

CITY COUNCIL

Nominations and Appointments

Committee

Monday, March 5, 2012
3:30 pm
City Council Office

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

Committee Members: Stratton Marmarou (Chair), Donna Reed (Vice-Chair) and Randy Corcoran

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

All electronic recording devices must be at the entry door in all meeting rooms and offices, as per Bill No. 7-2012

I. Interviews

3:30 - Chad Spohn - reappointment - Plumbing Board

**3:40 - Melvyn Jacobson - appointment - Citizens Advisory Board -
Council District 6**

3:50 - Jeff George - reappointment - HVAC Board

4:00 - Dr. James Wong - reappointment - Board of Health

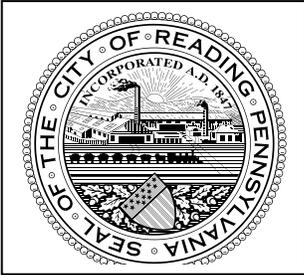
**4:10 - Kent Wrobel - appointment - Citizens Advisory Board - Council
District 2**

4:20 - Timothy Pelter - appointment - Electrician's Examining Board

4:30 - Aaron Booth - reappointment - HARB

4:40 - David Hollinger - appointment - Electrician's Examining Board

- II. Appointment Recommendations**
- III. Review Pending Applications Memo/BAC Openings/Board, Authority, Commission membership**
- IV. Water Authority Appointment**
- V. Park and Recreation Advisory Committee/Recreation Commission**
- VI. Consistent Meeting Date/Time**



CITY COUNCIL

Administrative Oversight and Land Use Committee

Monday, February 6, 2012
Meeting Report

Attendance: S. Marmarou, D. Reed

Others Attending: S. Katzenmoyer

The meeting was called to order at 12:10 pm by Mr. Marmarou.

I. Interviews

Heather Hanna (appointment – Library Board)

Mr. Marmarou questioned why Ms. Hanna was interested in serving in this capacity. Ms. Hanna stated that she has always felt connected to the library as she lives very nearby and that she currently participates in security meetings at the library. She stated that she is active in the South of Penn neighborhood group and that she visits the library several times per week. She stated that she regularly uses the library's services and promotes those services to others. She stated that she believes in the services provided by the library and noted her hope to assist in a more meaningful way.

Mr. Marmarou stated that there are already very good people on the Library Board. He stated that the City has had to decrease its funding of the library. Ms. Hanna stated that she has written letters to the editor to support the library and their services. She stated that she noticed a correlation that when the library decreased its hours of operation there was an increase in crime in the neighborhood. She again noted the vital services provided by the library.

Mr. Marmarou stated that many in the public feel that non-City residents don't use the City libraries. He stated that there is documentation that more County residents use the City library system than City residents. Mr. Marmarou expressed his belief that Ms. Hanna would be a great asset to the Board.

Ms. Reed questioned how Ms. Hanna would work to develop the library to become self sustaining. Ms. Hanna stated that she has been speaking with others for feedback on this issue. She stated that she doesn't agree with all their ideas but that she is willing to listen and consider all options. She noted her hope to become a member of the Board and find her best fit.

Ms. Reed stated that the library can no longer depend on public funding. She stated that the services provided by the library are critical but that the current board members do not seem to devote much energy to fundraising. Ms. Hanna noted her plan to remain in the neighborhood over the long term. She stated as a neighbor she is passionate that the library remains and that everything must be looked at in a new light. She noted her hope that her work ensure that the library remain beyond her lifetime.

Ms. Reed noted the need for a strategic plan and fundraising goals. She noted that Crime Alert Berks does not have any professional staff and does a tremendous amount of fundraising. Ms. Hanna noted the need for professional librarians and library staff.

Ms. Reed agreed with the need for professional library staff. She stated that professional fundraisers are not needed. Ms. Hanna noted her desire to contribute and not just become a member of the board.

Mr. Marmarou stated that he donated his 2011 Council salary to the library. He stated that more individuals should make donations. Ms. Hanna stated that the planters and landscaping are funded and cared for by the neighborhood. She noted the need for additional partnerships at other branches.

The Administrative Oversight Committee recommends the appointment of Heather Hanna to the Library Board.

Barrie Pease (reappointment – Animal Control Board)

Mr. Marmarou explained that he and Ms. Katzenmoyer discussed the amendment to the ordinance adding two members to the Board and eliminating the alternate positions with Mr. Pease. Mr. Pease noted his agreement with the change.

