



# *CITY COUNCIL*

## *Public Works Committee*

**Tuesday, January 18, 2010**

**Agenda**

**5:00 p.m.**

**Committee Members: M. Goodman-Hinnershitz Chair, D. Sterner, S. Marmarou**

*Although Council committee meetings are open to the public, public comment is not permitted. However, citizens are encouraged to attend and observe the committee meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair.*

- I. Inventory of Lease Agreements (PW11) - C. Jones**
- II. Memorandum of Understanding - Reading Beautification - F. Denbowski**
- III. Memorandum of Understanding - PermaCultivate - F. Denbowski**
- IV. Protocol for Traffic Changes**

### **Follow-up Issues:**

- **Stormwater Utility**
- **Recreation Commission**
- **Former Police Academy Building**
- **Establish and Enforce a Utility Cut Program (PW 15)**
- **Fleet Maintenance Contract with Neighboring Municipalities (PW 03)**

**➤ Public Works Committee**  
**FY 2009**  
**GOALS AND OBJECTIVES**

**GOAL 1: REPAVE/RECONSTRUCT CITY STREETS/MAINTAIN CURBING AND SIDEWALKS**

- Determine the most effective method of developing and implementing a citywide street reconstruction and repaving program.
- Develop priorities for street repaving and reconstruction.
- Identify, based on Council Districts, in need of infrastructure improvements.

**GOAL 2: COMPLETE ENGINEERING PLAN REVIEWS FOR PROPOSED DEVELOPMENT SITES.**

- Ensure the Public Works Committee receives regular updates regarding development projects.

**GOAL 3: ADDRESS THE CLEANLINESS OF CITY STREETS**

- Evaluate current sweeping program procedures in an attempt to improve operations.

**GOAL 4: BEAUTIFICATION/MAINTENANCE/EXPANSION OF THE PARKS SYSTEM**

- Identify necessary, amongst the existing park system, aesthetic improvements and prioritize improvements.
- Receive regular updates on the implementation of the City Park Master Plan and improvements to the Pagoda.

**GOAL 5: RENOVATIONS TO CITY FACILITIES.**

- Ensure improvements to City facilities are completed in a timely manner.

**GOAL 6: ENSURE TIMELY IMPLEMENTATION OF CAPITAL IMPROVEMENTS PLAN PROJECTS**

- Monitor CIP projects and receive regular status report from Public Works Director and Managing Director.

**GOAL 7: STRENGTHEN RECREATION ACTIVITIES AND PROGRAMS AS A WHOLE.**

- Improve, through amendment, the existing Park and Recreation Advisory Council ordinance.

- Discuss opportunities of expanding recreation opportunities through partnering with other organizations and the community.
- Work with other external recreation providers to coordinate programs and activities
- Identify more effective methods of providing recreation opportunities to a larger segment of the community.
- Consider expanding the Park Security Program.

**GOAL 8: RECEIVE REGULAR UPDATES ON COMPLIANCE WITH ALL WASTE WATER PERMIT REQUIREMENTS (NPDES AND Air Quality) AND WASTE WATER TREATMENT PLANT OPERATIONS.**

**GOAL 9: REVIEW CONSENT ORDER AND OPERATION AND MAINTENANCE PLAN SCHEDULE**

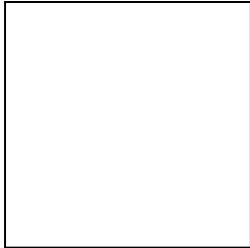
- Begin and continue reviewing the implementation of the wastewater treatment plant design and schedule including periodic updating of financial estimates.
- Approve Consent Decree timeline.
- Receive regular and complete financial updates

**GOAL 10: CREATE STORMWATER UTILITY**

- Review financial impact analysis.
- Develop legislation for review and adoption by City Council.

**GOAL 11: MONITOR SOLID WASTE AND RECYCLING OPERATIONS**

- Determine if improvements to the existing ordinance are necessary.
- Assist with the development of an education and enforcement campaign for all city residents on proper set out requirements for all municipal solid waste and recyclables.



