



CITY COUNCIL

Meeting Agenda

REGULAR MEETING
COUNCIL CHAMBERS

MONDAY, DEC 22, 2014
7:00 P.M.

The Regular Meetings of City Council are filmed and can be viewed LIVE while the meeting is taking place or at your convenience at any time after the meeting on the City's website at www.ReadingPa.gov, under Info and Downloads/Meetings and Agenda. All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No. 27-2012.

RULES FOR PUBLIC PARTICIPATION AT COUNCIL MEETINGS

The Administrative Code, Section § 5-209 defines public participation at Council meetings.

1. Citizens attending Council meetings are expected to conduct themselves in a responsible and respectful manner that does not disrupt the meeting.
2. Those wishing to have conversations should do so in the hall outside Council Chambers in a low speaking voice.
3. Public comment will occur only during the Public Comment period listed on the agenda at the podium and must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Clapping, calling out, and/or cheering when a speaker finishes his comments is not permitted.
4. Citizens may not approach the Council tables at any time during the meeting.
5. Any person making threats of any type, personally offensive or impertinent remarks or any person becoming unruly while addressing Council may be called to order by the Presiding Officer and may be barred from speaking, removed from Council Chambers and/or cited.
6. Failure to abide by these regulations could result in your removal from Council Chambers and/or a citation. These regulations are meant to avoid disruptions at the meeting and they are not meant to interfere with public participation.

1. OPENING MATTERS

A. CALL TO ORDER

B. INVOCATION: Father John Gibbons, St. Margaret's Roman Catholic Church

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

The purpose of the Executive Session on Monday, December ____ was related to ____ matters.

2. PROCLAMATIONS AND PRESENTATIONS

- None

3. PUBLIC COMMENT – AGENDA MATTERS:

Citizens have the opportunity to address the Council, by registering with the City Clerk by 5 pm on the day of the scheduled Council meeting or by legibly printing their name, address and the subject matter to be discussed on a sign-up sheet found on the podium in Council Chambers between 5 pm and 7 pm on the day of the scheduled meeting. All remarks must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Any person making personally offensive or impertinent remarks or any person becoming unruly while addressing Council may be called to order by the Presiding Officer and may be barred from speaking before Council, unless permission to continue speaking is granted by the majority vote of Council.

All comments by the public shall be made from the speaker's podium. Citizens attending the meeting may not cross into the area beyond the podium. Any materials to be distributed to Council must be given to the City Clerk before the meeting is called to order.

Those commenting on agenda business shall speak at the beginning of the meeting and shall limit their remarks to 5 minutes. Those commenting on general matters shall speak after the legislative business is concluded and shall limit their remarks to 3 minutes. No comments shall be made from any other location except the podium, and anyone making "out of order" comments may be subject to removal. There will be no demonstration, including applause or cheering, at the conclusion of anyone's remarks. Citizens may not ask questions of Council members or other elected or public officials in attendance.

4. APPROVAL OF AGENDA

A. MINUTES: Regular Meeting of December 8, 2014

B. AGENDA: Regular Meeting of December 22, 2014

5. Consent Agenda Legislation

A. Award of Contract – to _____ for external auditing services for a three year period
(Purchasing Mgr) **To be distributed on Monday**

B. Resolution No. 135-2014 – authorizing the appointment of Chris Zale and Maria Kantner to the Berks County Tax Collection Committee Executive Committee **(Law)**

C. Resolution – authorizing the use funds from the Sewer Enterprise Fund to finance, on an interim basis, the costs of the City of Reading Fritz Island Wastewater Treatment Plant Liquid Treatment Facilities Upgrade Project, which costs are reasonably expected to be reimbursed with the proceeds of debt to be incurred by the City of Reading, up to a maximum principal amount of \$72,000,000 **(WWTP)**

