal matters will be referred to the Council Solicitor by members of Council or the City Clerk. This position does not replace or usurp the City Solicitor and his role as the City's chief legal advisor and representative.

Specific Duties:

Meetings

1. Provide legal services or assistance when requested at City Council meetings/hearings where City Council, as a body, are exercising legislative, adjudicative or quasi-judicial functions including, but not limited to, conditional use hearings.
2. Provide legal services or assistance when requested at Regular, Special and/or Committee meetings of City Council.
3. Provide legal services when requested at Executive Sessions.

Legal Research / Opinions

1. Conduct legal research and prepare legal opinions on all matters of law as requested by members of Council or the City Clerk from time to time.
 - The Council Solicitor shall forward a copy of all written opinions (hard copy and email) to the City Solicitor unless the opinion involves a matter of conflict with the Administration or is an otherwise confidential and/or privileged matter.
 - A copy of written legal opinions requested by a member of Council shall be forwarded to the President of Council, each of the members of City Council and the City Clerk, unless a member of Council requests confidentiality as to the opinion, at which time the communication will be subject to attorney/client privilege.

General Matters

1. When requested by Council, the Council Solicitor shall review resolutions, leases, contracts, agreements, bonds/obligations and other documents upon which Council action will be required and shall consult and discuss with the City Solicitor all issues related thereto.
2. The Council Solicitor shall prepare ordinances as directed by the President of Council or a majority of Council members and review proposed ordinances prepared by the City Clerk or Administration and provide input or clarifications as required.
3. Give advice on legal matters (including citizens' legal inquiries) to members of City Council or City Clerk, when requested or as necessary.

Administration matters / City Solicitor

1. Consult with City Solicitor on City legal matters when either (i) requested by City Solicitor with approval of President of Council, or (ii) requested by the President of Council or a majority of Council members.
2. The Council Solicitor shall be available to Administration and/or the office of the City Solicitor for the following purposes:
 - (a) Consultation concerning pending or threatened litigation involving the City or ordinances or resolutions of the City that may be subject to challenge;
 - (b) Consultation concerning the drafting of proposed City ordinances;
 - (c) Consultation regarding any other matters relating to City business at the request of the City Solicitor as directed by the President of Council or a majority of Council members;
 - (d) To represent the City or other City departments where the City Solicitor and/or Assistant City Solicitors have a conflict of interest, subject to the approval of the President of Council and unless independent legal counsel is otherwise obtained under the Charter.
 - (e) Consultation concerning miscellaneous legal issues related to matters that may require future Council action.
3. The Council Solicitor shall be available to the City Clerk for the purpose of consultation and advice on issues related to the duties of the Clerk and Council business.
4. Provide primary legal advice and assistance to Council on matters where a conflict or dispute with the Administration exists or is likely to occur.

Required Knowledge, Skills and Abilities

Shall be a member of the Bar of the Supreme Court of Pennsylvania and experienced in municipal law, and shall have knowledge about local, State and Federal laws and court decisions affecting municipalities. Must have his own legal assistant to assist in the preparation of all opinions, memorandums, and whatever other correspondence is required in the performance of his duties.

Compensation and Benefits

The City Council Solicitor shall be an employee of the City entitled to compensation on either an agreed upon hourly basis or monthly/annual retainer and such other benefits as approved from time to time by Council.

Drafted by:

Sponsored/Referred by:

Acting CD Dir/City Clerk

Acting CD Dir

Introduced on:
Advertised on:

Aug 26, 2019
September 1, 2019

BILL NO. _____ 2019

AN ORDINANCE AUTHORIZING THE IMPLEMENTATION OF THE SIDEWALK
REPAIR AND REPLACEMENT GRANT PILOT PROGRAM

WHEREAS, the City of Reading recognizes that the maintenance and repair of sidewalks within the City is necessary to protect the health, safety, and welfare of residents and visitors, and

WHEREAS, the Pennsylvania Political Subdivision Tort Claims Act, Sect. 42Pa.CS.A. 8541, states that property owners are primarily responsible for liabilities arising out of dangerous conditions of sidewalks, and

WHEREAS, the City of Reading, PA Code of Ordinances, Sect. 508-508, Duty of owner to construct and repair at own expense, states the following:

“A. Owners of property abutting on any public street shall, at their own expense, construct, pave, curb, repave and re curb the sidewalks on such property.