# *CITY COUNCIL*

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## ***Public Works Committee***

### ***Monday, September 20, 2010 Meeting Report***

**Committee Members Attending:** D. Sterner, M. Goodman-Hinnershitz, V. Spencer

**Others Attending:** S. Katzenmoyer, F. Denbowski, K. Barnhardt, C. Jones

The Public Works Committee meeting was called to order at 5:25 pm.

#### **Inventory of Lease Agreements (PW 11)**

Mr. Jones distributed a list of City facilities and those who use them on a regular basis. He noted that very few have formal signed agreements.

Mr. Sterner questioned the need for playground associations to have agreements. Mr. Denbowski expressed his belief that they did not need agreements. He noted that in the past there was a Commission that oversaw all playground associations. Ms. Katzenmoyer explained that when this Commission was disbanded the Park and Recreation Advisory Committee was formed.

Ms. Goodman-Hinnershitz noted the need for agreements moving forward. She noted that a template should be used for all agreements.

Ms. Goodman-Hinnershitz questioned if there was an agreement in place regarding the fire tower. Mr. Denbowski stated that the Mayor is meeting with Pagoda-Skyline about this issue at the end of the week.

Mr. Marmarou noted that Rotary Park opened its door to County residents but they did not

participate and stated that it was too far away. He added that Rotary's end of season picnic hosted 600+ families.

Ms. Goodman-Hinnershitz questioned if the agreement for Egelman's was for the entire park. Mr. Jones stated that it was for the ball field only.

Ms. Goodman-Hinnershitz stated that the City has an agreement with the Izaak Walton League in relation to Egelman's Park and with East Ends. She questioned if there was an agreement in place with Years of Tears for Mineral Spring Park. Mr. Denbowski stated that Years of Tears is a new organization and they do not yet have an agreement. He noted that they are hosting an event at Mineral Spring Park this Saturday.

Mr. Jones stated that the school district uses City facilities at no charge. He stated that the City follows the school district's policy. Mr. Denbowski added that the district will be charging the City full price to use facilities. He stated that he has scheduled a meeting with the Board president to discuss this issue. He noted that it will cost the City thousands of dollars to use district facilities and may end several programs.

Mr. Sterner noted the need for a written agreement with the school district on facility usage. He questioned if a universal agreement could be used or if each facility would need specific information. Mr. Jones stated that a general agreement covering issues such as liability and rules could be used for all and then specifics added depending on the facility.

Ms. Goodman-Hinnershitz suggested the general agreement also cover background checks. She requested an opinion from the Law Department on the template language.

Mr. Sterner questioned if legal was involved in drafting these agreements. Mr. Jones stated that they were involved in the East Ends, Izaak Walton, Reading Phillies, and tower agreements. He does not believe they review agreements for park usage.

Mr. Marmarou stated that little league performs background checks. Mr. Jones stated that all athletic organizations should perform background checks.

Mr. Marmarou stated that the Reading Phillies announced an auction of equipment during the renovations. He questioned who would receive the proceeds. Mr. Denbowski stated that he will obtain this information. Mr. Barnhardt suggested that Baseballtown Charities receive the funding. Mr. Jones stated that this would not be a significant amount of money.

Ms. Goodman-Hinnershitz described a situation where tables and chairs were replaced at the Pagoda. She stated that property ownership is also an issue. She also stated that there can be issues regarding accountability for grant funding to private organizations. She noted the need for a professional standard to move forward.

Ms. Goodman-Hinnershitz requested that the Law Department attend the next meeting.

**Establish and Enforce a Utility Cut Program (PW 15)**

Mr. Jones stated that the City already has a utility cut program. He stated that the Recovery Plan suggests better monitoring of the program. He noted that since the additional personnel cuts there are no inspections of street projects. He stated that fees must be updated to fully fund positions to inspect the cuts and manage the program. He noted that this is an investment in the future of the City's infrastructure.

Mr. Sterner noted the need for these inspections. Mr. Jones stated that UGI is very well known and is trusted to do quality work. He noted the need for better oversight of other contractors.

