

CITY COUNCIL

Nominations and Appointments

Committee

Monday, April 2, 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 - Paul Hoh - reappointment - Library Board

3:45 - Andrew Molteni - reappointment - Environmental Advisory Council

4:00 - Valerie Zelle Phelps - appointment - Human Relations Commission

4:15 -

4:30 - James Radwanski - appointment - Redevelopment Authority

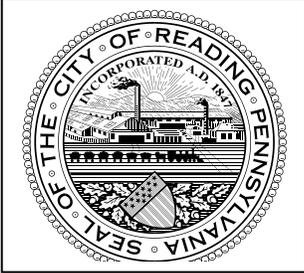
II. Appointment Recommendations

III. Review Pending Applications Memo/BAC Openings/Board, Authority, Commission membership

IV. Continued Need for Park and Recreation Advisory Committee

V. Replacement of William Hall on the Recreation Commission

- Re-interview applicants from fall 2011
- Choose replacement from applicants interviewed in fall 2011
- Application received from Tremayne Jones after appointments had been made
- Re-advertise



CITY COUNCIL

Nominations & Appointments Committee

**Monday, March 5, 2012
Meeting Report**

Attendance: S. Marmarou, R. Corcoran

Others Attending: S. Katzenmoyer

The meeting was called to order at 3:30 pm by Mr. Marmarou.

I. Interviews

Chad Spohn (reappointment – Plumbing Board)

Mr. Marmarou questioned how long Mr. Spohn has been involved with the Plumbing Board. Mr. Spohn stated that he has been a member of this board for seven (7) years.

Mr. Marmarou questioned if the Plumbing Board had any issues that needed to be addressed by Council. Mr. Spohn stated that they did not as Council supports the decisions of the Plumbing Board.

Mr. Marmarou asked Mr. Spohn to explain the focus of the Plumbing Board. Mr. Spohn stated that they hear complaints. He stated that they also review and decide whether new equipment or techniques are appropriate to be used in the City. He stated that their goal is to protect the public health. He stated that the City adopts and amends the International Plumbing Code.

Mr. Corcoran stated that copper pipe theft is a growing problem and questioned the use of PVC in City properties. Mr. Spohn stated that this is acceptable only for a complete rebuild of the plumbing and electrical system as many older homes use the copper piping as the ground for the electrical service.

Mr. Corcoran thanked Mr. Spohn for his service to the City.

The Administrative Oversight Committee recommends the reappointment of Chad Spohn to the Plumbing Board.

Melvyn Jacobson (appointment – Citizens Advisory Board)

Ms. Katzenmoyer explained the work of the staff to transfer members of the Redistricting Committee to permanent BACs to keep them involved in City business.

Mr. Marmarou stated that he has gotten reports that the Citizens Advisory Board (CAB) is not what members thought it would be. Mr. Jacobson stated that he has also heard those reports.

Mr. Marmarou stated that Council wants to hear from BAC members about issues they are encountering. Mr. Jacobson stated that it seems there is confusion regarding the purpose and focus of the CAB. He stated that he has reviewed the minutes available on the City's website.

Ms. Katzenmoyer explained that a meeting was recently held between the Administration and Council with select representatives of the CAB. She stated that the confusion was addressed and a Memorandum of Understanding is being drafted between the City and the CAB to establish their purpose and focus.

Mr. Marmarou stated that several members of the CAB were prepared to resign but that the chair has worked hard to eliminate the confusion and keep the membership. He noted the need for this board to begin its work and for Council to receive regular updates.

Mr. Corcoran expressed the belief that the issue has been addressed and that the CAB wants to do the right thing.

The Administrative Oversight Committee recommends the appointment of Melvyn Jacobson to the Citizens Advisory Board.

James Wong (reappointment – Board of Health)

Mr. Marmarou questioned why Dr. Wong was interested in continuing to serve in this capacity. Dr. Wong stated that some meetings are more productive than others.

Ms. Reed arrived at this time.