B. Owners of property abutting on any public street shall, at their own expense, keep sidewalks along such property in proper good repair in accordance with City standards and maintained free from hazardous conditions,” and

WHEREAS the City of Reading, PA Code of Ordinances, Sect. 508-509, Work by City for failure to comply with notice, states the following:

“Upon failure of any owner(s) to construct, pave, curb, repave or re curb sidewalks, keep the same in good repair and maintain free from hazardous conditions within 10 days after written notice by the Director of the Department of Public Works or his/her designee the work may be done forthwith by the City of Reading, and the expense thereof, with costs, shall be levied and collected from such owners according to law. Nothing in this section shall preclude the Director of the Department of Public Works or his/her designee from undertaking enforcement of this Part as provided for in § 508-516,” and

WHEREAS, many residential owners cannot afford to repair sidewalks adjacent to their property, and the City has received numerous complaints each year regarding sidewalks in need of repair, this pilot program was developed to assist single family homeowners with the financial burden of repairing the sidewalks in front of and adjacent to their homes.

NOW, THEREFORE, be it ordained that the City Council of the City of Reading hereby authorizes the implementation of the Sidewalk Repair and Replacement Grant Pilot Program.

SECTION 1. The Council of the City of Reading hereby enacts the Sidewalk Repair and Replacement Grant Pilot Program for single family owner-occupied properties within Reading using the funds appropriated for such purposes in the annual General Fund Budget and/or CDBG Action Plan.

SECTION 2. The application form, Program Details, Eligibility Matrix and the Hold Harmless Agreement for the Sidewalk Repair and Replacement Grant Pilot Program are attached and any modifications to those documents must be approved by ordinance.

SECTION 3. The Community Development Department is authorized and directed to develop and implement the broad advertising of this program to inform the public of its availability and encourage ongoing participation in the program.

SECTION 4. In the event that any provisions, section, sentence, clause or part of this Ordinance shall be held invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance, and the remaining provisions shall remain in full force and effect.

SECTION 5. All Ordinances or parts of Ordinances not in accord with this ordinance are hereby repealed insofar as they conflict hereby.

SECTION 6. This ordinance shall be effective ten (10) days after its adoption and approval by the Mayor, or repassage by City Council over the Mayor's veto, in accordance with Section 219 of the City of Reading Home Rule Charter, or as set forth in Section 221 of the City of Reading Home Rule Charter.

ENACTED into a law by Council on September _____, 2019.

Jeffrey Waltman, President of Council

Attest: _____
Linda Kelleher CMC, City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council:

Date: _____



CITY OF READING

SIDEWALK REPAIR AND

REPLACEMENT GRANT

PILOT PROGRAM

APPLICATION FORM

Owner Applicant Name: _____

Address: _____

Phone Numbers: (h) _____ (c) _____

Email Address: _____

Length of Project (linear feet): _____

Project Description: _____

Please Attach Photos

Certification:

By signing this application, I certify that I am the legal owner of this property and that all information on this application and accompanying material is true and accurate to the best of my knowledge, and that if

selected I will comply with all the rules and conditions as set forth in the information regarding this program.

Applicant Signature: _____ Date: _____

Applications may be emailed to Tami.Davies.Coleman@Readingpa.gov, or mailed or brought in person to the Community Development Office, City of Reading, 815 Washington St, Room 3-12, Reading, PA. 19601

- Attachment I - Program Details
- Attachment II - Eligibility Matrix
- Attachment III – Hold Harmless/Indemnification Agreement

ATTACHMENT I

CITY OF READING SIDEWALK REPAIR AND REPLACEMENT GRANT PILOT

PROGRAM DETAILS

The City of Reading has created a grant program to assist owner occupied, single family dwellings with the repair or replacement of sidewalks ***not to exceed \$5,000.*** ***Grants for this program can be approved for their owner occupied, single family property no more than one (1) time every 10 years.***