Ms. Goodman-Hinnershitz questioned if a timeline is submitted when street cuts are permitted. Mr. Jones stated that they are not as there are no personnel to oversee them.

The condition of Cotton St was discussed. Mr. Jones stated that UGI will be repaving one lane of traffic.

Ms. Goodman-Hinnershitz questioned when this repaving would occur. Mr. Jones stated that UGI has indicated that the work would be complete by the end of October.

Ms. Goodman-Hinnershitz questioned when repairs would be made to Cotton St sidewalks. Mr. Jones did not have this information.

Mr. Sterner questioned who would be analyzing this issue. Mr. Jones stated that it would be Ms. Hoag.

**Fleet Maintenance Contracts with Neighboring Municipalities (PW 03)**

Mr. Jones stated that the City has a state of the art garage. He noted that the City repairs vehicles for the library and Reading Phillies in addition to the City's fleet. He noted that they are no longer making repairs to the Parking Authority vehicles. He stated that he is analyzing working with neighboring municipalities and has begun discussions with Muhlenberg and Cumru Townships.

Ms. Goodman-Hinnershitz questioned the facility at 14<sup>th</sup> & Walnut Sts. Mr. Jones stated that currently, repairs are made to playground equipment and fencing and a small engine repair shop is located in this facility. He noted that these functions will be moving to the Public Works building in the near future.

Ms. Goodman-Hinnershitz questioned if this building would be sold. Mr. Jones stated that it is currently needed for storage.

Ms. Goodman-Hinnershitz questioned if the County would be interested in sharing fleet maintenance. Mr. Barnhardt stated that the County will be shifting to a lease program for its entire fleet, including maintenance.

Mr. Jones explained that the City was working with the school district on this issue but that negotiations have stopped due to labor issues.

Mr. Marmarou stated that the City should work with the district on snow removal issues. He noted the need to begin discussions now. Mr. Denbowski stated that the district and the City have different definitions of snow emergencies. He stated that these types of issues need to be negotiated.

Mr. Denbowski stated that snow emergencies are on the Finance Committee agenda. Ms. Katzenmoyer stated that this was a follow up discussion. Ms. Goodman-Hinnershitz suggested it be discussed at an upcoming Committee of the Whole.

Mr. Jones explained that the City can declare a snow emergency for snowfalls greater than 15 inches. He noted that he is currently reviewing the snow emergency policy. He questioned declaring snow emergencies when the City is unable to clear snow curb to curb.

Ms. Goodman-Hinnershitz questioned if the City would have a different response to snow events with a decreased staff. Mr. Jones stated that this was the case last winter as well.

Mr. Marmarou questioned why only one side of Hill Road is plowed. Ms. Katzenmoyer explained that many streets in East Reading are only plowed one lane down the center.

Mr. Jones suggested that other relevant staff be in attendance to discuss specific snow removal issues. He noted that there are two shifts during winter months to decrease overtime costs.

Mr. Marmarou questioned if a shift differential was paid. Mr. Jones stated that it is.

### **Review of Street Paving Schedule**

Mr. Jones stated that he receives a weekly update from Windsor Service. He distributed the streets which will be worked on this week. He stated that Windsor Service has been outstanding with their communication. He forwards this information to the Call Center in case citizens call with questions.

Ms. Goodman-Hinnershitz requested that Council also receive this information to keep informed. Mr. Jones stated that he will begin forwarding this information to Council.

Mr. Jones stated that Windsor Service will also be providing an estimate to repave the parking area at Pendra Park.

Mr. Jones stated that the street repaving projects will be complete by the end of October.

### **Other Items**

Ms. Goodman-Hinnershitz noted the problems with the Verizon lines in East Reading. She stated that residents are losing service because the lines are brittle. She questioned if the City could intervene in upgrading the lines. Mr. Jones stated that he could inquire but the City would have no enforcement power.

Mr. Marmarou stated that the number to call to complain is listed on the back of the bill.