Mr. Pease noted his hope that the Animal Control Board examines the pet limitation again in 2012. He stated that the City has changed since the last time it was examined. He noted the need to carefully word the ordinance amendment so that it is clear that it relates only to cats and dogs.

Mr. Marmarou stated that many residents spoke against the pet limitation in the past. He noted the need for the Animal Control Board to campaign in support of the limitation.

Mr. Pease noted the problem with feral cat colonies in the City. He stated that another Board member, Mr. Straub, has been working on an ordinance to address this issue but that the ordinance is not practical. He stated that there is a new organization in Muhlenberg Township which he will be approaching to assist with this issue. He stated that there must be some trap, neuter, release and some euthanization but all at no cost to the City. He noted that feral cat colonies are very unhealthy to the community.

Ms. Reed thanked Mr. Pease for his work on this Board.

The Administrative Oversight Committee recommends the reappointment of Barrie Pease to the Animal Control Board.

John Dethoff (appointment – Board of Health)

Mr. Marmarou stated that he is glad that professionals step forward to assist the City. Dr. Dethoff stated that he has been asked to serve in this capacity and has attended a meeting. He stated that he has spoken with Ms. Loaiza regarding decreasing the frequency of meetings.

The Administrative Oversight Committee recommends the appointment of John Dethoff to the Board of Health.

II. Water Authority

Ms. Katzenmoyer stated that the situation with Mr. Lloyd currently serving on the Water Authority remains. Ms. Reed and Mr. Marmarou stated that they do not support Mr. Lloyd continuing in this position.

Ms. Katzenmoyer explained that City Council makes appointments to the Water Authority. She stated that Council has the option to name a member to replace Mr. Lloyd. She

explained that Ms. Kelleher has been speaking with members of the Redistricting Committee to keep them involved on another board.

Ms. Reed expressed her belief that Mr. Jacobson or Ms. Brancadora would serve the City well on the Water Authority. She suggested that Mr. Gallagher serve on the Charter Board since there has been a recent vacancy and he has experience with the Ethics Board.

Ms. Reed questioned if the ordinance regarding the Water Authority could be amended to note that members cannot be City employees. Ms. Katzenmoyer stated that this would need to be a Charter amendment.

Ms. Reed questioned if the Administrative Code could be amended to include this change. Ms. Katzenmoyer stated that she would need to research this issue. *Note: Authorities are created under the PA Municipal Authorities Act.*

Park and Recreation Advisory Committee/Recreation Commission

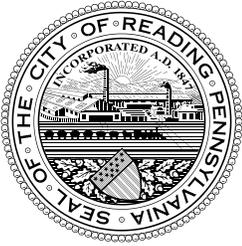
Ms. Katzenmoyer stated that she has spoken with the School Board chair and she was receptive to the possibility of adding more members to the Recreation Commission.

Mr. Marmarou questioned if any members of the School Board who were serving as members of the Recreation Commission had terms expire. Ms. Katzenmoyer stated that she did not believe this was the case as Ms. Stroman and Mr. Washington were appointed to the Recreation Commission.

Ms. Katzenmoyer stated that Marisol Torres was appointed to the Recreation Commission by the School District but is now a City employee. She stated that the agreement does not allow members to be employees of the School District, the City or the Recreation Commission.

The Administrative Oversight Committee adjourned at 12:55 pm.

Respectfully Submitted by,
Shelly Katzenmoyer,
Deputy City Clerk



CITY OF READING,
PENNSYLVANIA

MEMORANDUM

TO: Nominations and Appointments Committee
FROM: Shelly Katzenmoyer, Deputy City Clerk
DATE: March 5, 2012
SUBJECT: Pending Applications

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

Redevelopment Authority - *1 opening*

- **Russell Cambria** - appointment - awaiting Mayoral approval
- **James Radwanski** - appointment - awaiting Mayoral approval

HVAC Board - *4 openings*

- **Jeff George** - reappointment

Board of Health - *3 openings and 2 alternate openings*

- **James Wong** - reappointment

Library Board - *1 City opening; 3 County openings*

- **Paul Hoh** - reappointment

Plumbing Board - *1 opening*

- **Chad Spohn** - reappointment - has Mayoral approval

Environmental Advisory Council - *3 openings*

- **Carlos Torres** - appointment - background issue

Electrician's Examining Board - 1 opening

- Timothy Pelter - appointment
- David Hollinger - appointment

Human Relations Commission - 3 openings

- Valerie Zelle Phelps - appointment - awaiting Mayoral approval
- Alicia Snead - reappointment - needs Mayoral approval - background issue