Dr. Wong stated that the Board of Health assisted with the remediation of Bernhart Park and the City's emergency preparedness. He stated that they are currently examining safe tattoo establishments. He stated that the Board has been having problems reaching a quorum.

Mr. Marmarou stated that tattoo regulations in other states seem to be stricter than in Pennsylvania. Dr. Wong stated that PA law would trump local ordinance but that the State has not taken action on tattoo establishments. He stated that the City cannot issue licenses as that would require testing and a review board. He stated that they are leaning toward issuing a permit and having the establishment inspected. He noted the need for strict sanitation of instruments.

Mr. Corcoran questioned if Council would need to take action on establishing this permit and inspection. Dr. Wong stated that the Board of Health will forward their final draft to Council for their consideration. He stated that the City law office sends a representative to all meetings and that she is assisting with the drafting and research of the requirements.

Ms. Reed noted the need to address tattoo establishments. Dr. Wong noted that he is concerned with the spread of Hepatitis C.

The Administrative Oversight Committee recommends the reappointment of James Wong to the Board of Health.

Jeff George (reappointment – HVAC Board)

Ms. Reed questioned how often this board meets. Mr. George stated that it meets quarterly and as needed to address issues.

Mr. Marmarou requested an update on this board. Mr. George stated that the board is doing well but that they are struggling to meet quorum.

Mr. Corcoran questioned the work of this board. Mr. George stated that they work to ensure that HVAC systems used in the City meet the Code standards. He stated that they work closely with the City's trades professionals.

Mr. Corcoran questioned the current issue being addressed. Mr. George stated that there have been fewer individuals interested in the trade and that the test is outdated in that concepts are no longer used in the field. He stated that those interested in the field learn and are tested on outdated material.

Mr. Marmarou questioned how this could be changed. Mr. George stated that the City could develop its own test but that it has not yet pursued administering its own test. He stated that those who participate in an apprenticeship program are much more likely to pass the test.

The Committee thanked Mr. George for his service to the City.

The Administrative Oversight Committee recommends the reappointment of Jeff George to the HVAC Board.

Kent Wrobel (appointment – Citizens Advisory Board)

Ms. Reed questioned why Mr. Wrobel was interested in serving in this capacity. Mr. Wrobel stated that he has lived in the City for 44 years. He stated that he is a real estate professional and wants to help improve the City.

Mr. Marmarou stated that another interview was held for this board earlier today where it was noted that there is confusion about the mission of this board. Mr. Corcoran expressed the belief that it was a miscommunication issue. Ms. Reed stated that she will begin attending CAB meetings to clarify issues. She noted the need for Mr. Wrobel to review the City's recovery plan. Mr. Wrobel requested that information on the recovery plan and the CAB be forwarded to him. Ms. Katzenmoyer stated that she would provide this information.

Mr. Wrobel stated that he is also interested in redevelopment issues. Ms. Reed voiced her support of making this recommendation. Ms. Katzenmoyer explained that the Redevelopment Authority also needs the Mayor's recommendation.

Mr. Corcoran questioned why Mr. Wrobel was interested in the CAB. Mr. Wrobel stated that his interest was based on conversations he's had with others but that he is now unsure of this position due to the current confusion.

Ms. Reed suggested that Mr. Wrobel be appointed to the CAB at this time and reconsider moving to the Redevelopment Authority in the future if he is unhappy with this placement.

Mr. Corcoran stated that the Redevelopment Authority is a more logical location for Mr. Wrobel with his real estate background. He also suggested Mr. Wrobel be appointed to the CAB at this time and consider moving to the Redevelopment Authority in the future. Mr. Wrobel noted his preference to serve on the Redevelopment Authority.

The Administrative Oversight Committee recommends the appointment of Kent Wrobel to the Citizens Advisory Board.

Timothy Pelter (appointment – Electrician’s Examining Board)

Mr. Marmarou questioned why Mr. Pelter was interested in serving the City in this capacity. Mr. Pelter stated that he holds seven (7) masters licenses and has 20 years experience. He stated that in addition to electrical experience he also has experience as a general contractor. He stated that he has a vested interest in the City as he was born and raised here and now owns eight properties.