Mr. Jones stated that Verizon has indicated that Fios will not be available in Reading. He stated that Verizon does not feel the City is financially able to support the service. Ms. Goodman-Hinnershitz voiced her concern that if this upgrade is not made, that the lines will not be maintained. She also described problems with poles.

Mr. Jones stated that the Storm Water issue is on the Work Session Agenda. He recommended postponing the discussion until there is a utility update later in the fall which would include the educational plan.

There was further discussion regarding snow removal.

Mr. Jones noted that the City has two large snow blowers which are not used. He stated that Bern Township is interested in purchasing them. He stated that equipment is in good shape

and the requirement to use 10% of liquid fuels funding on new equipment keeps it up-to-date.

Mr. Jones stated that the repaving project on N. 6<sup>th</sup> St will require a public hearing. The hearing has been scheduled as part of the October Work Session. He stated that the repaving is necessary due to the large salt pile storage nearby.

The Public Works Committee adjourned at 6:17 pm.

Respectfully submitted by  
*Shelly Katzenmoyer*, Deputy City Clerk

Program Title: Reading Beautification, Incorporated  
Lead agency: City of Reading  
Date: 12/22/10

**Memorandum of Understanding**

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**I. History of Relationship**

The City of Reading has established a good working relationship with the Reading Beautification, Incorporated (RBI), a Pennsylvania nonprofit corporation. RBI and the City share an Understanding that allows RBI to operate its Corporate offices at City Hall, 815 Washington Street, Reading, PA. 19601.

**II. Roles and Responsibilities**

**Reading Beautification will:**

- Supervise volunteers and staff to assist in operating the *Great American Clean-Up* during office hours.
- RBI's use of the building for evening or weekend usage will be subject to prior approval by the Mayor's Office.
- RBI will provide all necessary office supplies and program materials related to its operations.
- RBI will provide a certificate of insurance of \$1 million naming the "City of Reading" as co-insured.
- The City will have priority use of the facility.
- Failure to be in compliance will result in termination of this Understanding.

**The City of Reading will:**

- Provide \_\_\_\_\_ (#) rooms with office furniture (formally \_\_\_\_\_ offices) for RBI to operate during office hours.
- Provide the necessary custodial services for maintenance at City Hall.
- Maintain all utilities required to occupy the space.
- Provide garbage removal and recycling service for all materials collected during the Great American Clean-Up 2011.

- Maintain all exterior property.
- No part of this memorandum will conflict with any existing agreements.
- Failure to be in compliance will result in termination of the understanding.

### **III. Reporting**

- Any correspondences or communications regarding this Memorandum of Understanding will be directed toward the following agency representatives:
  - On behalf of Reading Beautification Incorporated:
    - Chris Fegley, Executive Director, Reading Beautification Incorporated P.O. Box 12427 Reading PA 19612 or via telephone at 484 334-4478 or via electronic mail at [chrisfegley@verizon.net](mailto:chrisfegley@verizon.net).
  - On behalf of the City of Reading:
    - Frank Denbowski, Chief of Staff, Mayor's Office, City of Reading 815 Washington Street 19601 or via telephone 610 655-6234 or via electronic mail [frank.denbowski@readingpa.org](mailto:frank.denbowski@readingpa.org).

## **Greenhouse Outline**

PermaCultivate would like to utilize the City Park greenhouse for its start-up urban farm operation, both for intensive food production as well as community education programming. As winter approaches, we would like to get access to the greenhouse to begin doing prep work for a growing area.

### **What We Anticipate**

Regular access to the facility, including keys and necessary authorizations

Begin establishing growing areas in the front half of the building, with the expectation that we can expand as necessary for at least for currently unoccupied areas. We will happily accommodate space for Spring planting and other needs as they arise and will assist in the process.

Once the front half is fully occupied, we will revisit the lease agreement with an offer to take on more of the building space at an increased price that reflects our actual revenue stream.

