

# *CITY COUNCIL*

## *Nominations and Appointments*

### *Committee*

**Tuesday, January 18, 2022**  
**4:00 pm**  
**Hybrid Meeting**

The Nominations and Appointments Committee will meet as needed to address nominations and appointments to the City's boards, authorities and commissions.

Due to COVID-19, the public is prohibited from attending the meeting in person. Public comment will only be accepted in writing through an email to [michelle.smith@readingpa.gov](mailto:michelle.smith@readingpa.gov). Public comment must be submitted by 3:00 pm on day of the meeting to allow time to print and distribute the comment submitted. The comment received will be read into the record. Those wishing to make comment at the meeting must register prior to the start of the meeting.

Join Zoom Meeting

<https://readingpa.zoom.us/j/4192926522?pwd=M0dBTXh6SnNvOHppU1paMm9zUW0xZz09>

Meeting ID: 419 292 6522

Passcode: 972205

### Dial by your location

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 419 292 6522

Passcode: 972205

## **I. Interviews**

**4:00 - Craig Breneiser - reappointment - Fire Civil Service Board**

**4:15 - Sarah Crothers - appointment - Environmental Advisory Council**

**4:30 - Robert Conklin - reappointment - Planning Commission**

## **II. Appointment Recommendations**

**III. Review Pending Applications Memo (see page 6), BAC Openings (see page 8) & Board, Authority, Commission Membership**

## **Fire Civil Service Board Facts**

The Fire Civil Service Board is required by the 3<sup>rd</sup> Class City Code (53 PACS, 39861 to 39877) to test for and compile initial hiring and promotion lists for the Fire Department. Firefighters and EMS personnel are hired through a competitive Civil Service selection process overseen by the Fire Civil Service Board, independent of the Fire Department. Applicants for Paramedic must be Eastern PA Emergency Medical Services Council Medical Command or National Registry or PHRN (Pre-Hospital Registered Nurse). It is the Board's responsibility to make sure that the testing process is fair and impartial. The top 75 Civil Service test scores and those with Veteran's Preference will move forward with the physical agility testing. Applicants who successfully complete the entire testing process are placed on the eligibility list that is valid for two years. When the Fire Department moves to hire, eligible candidates will be given conditional or probationary offers of employment based on the civil service list and their successful completion of the training course offered at the Reading Fire Training Center.

## **Fire Civil Service Board Questions for New Applicants**

1. What is the purpose of the Fire Civil Service Board?
2. Why are you interested in serving on the Fire Civil Service Board?
3. Are you aware that the Board currently meets on the 3<sup>rd</sup> Tuesday of each month at 3 pm in the Penn Room? Will you be able to regularly attend those meetings?
4. What benefit does the Fire Civil Service Board provide to the Fire Department and to the City?
5. Have you or someone you know gone through the Civil Service Testing process? If so, please provide your input on the process and how it could be improved.

## **Fire Civil Service Board Questions for Reappointments**

1. The Fire Civil Service Board currently meets on the 3<sup>rd</sup> Thursday of each month at 3 pm in the Penn Room? Are you able to regularly attend those meetings?
2. What has the Fire Civil Service Board done well and what could be improved?
3. Describe the process used for the written and oral test and provide input on how the process could be improved.
4. Are there any issues that the City could assist with?

## **Reading Environmental Advisory Council (EAC) Facts**

The EAC was formed by Bill No. 25-2007 to study environmental and sustainability issues at the request of City Council and make recommendations to Council on those issues. The EAC will work with City Council in an advisory capacity in an effort to help Council analyze environmental and sustainability issues and, when appropriate, issue recommendations on courses of action necessary to protect the health, safety and welfare of the residents of Berks County.

The EAC may advise and make recommendations to City Council, City Administration, and City boards, authorities and commissions on policies and programs that infuse the work of City government with an operating philosophy based on environmental protection and sustainability, make recommendations as to the possible use of open land areas within the City of Reading, and promote community environmental awareness programs.

### **EAC Questions for New Applicants**

1. What is the purpose of the EAC?
2. The EAC currently meets on the 4<sup>th</sup> Tuesday of each month at noon. Will you be able to regularly attend those meetings?
3. Why are you interested in serving on the EAC?
4. What environmental issues would you like to have addressed?
5. Do you have experience with environmental issues or projects?

### **EAC Questions for Reappointments**

1. Are you able to regularly attend meetings?
2. What does the EAC do well?
3. In what areas or ways does the EAC need to improve?
4. Are there any issues that the City could assist with?
5. Describe an initiative the EAC has worked on within the past year.
6. In what ways could the EAC improve the way it operates?

## **Planning Commission Facts**

Originally established by the PA Municipalities Planning Code, the Planning Commission is charged with administering the Subdivision and Land Development Ordinance (SALDO) and making recommendations for approval or denial of projects, reviewing and commenting on all Zoning Ordinance amendments and Conditional Uses, and preparing the Comprehensive Plan.