PROGRAM BACKGROUND

The City of Reading recognizes that the maintenance and repair of sidewalks within the City is necessary to protect the health, safety, and welfare of residents and visitors. The Reading, PA Code of Ordinances states that the Department of Public Works is required to "Provide for inspection and related procedures to assure proper maintenance and repair of sidewalks in accordance with municipal ordinances." (Sec. 5-811.D (13))

The Pennsylvania Political Subdivision Tort Claims Act, Sect. 42Pa.CS.A. 8541, states that property owners are responsible for installation, repair and dangerous conditions. Insomuch as many residential homeowners cannot afford to repair sidewalks adjacent to their property, and the City has received numerous complaints each year regarding sidewalks in need of repair, this pilot program was developed to assist single family homeowners with the financial burden of repairing the sidewalks in front of and adjacent to their homes.

It is noted that the City is submitting a Commonwealth Financing Authority Multimodal Transportation Fund Program Grant application for the Buttonwood Gateway West Project which will include sidewalk repair in this distressed neighborhood.

ELIGIBILITY

All applications will be reviewed against the eligibility matrix (see Attachment II). Applications will only be accepted from owner occupied, single family dwellings. Applications will be reviewed and prioritized by Department of Community Development and/or Department of Public Works staff. Incomplete applications will not be accepted, and the City may require additional information from the homeowner. This program will be awarded on a first come first served, need basis.

Grants for this program can be approved for their owner occupied, single family property no more than one (1) time every 10 years.

Sidewalk Repair and Replacement Grant Pilot
Program Details

Page 2

Procedure

1. Applicants must submit a fully completed application form with photographs of the portions of sidewalk in need of repair **or replacement and an estimate for the repair or replacement of the sidewalk.** All requested information including verification of income as reported to the IRS for the previous tax year must be included;
2. All applications will be reviewed against the eligibility matrix;
3. Applicants which have received a Notice of Violation from the Property Maintenance Division for failure to repair their sidewalks will receive priority;
4. Applicants who have collaborated with at least two adjacent property owners will receive priority; neighboring sidewalks in need of repair will require an application from each Individual homeowner;
5. Staff reviews applications for completeness and accuracy;
6. Staff approves and priorities applications; and
7. Approved applicants will be required to sign a hold harmless agreement between the City and the homeowner.

EXCLUSIONS

1. Tree removal curb and gutter repair and ADA ramp replacement are NOT a part of this pilot program. ADA ramp replacement is included under the CDBG program.
2. Brick sidewalks – unless the brick will be replaced with concrete.
3. Residential Rental Units
4. Not Proprietor Owned Commercial Rental Units, Not Proprietor Owned
5. Commercial Properties
6. Partnership or Corporate Owned Industrial Properties

~ Please direct any questions to the office of Community Development at 610-655-6234. ~



**CITY OF READING
SIDEWALK REPAIR and REPLACEMENT GRANT
PILOT PROGRAM**

**ATTACHMENT II
ELIGIBILITY MATRIX**

		USE PRIORITY			
		(A1)	B1	C1	D1
CONDITION PRIORITY	1	A2	B2	C2	D2
	2	A3	B3	C3	D3
	3	A4	B4	C4	D4
	4	A5	B5	C5	(D5)
	5				

Condition Priority - based on mobility barriers (not compliant with any ADA rules and regulations and not compliant with the City of Reading's Codes and Ordinances)

1	Sidewalk Missing	Missing sidewalk within a predefined accessible route per the ADA transition plan.
2	Misalignment	Misalignment in the sidewalk that would cause a trip hazard. One (1) inch or greater vertical break in the sidewalk or at joint.
3	Joint gaps and Missing Bricks	Sidewalks with gaps greater than ½ inch, missing bricks, which cause an accessibility hazard.

4	Sidewalk Width	Sidewalk with widths less than 36 inches or sidewalks with obstructions that make the width less than 36 inches.
5	Cross Slope and Longitudinal Slope	Cross slopes greater than 2% and Longitudinal slopes not matching street grade (not compliant with ADA rules and regulations).