### **What We Will Provide**

IV. Assistance in maintenance and upkeep of the facility; initially cleaning, grounds keeping, etc. and eventually, once revenue is generated, repair and improvements

V. Regularly scheduled (small) public tours of the operation of no more than 30-40 people

VI. Workshops with classes from the school district and our other partners (ex. Conservancy)

VII. A calendar of our operation's daily schedule, including a daily building log for staff and visitors

VIII. Liability insurance of \$1 million to cover general risks associated with our operation

### **What We Need**

- Building plan
- Any policy & procedure documents
- Utility cost reports
- Any city or civic group use schedule

### **Operation Details**

Within the first few months, we plan to utilize growing areas for transplant cultivation, tray-based "microgreens" such as sunflower and pea shoots, and salad mixes for harvest. As we acquire the capital to begin building we will slowly evolve into our aquaponics operation. Doing so will require the construction of the aquaponics system, which will replace greenhouse tables. All major work plans will be presented to Kyle and any other administrative partners for review before the work is done. We also plan to utilize vermicomposting in the operation as a way of eliminating waste and continually building high-quality soil. These systems, in addition to maximizing our food production capabilities, will also serve as key educational components in our programming.

We also propose to revitalize and maintain park land in partnership with the city as part of our agreement. We would like to become stewards of the Rose Garden, in particular, and convert it into an edible forest garden integrating local art and passive education.

Our initial partner will be the Milmont Magnet School of Agriculture, Science, and Ecology. We are working with the principle, Anthony Calloway, to develop the programming and curriculum we can provide for the students.

# Reading Roots Urban Farm: City Park Plan

PermaCultivate would like to utilize the City Park greenhouse area for its start-up urban farm operation, both for intensive food production as well as community education programming. As winter approaches, we are requesting access to the building in order to begin preparing for cultivation.

## What We Anticipate

1. Regular access to the facility, including keys and necessary authorizations
2. Begin establishing growing areas in the front half of the building, with the expectation that we can expand as necessary for at least the currently unoccupied areas. We will happily accommodate space for Spring planting and other needs as they arise and will assist in the process.
3. Once the front half is fully occupied, we will revisit the lease agreement with an offer to take on more of the building space at an increased price that reflects our actual revenue stream.

## What We Will Provide

1. Assistance in maintenance and upkeep of the facility; initially cleaning, grounds keeping, etc. and eventually, once revenue is generated, repair and improvements
2. Regularly scheduled (small) public tours of the operation of no more than 30-40 people
3. Workshops with classes from the school district and other partners (ex. Conservancy)
4. A calendar of our daily operation schedule, including a daily building log for staff and visitors
5. Liability insurance of \$1 million to cover general risks associated with our operation

## What We Need

1. Building plans (to help design our operation layout)
2. Any policy & procedure documents (to ensure we operate consistently with established norms)
3. Designated storage space inside & outside (to store soil, equipment, and other supplies)
4. Utility cost reports (to monitor resource consumption and begin budgeting a scaled-up operation)
5. Any city or civic group use schedule (to be aware of scheduling conflicts)

## Operation Details

### Seed Starts and Microgreen Trays

Within the first few months, we plan to utilize growing areas for transplant cultivation, traybased “microgreens” such as sunflower and pea shoots, and salad mixes for harvest.

### Aquaponics

As we acquire the capital to begin building we will evolve into our aquaponics operation, which will require light construction (but nothing permanent). All major work plans will be presented to Kyle and any other administrative partners for review before the work is initiated.

The aquaponic system will include grow beds made of wood frames and plastic liners and will be built upon the existing tables. In order to provide for different functions, several grow bed variations will be developed: 6” beds for pea-gravel watercress cultivation (primary filters), 6” beds for container and tray cultivation (secondary filters), and 12” beds for deep-water culture (DWC) cultivation (tertiary filters), and still-water duckweed beds.

Water from the fish tanks, which initially will be a combination of large aquariums (for educational purposes) and IBC Totes, will be pumped into the grow beds and flow the length of the beds. This configuration will utilize water and air pumps, therefore electric outlets will be required at certain points. Sump and filtration tanks will recirculate the water back to the fish

tanks where the cycle will begin again.