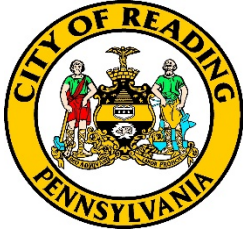
## **Planning Commission Questions for New Applicants**

1. What is the purpose of the Planning Commission?
2. Why are you interested in serving on the Planning Commission?
3. The Commission currently meets on the 4<sup>th</sup> Tuesday of each month at 6:00 pm.  
Will you be able to regularly attend those meetings?
4. What plan review experience do you have?
5. What would you like to see the Planning Commission accomplish?

## **Planning Commission Questions for Reappointments**

1. Are you able to regularly attend monthly meetings?
2. What has the Planning Commission done well and what could be improved?
3. Are there any issues that the City could assist with?
4. How is the Commission's relationship with the City Planner and Zoning Offices?
5. Are there issues that the City needs to address?

MEMORANDUM



**TO:** Nominations and Appointments Committee  
**FROM:** Shelly Smith, Deputy City Clerk  
**DATE:** January 18, 2022  
**SUBJECT:** Pending Applications

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The following persons have applications for Boards, Authorities, and Commissions pending:

Citizens Initiative Commission - *11 open seats (1 per Council District; 3 at large)*

- Tonya Butler - appointment - has Mayoral approval

Recreation Commission - *1 open seat (citizen member)*

- Mark Falter Jr - appointment - clearances submitted - **sent to Mayor Feb 2021**

Youth Commission - *8 open seats (1 District 2, 2 District 3, 1 District 4, 1 District 6, 3 Mayor)*

- Carlos Estrada - appointment - District 4 - has Mayoral approval - **needs clearances**
- Cesar Martinez - appointment - District 4 - has Mayoral approval - **needs clearances**
- Beatriz Gonzalez - appointment - District 2 - has Mayoral approval - **needs clearances**

Charter Board - *2 open seats (5 members)*

- **Susan Williams - appointment (was member in the past) - sent to Mayor May 2021**

RAWA - 1 expired term (7 members)

- **Cecile Grimshaw - reappointment - sent to Mayor Dec 2021**

Fire Civil Service Board - 1 open seat, 1 expired term (3 members)

- Craig Breneiser - reappointment - has Mayoral approval

Environmental Advisory Council - 2 open seats (7 members)

- Sarah Crothers - appointment - has Mayoral approval

Planning Commission - 1 expired term (5 members)

- Robert Conklin - reappointment - has Mayoral approval

Equal Business Opportunity Advisory Board - 5 open seats (5 members)

- William Dorward - Building/Trades - appointment - has Mayoral approval

HVAC Board - 7 open seats (9 members)

- Carlos Belilla - appointment
- Dale Eisenhofer - appointment

**BOARDS, AUTHORITIES & COMMISSIONS**  
**OPEN SEATS**

JANUARY 18, 2022

Board, Authority & Commission	Mayor appointment w/ Council approval	Mayor appointment	Council appointment
<b>BOARDS</b>			
Electrician's Examining Board Must be master Electrician	Board full		
Plumbing Board of Examiners Must be master Plumber	2 openings		
Reading HVAC Board Must have master license	7 openings		
	2 applications pending		
Zoning Hearing Board			2 alternate openings
Police Civil Service Board			Board full
Fire Civil Service Board			2 openings
			1 application pending
Board of Historical Architectural Review			4 openings
			Historic District Openings & Trades Professional
Board of Trustees of the Reading Public Library			
			1 City opening



Board of Health	2 alternate openings		
Board of Ethics	Board full		
Building/Fire Code Board of Appeals	2 openings		
	2 alternate openings		
	Bldg/Trade experience		
Animal Control Board	2 openings		
Charter Board	2 openings		
	1 application pending		
Code & License Appeals Board		1 opening	
		1 alternate opening	2 alternate openings
Equal Business Opportunity Advisory Board	5 openings		
	1 application pending		
Diversity Board			Board full
Pagoda Foundation		Mayoral Appointments filled	2 openings
Conversion Therapy Mental Health Services Appeals Board	3 openings		

**AUTHORITIES**

Reading Area Water Authority			
			1 opening
			1 application pending
Reading Redevelopment Authority			
		Board full	
Reading Housing Authority			
	Board full		
Reading Parking Authority			
		Board full	
Convention Center Authority			
			City positions full

**COMMISSIONS**

Planning Commission			
	3 openings		
	1 application pending		
Shade Tree Commission			
	1 opening		
Stadium Commission			
	Board full		
Reading Human Relations Commission			
		1 opening	
Blighted Property Review Committee			
	1 opening		

Environmental Advisory Council			2 openings
			1 application pending
Recreation Commission			
	1 City opening		
	1 application pending		
Audit Committee			
			Board full
Citizens Initiative Commission			
		3 openings	6 openings – 1 per City Council District
			1 application pending
Youth Commission		3 openings	5 openings – 1 District 2; 2 District 3; 1 District 4; 1 District 5; 1 District 6
		2 applications pending	
Downtown Revitalization P3		Positions full	1 alternate opening