Mr. Marmarou explained that there are two applicants and one position. He questioned if Mr. Pelter would be interested in serving in another capacity. Mr. Pelter stated that he does not have a lot of time to invest at this time. He stated that he has recently purchased 520 Bingham St and is contemplating moving to this location.

Ms. Katzenmoyer stated that there are openings on the Property Maintenance Code Board of Appeals and the Building and Fire Code Board of Appeals and explained their purpose and the frequency of their meetings. Mr. Pelter stated that he is currently interested in serving on the Electrical Examining Board at this time. He noted his interested in serving on the Quality of Life Appeals Board when he has more time and after this board has been established.

Mr. Corcoran thanked Mr. Pelter for this willingness to assist the City.

The Administrative Oversight Committee recommends the appointment of Timothy Pelter to the Electricians Examining Board.

Aaron Booth (reappointment – Historical Architectural Review Board)

Mr. Booth noted his drive to move forward. He stated that the current board members are very level-headed and work to maintain the City’s historical resources.

Mr. Marmarou noted his support of preservation and stated that he supports adding The Heights as a City historic district.

Mr. Booth stated that Council should expect to hear additional appeals due to the recent change in the HARB window policy. He noted that he likes to operate methodically and by the book. Ms. Reed stated that Council generally supports the decisions of HARB.

Mr. Booth noted his willingness to meet with Council on issues as needed. Ms. Reed requested that Council also be updated when residents become unruly at meetings or situations become volatile.

The Committee thanked Mr. Booth for his service to the City.

The Administrative Oversight Committee recommends the reappointment of Aaron Booth to the Historical Architectural Review Board.

David Hollinger (appointment – Electrician’s Examining Board)

Mr. Corcoran questioned why Mr. Hollinger was interested in serving the City. Mr. Hollinger expressed his support of licensing and stated that it is crucial to ensure safe and reputable contractors. He noted his belief that licensing should be done state-wide and noted that it improves the work and qualifications of the contractor.

Mr. Marmarou stated that there are two applicants for one available seat on this board. He questioned if Mr. Hollinger was willing to serve in another capacity. Mr. Hollinger stated that he was.

Ms. Katzenmoyer stated that there are openings on the Property Maintenance Code Board of Appeals and the Building and Fire Code Board of Appeals and explained their purpose and the frequency of their meetings. Mr. Hollinger noted his willingness to serve on the Building and Fire Code Board of Appeals.

Mr. Hollinger questioned who enforced the City’s codes. Ms. Katzenmoyer explained that the City’s trade inspectors enforce the trade codes.

The Administrative Oversight Committee recommends the appointment of David Hollinger to the Building and Fire Code Board of Appeals.

II. Water Authority

This issue will be discussed at the Open Government and Rules Committee meeting later this evening.

III. Park and Recreation Advisory Committee/Recreation Commission

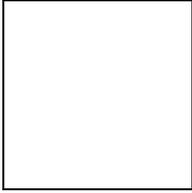
This item was not discussed at this meeting.

IV. Consistent Meeting Date/Time

The Committee agreed to meet the first Monday of each month at 3:30 pm.

The Nominations and Appointments Committee adjourned at 4:58 pm.

Respectfully Submitted by,
Shelly Katzenmoyer,
Deputy City Clerk



MEMORANDUM

TO: Nominations and Appointments Committee
FROM: Shelly Katzenmoyer, Deputy City Clerk
DATE: April 2, 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 - has Mayoral approval