### **Vermicomposting**

We also plan to utilize vermicomposting as a way of eliminating waste and continually building high-quality soil. These systems, in addition to maximizing our food production capabilities, will serve as key educational components in our programming.

Vermicomposting takes place in worm bins, which will consist of built wooden boxes that can be placed on the greenhouse tables. Other elements of our vermiculture operation will include a worm casting screening unit as well as a soil mixing station where we will combine compost, castings, and coconut coir for potting mix.

Besides vermicomposting, some conventional composting will be necessary. Upon the agreement with all involved entities, composting could be located in several places around the greenhouse and park. The rose garden area, for example, might have a compost bin for yard waste that can also serve as a passive education station to demonstrate the value of composting to park visitors.

### **Mycoculture**

Long-term production plans include the cultivation of gourmet mushrooms, such as portabella, oyster, and shitake. Indoor cultivation will involve the use of sacks of inoculated wood chips, which we plan to line up along greenhouse tables. Outdoor cultivation will also be developed, using freshly cut logs inoculated with strain plugs.

### **Integrated Pest Management**

We will utilize organic integrated pest management (IPM) techniques to control in-greenhouse pest challenges, such as ladybirds and parasitic wasps. In place of synthetic pesticides and herbicides, organic IPM methods aim to create a balanced environment by utilizing biological solutions to pests. Doing so will require the periodic release of beneficial insects in the greenhouse. No organisms used will pose any harm to greenhouse occupants.

### **Forest Gardening**

As part of our agreement, we propose to revitalize and maintain park land in partnership with the city. In particular, we would like to become stewards of the Rose Garden and the areas surrounding the greenhouse by transforming the space into an edible forest garden and integrating local art and passive education.

An edible forest garden is highly productive garden space that mimics the features of a woodland environment. These areas would be designed to offer vibrant foliage and natural habitat year-round that minimize maintenance (watering, pruning, leaf collection, pest control, etc.) while maximizing ecological productivity through permaculture design. In addition, our goal will be to provide a space of beauty and recreation where the public can learn about the benefits of sustainable practices. Edible and medicinal trees, perennials, and self-seeding annuals will form the foundation of the design. A full design plan, including layout and plant selection schematics, will be provided to Kyle after consultation with the community and public officials. Our partnership will also extend into other park areas around the city, where PermaCultivate can provide assistance in developing and maintaining similarly productive public spaces designed to encourage use, reduce crime, improve property value, and engage neighborhood participation.

### **Educational Programming**

Our initial educational partner will be the Milmont Magnet School of Agriculture, Science, and Ecology. We are working with the principle, Anthony Calloway, to develop programming and curriculum, which will integrate all aspects of our operation.

### **Facility Layout**

Based on our general understanding of the greenhouse layout, we propose the following layout

of our operation:

### **Main Tables**

There are four main tables in the front that can accommodate the major production functions of the operation:

- Two tables to serve as aquaponic systems, with the tables to be slightly modified to incorporate the components described above.
- One table to serve as a seed starting and container cultivation section
- One table to serve as a vermicomposting, mycoculture, and soil blending section

### **Wall Tables**

There are three tables along the wall that can accommodate the support functions of the operation

- One table for public to use for workshops, materials, potting, etc.
- One table for system testing/staging/maintenance work
- One table for washing, weighing, packing, and shipping work

### **Other Space**

Our goal is to maximize the productivity of the space. Therefore, additional functionality will be developed to increase square footage through the following:

- Vertical crops in the aquaponics beds such as strawberry, bean, and tomato
- Second tier hanging baskets for leafy greens, flowers, and herbs
- Worm, fish, and mushroom cultivation under tables, along with material storage

### **Additions or Modifications**

In general, we will strive to work with the existing configurations and avoid any permanent changes to the facility. However, several critical additions and modifications are needed to enable the full production design:

- Power outlets (accessible to the aquaponics tables for air and water pumps)
- Plumbing lines, spigots, and drains (accessible to the aquaponics tables and wash station)
- Table positioning (to accommodate the fish and sump tanks)
- Wooden/metal pole framing (to accommodate the vertical crops and hanging baskets)