



CITY OF READING, PENNSYLVANIA

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ELECTRICIANS EXAMINING BOARD

MINUTES December 4, 2023

The Regular Quarterly meeting of the City of Reading (COR) Electrical Examining Board was convened in the 3rd Fl. Conference Rm, City Hall, on Monday, December 4, 2023 as mandated by COR Ordinance #56-2022 §180.1102.5 at 4:30 PM

CALL TO ORDER: Chairman Geoff Litwin called the meeting to order as per the attached AGENDA at 4:32PM. Chairman Litwin directed member Tim Waldman to read the Roll Call.

PRESENT (6) Geoff Litwin, Todd Rathman, Tim Pelter, Jose Delfi, Bryan Anderson, Tim Waldman

ABSENT (1) Jeff Hartman

COR- The COR does not currently have an Electrical Inspector on staff, and a substitute COR representative was not in attendance.

MINUTES: There have not been any minutes of these regular meetings taken since September 2022.

APPLICANTS FOR TESTING/LICENSING: Since there was no COR representative present, the Electrical Examining Board was not able to review any applications for electrical license testing, or any applications for reciprocal license issuance as per COR Ordinance #56-2022 §180.702.8.

UNFINISHED BUSINESS: Board member Tim Waldman discussed his verbal report to City Council on behalf of the Electrical Examining Board that was given at the City Council meeting on November 27, 2023. A written transcript of that report is attached to these minutes.

NEW BUSINESS:

The other members of the Electrical Examining Board were in agreement with all of the observations in member Tim Waldman's report to Council, and as a result, some actions were taken this evening in order to more align this board with our governing ordinance, as follows:

A motion was made by Tim Pelter, second by Bryan Anderson to appoint board member Tim Waldman as an interim Liaison to the COR Administration and City Council, and also to the office of Recording Secretary for the Board. **MOTION PASSED UNANIMOUSLY**



A new procedure was discussed for issuing reciprocal electrical licenses and accepting applications for electrical testing, as per COR Ordinance #56-2022 §702.8.1

2 new forms, attached to these minutes, were developed, and are now required to be used for **ALL** applications for electrical testing and reciprocal electrical license issuance.

These new forms must be signed by at least 4 members of the Electrical Examining Board at their regularly scheduled quarterly meeting.

NO applications for electrical testing shall be approved, or reciprocal electrical licenses shall be issued by the COR Building/Trades Division without the required SIGNED form attached to the application.

The board feels these requirements are fully in compliance with the COR Electrical Ordinance.

A Motion was made by Tim Pelter, second by Jose Delfi to adopt the above procedure **MOTION PASSED UNANIMOUSLY**

A motion was made by Todd Rathman, second by Tim Pelter to adopt the 2024 Electrical Examining Board meeting schedule attached to these minutes, a copy of which will be sent to the City Clerk for the required advertisement in the newspaper. **MOTION PASSED UNANIMOUSLY**

GOOD OF THE ORDER:

A lengthy discussion was held regarding the lack of adherence to the COR Electrical Ordinance since the previous Electrical Inspector has left.

This Board feels that it is of utmost importance to restore the policies and procedures that are being ignored by the current administration in the Building/Trades Division.

To accomplish our required duties under the COR Electrical Ordinance, this board will be requesting certain information regarding permit and license issuance from January 2023 to the present. As well as permit statistics comparing 2022 to 2023

The Board is unsure if this information is available to us or if a RTK request must be made.

The new secretary will be inquiring about this and will report at the next regularly scheduled meeting.

ADJOURNMENT:

A Motion was made by Bryan Anderson, second by Todd Rathman. **MOTION PASSED UNANIMOUSLY**
Meeting Adjourned at 5:00PM

Next Meeting: Monday, March 4, 2024, at 4:30PM in the 3rd Fl. Conference Room of City Hall

Respectfully Submitted,



Timothy F. Waldman
Recording Secretary