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

- **Paul Hoh** - reappointment

Environmental Advisory Council - *3 openings*

- **Andrew Molteni** - reappointment

Human Relations Commission - *3 openings*

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

Blighted Property Review Committee - *1 opening*

- **Lee Olsen** - reappointment - has Mayoral approval

Charter Board - 1 opening

- **Troy Vazquez** - appointment - needs Mayoral approval - background issue

Building and Fire Code Board of Appeals - 3 openings + 1 alternate opening

- **William Miller Jr** - reappointment - needs Mayoral approval

Main Street Board - 3 openings

- **Sean Moretti** - appointment - needs Mayoral approval

Historical Architectural Review Board - 4 openings

- **Peter Hart** - appointment

BOARDS, AUTHORITIES & COMMISSIONS

OPEN SEATS

APRIL 2, 2012

Board, Authority & Commission	Mayor appointment w/ Council approval	Mayor appointment	Council appointment
BOARDS			
Electrician's Examining Board			
			Board Full
Plumbing Board of Examiners	Board Full		
Reading HVAC Board			3 openings
Zoning Hearing Board			Board Full
Police Civil Service Board			Board Full
Fire Civil Service Board			Board Full
Board of Historical Architectural Review			3 openings – must reside in historic district
			1 trades/building opening
			1 application pending
Board of Trustees of the			1 City opening

Reading Public Library			1 application pending
			3 County openings
Board of Health			2 openings
			2 alternate openings
Board of Ethics			
	Board Full		
Building/Fire Code Board of Appeals			
	2 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
Minority Bus. Board	7 openings		
Police Diversity Board			
		1 alternate opening	
City-wide Diversity Board			
			2 openings

Solid Waste & Recycling Appeals Board			3 citizen openings
Citizens Advisory Board	6 citizen openings		
Main St Board	3 openings		
Business License Appeals Board	3 citizen openings		
AUTHORITIES			
Reading Area Water Authority			1 opening
Berks County Reading Area Transportation Authority	All appointments made by the County Commissioners		
Reading Redevelopment Authority	1 opening		
	2 applications pending		
Reading Housing Authority			1 opening
Reading Parking Authority		Board full	
Reading Regional Airport Authority	All appointments made by the County Commissioners		

Convention Center Authority			
			City positions filled
			2 County openings
Downtown Improvement District Authority	Board Full		
COMMISSIONS			
Planning Commission			
	Board Full		
Reading Shade Tree Commission	2 openings		
Stadium Commission	Board Full		
Park & Recreation Advisory Council	3 openings		
Reading Human Relations Commission	3 openings		
	2 applications pending		
Legislative Aide Committee			3 City openings
Public Safety Advisory		Board full	
Blighted Property Review	Board Full		

Environmental Advisory Council			2 openings
			1 application pending
Recreation Commission	1 City opening 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

Minutes from interviews of other candidates for Recreation Commission

- **Donald Taddei (appointment – Recreation Commission)**

Mr. Marmarou questioned why Mr. Taddei was interested in serving in this capacity. Mr. Taddei stated that he supports City youth and unity. He stated that he is very active in youth organizations and noted that they are important to developing youth. He stated that many youth view sports as avenues to personal improvement. He stated that Mr. Denbowski and Mr. McMahon encouraged him to apply. He stated that he is involved in Rising Sun, Reading American Little League, wrestling and a dance program. He stated that he is beginning a basketball program in cooperation with Reading High School's basketball coach and noted the importance of involved adults in these programs.

Mr. Acosta described the funding the Commission will receive. He questioned Mr. Taddei's ability to spend the funds in the most effective way. Mr. Taddei stated that he has experience with fundraising and running youth programs.

Ms. Reed thanked Mr. Taddei for his work with City youth.

Mr. Schorn stated that the Rec Commission is a new concept to Reading and there are many unknowns. He stated that there are high expectations and that this is a great opportunity for youth. He stated that the two current City Recreation employees have a combined 33 years experience and noted his hope that they be retained as Commission employees. He noted his hope that the Commission would expand beyond youth activities and grow opportunities for adults and seniors. Mr. Taddei agreed. He stated that he also helped to organize Reading Girls Softball.

Mr. Acosta stated that Mr. Schorn would be guiding the Commission and stated that he is thankful that many qualified applicants have come forward.

The Committee thanked Mr. Taddei for his time.

