



# *CITY COUNCIL*

## *Nominations and Appointments*

### *Committee*

**Monday, July 19, 2021**  
**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

+1 301 715 8592 US (Washington DC)

+1 646 558 8656 US (New York)

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 419 292 6522

Passcode: 972205

## **I. Interviews**

**4:00 – Michael Kautter – reappointment – Building / Fire Code Board of Appeals**

**4:15 – Michael McDevitt – appointment – HARB**

**4:30 – Pamela Gockley – appointment – Shade Tree Commission**

**II. Appointment Recommendations**

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

## **Fire and Building Code Board of Appeals Facts**

The Fire and Building Code Board of Appeals has the authority to periodically review building, electrical, mechanical, plumbing, and fire codes, act as a board of appeals to pursuant to the aforementioned codes. They may determine the suitability of alternate materials and types of construction and waive building code requirements under certain circumstances. An affected party may appeal the decision of the local Code Official to the Building and Fire Code Board of Appeals, and the Building and Fire Code Board of Appeals shall have the power to uphold, reverse, or modify the decision of the official.

There is no set meeting schedule for this Appeals Board.

1. Why are you interested in serving on the Fire and Building Code Board of Appeals?
2. Have you had experience with the City's Fire or Building Codes?
3. What is your opinion on the need for this appeals board?
4. Have you had any experience considering testimony and making decisions based on the testimony presented?

## **Code and License Appeals Board Questions for Reappointments**

1. Do you regularly attend appeal hearings?
2. How many appeal hearings has the Board held over your term?
3. Do you believe that the process used to conduct the hearing is productive and efficient?
4. What changes would you recommend?

## **Historical and Architectural Review Board (HARB) Facts**

HARB and the Historic District Preservation Ordinance were adopted in 1978 for the general purpose of protecting those historical areas, buildings and structures within the City which have distinctive character recalling the rich architectural and historical heritage of the City of Reading and Commonwealth of Pennsylvania. The City currently has 5 historic districts – Centre Park, Callowhill, Prince, Penn’s Commons and the Heights (conservation district). The HARB meets monthly to consider applications to make exterior property improvements that are within view of the public right of way for properties within the historic districts. The projects must be in compliance with the Federal Secretary of the Interior Guidelines.

## **HARB Questions for New Applicants**

1. What are the functions of the HARB?
2. HARB currently meets on the 3rd Tuesday of the month at 6:30 pm. Can you attend the meetings?
3. Why are you interested in serving on HARB?
4. Have you ever received preservation or property maintenance violations from the City? If yes, please explain the nature of the violation and corrective measures that were implemented in order to comply with resolutions of the HARB.
5. Have you ever submitted an application for a Certificate of Appropriateness to the HARB? If yes, please explain the nature of the application and alterations that were completed in compliance with resolutions of the HARB.
6. What professional or personal experience do you have relative to historic preservation?
7. What is the value of historic preservation?
8. What is the role of the Secretary of Interior Standards for Rehabilitation, the Code of Ordinances, the Construction Codes, and policies/guidelines adopted by the HARB?

## **HARB Questions for Reappointments**

1. Are you able to regularly attend the meetings?
2. What are some of the more difficult issues HARB has encountered and what did you and the Board do to try to resolve the issues?
3. Are there any issues that the City or Council could assist with?
4. In what ways could HARB improve the way they operate?
5. Have you ever received disciplinary action by HARB as a HARB member?

## **Reading Shade Tree Commission Facts**

The purposes of the Shade Tree Commission are to promote and advance the general welfare of the City by:

- Guiding and regulating the orderly growth and development of vegetation on or near public areas in accordance with the Shade Tree Map and with long term objectives, principles and standards deemed beneficial to the interest and welfare of the people of the City.
- Protecting the character and the social and economic value of both private and public property.
- Preserving and enhancing the visual character and natural beauty of the City.
- Restoring, insofar as is possible, a healthy natural environment including but not limited to photosynthesis, underground water stability, surface runoff stability, the reduction of noise, the filtration of pollutants, such as ozone, sulfur dioxide, particulate matter, etc., and the propagation of animal life.

## **Shade Tree Commission Questions for New Applicants**

1. What is the purpose of the Shade Tree Commission?
2. Are you aware that the Shade Tree Commission currently meets on the 3<sup>rd</sup> Thursday of each month at 6 pm? Will you be able to regularly attend those meetings?
3. Why are you interested in serving on the Shade Tree Commission?
4. How does a shade tree program benefit Reading?
5. Do you have experience with trees and/or landscaping?

## **Shade Tree Commission Questions for Reappointments**

1. The Shade Tree Commission currently meets on the 3<sup>rd</sup> Thursday of each month. Are you able to regularly attend those meetings?
2. What does the Shade Tree Commission do well?
3. In what areas or ways does the Shade Tree Commission need to improve?
4. Are there any issues that City Council could assist with?

MEMORANDUM



**TO:** Nominations and Appointments Committee  
**FROM:** Shelly Smith, Deputy City Clerk  
**DATE:** July 19, 2021  
**SUBJECT:** Pending Applications

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

**Recreation Commission - 2 open seats (2 citizen members)**

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

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

- Tonya Butler - appointment - has Mayoral approval

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

- Adorelis Medina - appointment - District 3 - has Mayoral approval
- Carlos Estrada - appointment - District 4 - has Mayoral approval - **needs clearances**
- Cesar Martinez - appointment - District 4 - has Mayoral approval - **needs clearances**

Environmental Advisory Council – *2 expired terms; 3 open seats (7 members)*

- Ty Wheeler – appointment – **sent to Mayor June 2021**

Fire/Building Code Board of Appeals – *1 expired term, 2 open seats, 2 open alternates (5 members)*

- Michael Kautter – reappointment – has Mayoral approval

Shade Tree Commission – *1 expired term, 1 open seat (5 members)*

- Pam Gockley – appointment – has Mayoral approval

HARB – *5 open seats (9 members)*

- Michael McDevitt – appointment – has Mayoral approval

Stadium Commission – *1 expired term (5 members)*

- James Schlegel – reappointment – **sent Mayor July 2021**

Housing Authority – *1 open seat (5 members)*

- Maria Delgado – appointment – **sent to Mayor July 2021**

Human Relations Commission – *1 expired term, 1 open seat (7 members)*

- Stacey Taylor – reappointment – **sent to Mayor July 2021**

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

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

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

JULY 19, 2021

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	6 openings		
Zoning Hearing Board			2 alternate openings
Police Civil Service Board			Board full
Fire Civil Service Board			1 opening
Board of Historical Architectural Review			5 openings Real Estate Broker & Historic District Openings & Trades Professional 1 application pending
Board of Trustees of the Reading Public Library			City positions filled



Board of Health	2 alternate openings		
Board of Ethics	Board full		
Building/Fire Code Board of Appeals	3 openings		
	2 alternate openings		
	Bldg/Trade experience		
	1 application pending		
Animal Control Board	3 openings		
Charter Board	2 openings		
	1 application pending		
Code & License Appeals Board		2 openings	
		1 alternate opening	2 alternate openings
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			
			Board full
Reading Redevelopment Authority			
		Board full	
Reading Housing Authority			
	1 opening		
	1 application pending		
Reading Parking Authority			
		Board full	
Convention Center Authority			
			City positions full

**COMMISSIONS**

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

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