Water Authority - no current openings

- Michael Fromm - appointment - background issue

Citizens Advisory Board - 8 openings

- Kent Wrobel - District 2 - appointment
- Melvyn Jacobson - District 6 - appointment

Blighted Property Review Committee - 1 opening

- Lee Olsen - reappointment - needs Mayoral approval

Historical Architectural Review Committee - 5 openings

- Aaron Booth - reappointment

BOARDS, AUTHORITIES & COMMISSIONS

OPEN SEATS

MARCH 5, 2012

| Board, Authority & Commission | Mayor appointment w/ Council approval | Mayor appointment | Council appointment |
|---|--|------------------------------|---|
| BOARDS | | | |
| Electrician's Examining Board | | | 1 opening |
| | | | 2 applications pending |
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| Plumbing Board of Examiners | 1 opening | | |
| | 1 application pending | | |
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| Reading HVAC Board | | | 4 openings |
| | | | 1 application pending |
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| Zoning Hearing Board | | | Board Full |
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| Police Civil Service Board | | | Board Full |
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| Fire Civil Service Board | | | Board Full |
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| Board of Historical Architectural Review | | | 4 openings – must reside in historic district |
| | | | 1 trades/building opening |
| | | | 1 application pending |
| Board of Trustees of | | | 1 City openings |

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| the Reading Public Library | | | |
| | | | 1 application pending |
| | | | 3 County openings |
| Board of Health | | | 3 openings |
| | | | 2 alternate openings |
| | | | 1 application pending |
| Board of Ethics | | | |
| | Board Full | | |
| | | | |
| Building/Fire Code Board of Appeals | | | |
| | 3 openings | | |
| | 1 alternate opening | | |
| Animal Control Board | | | |
| | Board Full | | |
| | | | |
| Charter Board | | | |
| | Board Full | | |
| | | | |
| Housing Board Of Appeals | | | |
| | 3 alternate openings | | |
| | | | |
| Property Maintenance Appeals | | | 6 openings |
| | | | Bldg/Trades Experience Required |
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| Minority Bus. Board | 7 openings | | |
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| Police Diversity Board | | | |
| | | 1 alternate opening | |
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| City-wide Diversity Board | | | |
| | | | 1 opening |

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| Solid Waste & Recycling Appeals Board | | | 3 citizen openings |
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| Citizens Advisory Board | 8 citizen openings | | |
| | 1 application pending | | |
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| Main St Board | 3 openings | | |
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| Business License Appeals Board | | | |
| | 3 citizen openings | | |
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AUTHORITIES

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| Reading Area Water Authority | | | Board Full |
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| Berks County Reading Area Transportation Authority | All appointments made by the County Commissioners | | |
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| Reading Redevelopment Authority | 1 opening | | |
| | 2 applications pending | | |
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| Reading Housing Authority | | | 1 opening |
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| Reading Parking Authority | | Board full | |
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| Reading Regional Airport Authority | All appointments made by the County | | |
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| | Commissioners | | |
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| Convention Center Authority | | | |
| | | | City positions filled |
| | | | 2 County openings |
| Downtown Improvement District Authority | | | |
| | Board Full | | |
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| COMMISSIONS | | | |
| Planning Commission | | | |
| | Board Full | | |
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| Reading Shade Tree Commission | | | |
| | 2 openings | | |
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| Stadium Commission | | | |
| | Board Full | | |
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| Park & Recreation Advisory Council | | | |
| | 3 openings | | |
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| Reading Human Relations Commission | | | |
| | 3 openings | | |
| | 2 applications pending | | |
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| Legislative Aide Committee | | | |
| | | | 3 City openings |
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| Public Safety Advisory | | | |
| | | Board full | |
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| Blighted Property Review | | | |
| | Board Full | | |
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| Environmental Advisory Council | | | 2 openings |
| | | | 1 application pending |
| Recreation Commission | City positions filled 1 School District opening | | |

Ordinance 37-2010

A. Park and Recreation Citizen's Advisory Committee.

§1-501. Findings and Purpose.