- **Harold Pototsky (appointment – Recreation Commission)**

Mr. Marmarou questioned why Mr. Pototsky was interested in serving in this capacity. Mr. Pototsky stated that he has always been involved in youth activities. He stated that he was formerly employed by the Jewish Community Center and had professional athletes as

speakers at their sports banquets. He stated that he would like to continue to contribute to the community.

Mr. Marmarou stated that Mr. Pototsky has experience in recreation. He noted his hope that the Rec Commission would increase community involvement and increase the number of playground associations. Mr. Pototsky stated that this is possible with the right people in place. He stated that hiring and management will be important.

Mr. Schorn stated that Mr. Pototsky also has a business background. He stated that the Commission will be a large undertaking and will need the guidance of its Executive Director. He stated that serving on this Commission will be time-intensive.

The Committee thanked Mr. Pototsky for his time.

- **Marisol Torres (appointment – Recreation Commission) and**
- **Sam Sims (appointment – Recreation Commission)**

Mr. Marmarou noted that Ms. Torres worked in the Recreation Department in the past. He questioned why she was interested in serving in this capacity. Ms. Torres stated that she was born and raised in Reading and has a masters degree. She stated that she worked part time for Recreation while she was in school, loves working with youth and wants to give back to the community. She stated that Recreation has decreased the ages of youth who can participate at 3rd & Spruce which as lead to more youth in the streets. She stated that she has fresh ideas and experience and hopes to increase youth activities.

Mr. Marmarou questioned why Mr. Sims was interested in serving in this capacity. Mr. Sims stated that he is concerned that facilities are not open year round. He stated that he has difficulty reaching staff and the summer programs are lacking. He stated that he feels the City is not committed to bettering recreation or its facilities. He stated that staff left a recent Park and Recreation Advisory Committee meeting early and questioned their commitment to recreation. He stated that programs need to be better advertised and that bathrooms are inaccessible to those using the fields at 3rd & Spruce.

Mr. Acosta stated that neighbors are allowing those using fields at 3rd & Spruce to come into their homes to use their personal bathroom facilities. He stated that this interview is to choose members to the newly formed Rec Commission. He stated that this Commission is breaking new ground and is counting on the experience and expertise of the two current full time employees. Ms. Torres and Mr. Sims stated that they are familiar with the staff.

Mr. Acosta noted the need for the Rec Commission to expand what is currently being done. He stated that Commission members must also work with others in the community and to expand to adult programs. He stated that Commission members need vision and an ability to set and meet goals. He stated that Commission members will be asked for a high level of commitment as there is much work to be done.

Ms. Reed stated that Ms. Torres' education is a strength for this Commission.

Mr. Marmarou stated that all the candidates have strengths.

Mr. Acosta described the funding the Rec Commission would receive. He stated that the Commission will also need to choose an Executive Director.

Mr. Sims stated that he has found many volunteers but that staff is not interested in pursuing them.

Mr. Schorn stated that this past summer the Blacktop League encountered a problem with the comfort station at City Park. He stated that there is no one to care for it and it is not open for all games. He stated that several hundred people use the park those evenings and there is destructive activity every time it's open. He stated that the Blacktop League maintained the facility. He stated that the Commission will pay a \$1 per year lease for 3rd & Spruce and all maintenance inside the building will be done by the Commission and all maintenance outside the building will continue to be done by City employees. Mr. Schorn noted his hope that the Commission will do better than City employees.

Mr. Marmarou noted that community involvement is the key to the Commission's success. Ms. Torres agreed stating that volunteers are very important.

Mr. Marmarou stated that Rotary Park is community run.

Mr. Acosta noted the need of Commission members to have first hand experience and make the best possible decisions. He stated that members will also serve as ambassadors at events throughout the City.

Mr. Marmarou predicted that many community members will assist when they are needed.

The Committee thanked Ms. Torres and Mr. Sims for their time.

Note: Ms. Torres has since resigned from the Recreation Commission as a representative of the Reading School District and is an employee of the City of Reading.