**Sidewalk Repair and Replacement Grant Pilot
Program Attachment II**

USE PRIORITY

A	Public Request	The highest use priority is provided for public requests for accessibility accommodation. This includes all requests from the City of Reading.
B	Government or Public Use	Areas within the public right-of-way that abut or serve public or governmental agencies and offices, public medical facilities, public housing, public schools and senior facilities. Excludes areas already included in Use priority A.
C	Public Accommodation	Areas within right-of-way that abut or serve places of public accommodations that are private owned, including but not limited to private hospitals, major shopping malls, areas, employment sites and housing complexes. Excludes areas already included in Use Priority A.
D	Low Density and Other Uses	Areas within right-of-way that abut or serve industrial areas, single family home and other area not covered in Use Priorities A, B, or C above.

Financial Assistance Priorities

Residential, Owner Occupied Senior Citizen

Residential, Owner Occupied with Disabilities

Residential, Owner Occupied (Low Income Verification Required)

Residential, Owner Occupied

Excluded from Financial Assistance

Tree Removal

Curb and gutter repair and ADA ramp replacement Repair and replacement of brick sidewalks – unless the brick will be replaced by concrete

Residential

Rental Units, Not Proprietor Owned Commercial

Rental Units, Not Proprietor Owned

Commercial Properties

Partnership or Corporate Owned Industrial Properties



815 Washington Street
Reading PA 19601
1-877-727-3234

Attachment III

Hold Harmless/Indemnification Agreement

For and in consideration of my participation in the City of Reading Sidewalk Repair and Replacement Program ("Program"), I _____ (applicant) hereby agree to hold the **City of Reading, its Agents and Employees**, harmless from any and all actions, causes of actions, claims, damages, costs, loss of services, attorney fees, expenses and compensation on account of, or in any way arising out of my participation in the Program; and further agrees to indemnify the **City of Reading, its Agents and Employees**, against any loss as a result of claims of persons or entities arising from my participation in the Program. I also acknowledge, in accordance with Pennsylvania State law (Pennsylvania Political Subdivision Tort Claims Act, Sect. 42Pa.CS.A. 8541), that I am primarily responsible for the maintenance of the sidewalks adjacent to my property.

IN WITNESS WHEREOF, the above named, intending to be legally bound, has executed this Hold Harmless and Indemnification Agreement this _____ day of _____, 20_____

Applicant Signature: _____

State of _____

County of _____

This record was acknowledged before me on _____ (date)

by _____ (name of individual).

Notary Public:

My commission expires:



City of Reading – Council Chambers Upgrades V3 with 4 display option

COSTARS 003–099 Contract Pricing

Created by:

Nicholas Barber Haverford Systems Inc.

Prepared for:

Ken Cochran City of Reading

Scope of Work

HSI will provide and install:

Haverford Systems Inc. will provide the following upgrades as listed below. These upgrades include new cameras, microphones, wall speakers, displays, and a streaming device for council meetings. A new equipment rack will be added to the Council Chambers for efficiency and to eliminate the need for equipment on the first floor.

Installation/Upgrades:

1.) Wireless Conferencing units (quantity 14).

These units will consist of a microphone and individual speaker.

All microphone audio will be picked up and sent to other conferencing unit speakers except for the unit of the microphone that is in use.

these units also have the ability to be used for digital voting via a touch panel.

Units will be labeled as well as a label on the table to match the corresponding microphone.

<https://www.shure.com/en-US/products/conference-discussion/mxcw>

2.) Push to talk feature on the microphones will switch the camera to who is speaking. When no one is speaking the camera will return to the overall council view. We have freedom to make adjustments here via programming.

3.) The displays will capture whichever content is being displayed on the laptop/Zoom meeting/stream. 2 x 75" displays will be placed on the left and right in front of the wall on a floor stand (no wheels) facing the Council. 2 x 85" displays will be placed on the left and right in front of the wall on a floor stand (no wheels) facing the audience.

4.) New speakers will replace the old ones. 2 speakers wall mounted facing the audience and 2 wall mounted facing the council. Each pair of speakers will have its own audio mix.

5.) 4 new cameras will replace the current ones. A 4th camera will be placed either to the left or right of the stained glass.