1. **Findings.** The City of Reading has determined that the benefits of municipal recreation and park services offer significant value to the community such as individual opportunities for physical fitness, happiness, creativity, competition, social relationships and character development. Park and recreation also brings a community together and cultivates the City's youth to be responsible and productive citizens.

2. **Purpose.** It is to be declared to be the purpose of this Part 5A to establish a Park and Recreation Advisory Committee to provide citizen input to appointed and elected officials on issues regarding park policies, recreation activities and overall park and recreation planning. (*Ord. 11-2000, 7/24/2000, §1*)

§1-502. Duties and Responsibilities.

The committee shall provide advisory recommendations to the City on matters regarding the City's parks and recreation. The duties and responsibilities are detailed as follows:

- a. Recommend policies for the use of City owned parks, open space and playgrounds.
- b. Provide guidance to the Administration on developing agreements with associations, leagues, athletic groups or other community organizations that use City parks, playgrounds and open space on a regular basis.
- c. Prepare and maintain a 10-year park, recreation and open space plan that includes the following.
 - Maintains a detailed inventory of the City's parks, playgrounds and available open space.
 - Review park and playground improvement and rehabilitation plans and provide input to Public Works
 - Identifies service areas for each of the City's parks and playgrounds based on accessibility to neighborhoods.
 - Establishes priorities for park development and identifies 10 year capital needs.
 - Evaluate and determine existing and future recreation program needs.
 - Identify revenue sources such as grants and user fees to fund recreation activities and implement the park and open space plan.

- d. Provide guidance and feedback to the Superintendent of Recreation on recreation programs and the use of recreation facilities.
- e. Facilitates neighborhood meetings to obtain feedback from the community on park and recreation needs.
- f. Make recommendations to the Public Works Director and to City Council on the naming/renaming of facilities or streets and the dedication of recreational accessories, in accordance with the Policy on the Naming of Public Facilities.

§1-503. Committee Membership.

1. The committee shall consist of a minimum of nine members and two students all of whom shall be residents of the City of Reading. Membership shall be composed of the following.

- One representative from the Reading School District,
- One representative from Olivets-PAL
- One representative from the YMCA,
- One representative from the United Way
- Two representatives from active volunteer park and recreation related associations.
- Three at large members, with consideration given to geographic representation.

- a. All members of the committee shall be appointed by the Mayor with the approval of Council

2. The term of each member shall be for a period of 3 years. Members will be appointed to serve staggered terms.

3. All members of the committee shall be appointed by the Mayor with the approval of Council.

4. Chairperson shall be elected annually by committee.

5. The terms of office shall be staggered in such a manner that at least two terms expire annually.

(Ord. 11-2000, 7/24/2000, §1; as amended by Ord. 34-2001, 9/24/2001, §1)

§1-504. Meetings.

The committee shall hold regular meetings that occur at least once per month. The committee chair shall prepare an agenda 7 days in advance which shall be distributed to the

Mayor, Managing Director, Director of Public Works and City Clerk. (*Ord. 11-2000, 7/24/2000, §1*)

§1-505. Responsibilities of the Superintendent of Recreation.

The Superintendent of Recreation shall be the staff contact with the committee and shall serve as a liaison between the committee, the administration and Council. The Superintendent of Recreation shall perform the following duties:

- A. Advise the committee of the City's strategic goals, needs and budget relating to recreation.
- B. Work with the committee chairperson to develop the monthly meeting agenda.
- C. Prepare and distribute meeting minutes.
- D. Obtain all information and documentation requested of the committee.
- E. Prepare an annual report on behalf of the committee, detailing the committee's strategic goals, activities and accomplishments. (*Ord. 11-2000, 7/24/2000, §1*) Bill 9-2002

§1-505. Removal.

Removal of Members - Any member may be removed for misconduct or neglect of duty or for other just cause by a majority vote of Council taken after the member has received fifteen days advance notice of the intent to take such vote. Failure of a member to attend three (3) consecutive regular meetings of the Board will constitute grounds for immediate removal from the Board by City Council. Failure of a member to attend at least 50% of the regular meetings of the Board in a calendar year will constitute grounds for immediate removal from the Board by City Council. The Chairperson of the Board shall inform the City Clerk in writing when a member has failed to comply with this attendance policy. Following such notification, City Council may vote to remove the member and seek applicants to fill the vacant position.

Enacted July 26, 2010