6.) Streaming will be conducted via an Epiphan Streaming Device.

- This device will record the meetings and can be setup to automatically upload the recordings to a cloud service, FTP server, etc. of your choice.
- A zoom meeting will need to be hosted from a PC. The PC can get the audio and video feed from the Epiphan Pearl via an HDMI to USB capture device. This way, you can change which camera is being sent to the Zoom conference.
- The HDMI output of the PC running Zoom can then feed into the Epiphan Pearl for Zoom meeting recordings.
-



Haverford Systems Inc.
 152 Robbins Rd
 Downingtown, PA 19335

Detailed Pricing

Pricing Breakdown

Aug 10, 2021

Quote Ref.: HSII 466
 Exp. Date: Aug 29, 2021

Prepared for City of Reading
 Ken Cochran
 ken.cochran@readingpa.gov

SKU	NAME	QTY	MSRP/MAP	COSTARS PRICE	SUBTOTAL
	VIDEO REINFORCEMENT	1		\$0.00	\$0.00
QB75R	Samsung 75" Edge-Lit 4K UHD LED Display for Business	2	2769	\$2,017.95	\$4,035.90
LPAUB	Chief Large Fusion™ Manual Height Adjustable Floor AV Stand	2	1446	\$944.78	\$1,889.56
QB85R	Samsung Commercial Large Format 85IN COMMERCIAL 4K UHD LED LCD 350 NIT 16/7	2	3847	\$2,842.02	\$5,684.04
LFAUB	Chief X-Large Fusion™ Manual Height Adjustable Floor AV Stand	2	1326	\$1,030.28	\$2,060.56
60-1437-01	Extron HDMI to Four Output DTP DA - 230 feet (70 m)	1	2850	\$1,638.75	\$1,638.75
60-1531-13	Extron HDMI Decorator-Style Rx, White - 230 feet (70 m)	4	700	\$402.50	\$1,610.00
60-1271-13	Extron HDMI Rx - 230 feet (70 m)	1	480	\$288.00	\$288.00
60-1271-12	Extron 60-1271-12	1	480	\$288.00	\$288.00
	CAMERA/STREAMING	1		\$0.00	\$0.00
PT20X-NDI-WH	PTZOptics 20X Optical Zoom PTZ Camera NDI HX, 3G-SDI, HDMI, CVBS, IP Streaming 1920 x 1080p 60.7	4	2309	\$2,078.10	\$8,312.40



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Downingtown, PA 19335

HCM-1-WH	Huddlecam Camera mount	4	90	\$81.00	\$324.00
Pearl-2 Rackmount	Epiphan Streaming box	1	6975	\$6,291.45	\$6,291.45
	AUDIO	1		\$0.00	\$0.00
MXCWAPT	Shure Microflex Complete Wireless Access Point - PoE - Up to 125 Conf	1	3570	\$2,875.00	\$2,875.00
MXCW640	Shure Wireless Conference Unit (Includes SB930 Battery)	14	1429	\$1,148.85	\$16,083.90
MXCWNC5	Shure 10 Bay Battery Charger	2	1070	\$862.50	\$1,725.00
MXC416/C	Shure Cardioid Gooseneck Microphone (16 in)	14	207.14	\$166.75	\$2,334.50
CORE 110f	QSC Audio Digital Signal Processor CORE 110f: \ Unified Core with 24 local audio I/O channels, 128x128 total Network I/O channels with 8x8 Software-based Dante license included, dual LAN ports, POTS and VoIP telephony, 16x16 GPIO, 16 next- generation AEC processors, 1RU.	1	3670	\$2,936.00	\$2,936.00
REX16	Middle Atlantic 16U Mobile rack equipped with locking front and rear doors. Power distribution and accessories	1	3008.62	\$1,441.80	\$1,441.80
	Hardware and cabling All hardware and cabling needed to complete installation	1		\$1,413.13	\$1,413.13
Haverford Systems Installation Services	Haverford Systems Installation Services \ Onsite installation labor, design, administration, project management and logistics	1		\$12,010.87	\$12,010.87
					\$73,242.86
				Discount	\$0.00
				Tax	\$0.00
				Total	\$73,242.86