D. Resolution –promoting Sgt. Cheryl Gelsing to the rank of Lieutenant **(Police Chief)**

E. Resolution –promoting Officer Nathan Matz to the rank of Sergeant **(Police Chief)**

6. ADMINISTRATIVE REPORT

7. REPORT FROM OFFICE OF THE AUDITOR

8. REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

9. ORDINANCES FOR FINAL PASSAGE

WITHDRAWN BY THE PARKING AUTHORITY

Bill No. 63-2014 – amending the Code Book, Chapter 600 “Zoning”, Section 600-807 entitled “C-C Commercial Core District” by amending: (1) Subsection B “Allowed Uses” to include public parking garages and parking lots owned/or operated by the City of Reading or the Reading Parking Authority, and to prohibit non-public parking garages and parking lots; and (2) Subsection C “Additional Requirements in the C-C District” to prohibit non-public parking garages or parking lots open to the general public. **(Parking Authority/Council Staff) Introduced at the July 28 regular meeting; Public Hearing 8-12-14; Ordinance Advertisement 8-11 and 8-18-2014**

A. Bill No. 101-2014 – amending City Code Chapter 467 Sewers and Sewage Disposal, to allocate the sewer service rental between the sanitary sewer and stormwater sewer **(Pub Works) introduced at the November 24 regular meeting; Tabled at the December 8 regular meeting**

B. Bill No. 102-201 – creating the Code and License Appeals Board for appeals to the Business License, Property Maintenance, Solid Waste, Vending Machine Code and Housing Codes and replacing the individual boards created in each ordinance with the Code and License Appeals Board **(Council Staff/Law) Introduced at the December 8 regular meeting**

C. Bill No. 103-2014 – authorizing an amendment of the 2014 Budget by transferring a total of \$50,000 from the Contingency Fund to the Law Department Budget line item for Special Counsel Contracted Services (01-12-25-4216) to cover additional legal costs associated with legal service providers. **(Law) Introduced at the December 8 regular meeting**

D. Bill No. 104-2014 – authorizing an amendment of the 2014 Budget by transferring a total of \$360,000 from the Contingency Fund to the Fire Department Budget to be split between Suppression wages and EMS wages. **(Law) Introduced at the December 8 regular meeting**

E. Bill No. 105-2014 – authorizing the installation of a four way stop sign at West Windsor and McKnight Streets **(Man Dir) Advertised on 12-15-14; Introduced at the December 8 regular meeting**

F. Bill No. 106-2014 – authorizing the installation of a four way stop sign at West Greenwich and Tulpehocken Streets **(Man Dir) Advertised on 12-15-14; Introduced at the December 8 regular meeting**

G. Bill No. 107-2014 – authorizing an appropriations transfer with the Department of Public Works, Division of Solid Waste and Recycling in the amount of \$51,790 from salaries to contracted services for temporary wages **(Public Works) Introduced at the December 8 regular meeting**

10. INTRODUCTION OF NEW ORDINANCES

None

11. RESOLUTIONS

A. Resolution – reappointing Allen Webster to the Historical Architectural Review Board (**Nom & Appts**)

B. Resolution – repealing and recreating the Naming Policy for public facilities, streets, etc. by redefining the process used to consider applications (**Council Staff**)

12. PUBLIC COMMENT – GENERAL MATTERS

Please see public speaking rules on second page

13. COUNCIL BUSINESS / COMMENTS

14. COUNCIL MEETING SCHEDULE

Thursday, December 25

City Hall closed

Thursday, January 1

City Hall closed

Monday, January 5

Nominations and Appointments – Council Office – 4 pm

Conditional Use Hearing re 1537 Perkiomen and 922A Franklin - Council Chambers - 5 pm

Strategic Planning – Council Office – immediately following Condition Use Hearing

Tuesday, January 6

Conditional Use Hearing re 1411 N 9th St and 231 S 4th St - Council Chambers - 5 pm

Monday, January 12

Committee of the Whole – Council Office – 6 pm

Regular Meeting – Council Chambers – 7 pm

15. BAC AND COMMUNITY GROUP MEETING SCHEDULE

Tuesday, December 23

Environmental Advisory Council – Public Works Building – noon

Housing Authority Workshop – WC Building – 4 pm

Housing Authority Meeting – WC Building – 5 pm

Planning Commission – Penn Room – 7 pm

Penn's Commons Neighborhood Group – Penn's Commons meeting room – 7 pm

Monday, December 29

District 7 Crime Watch – Holy Spirit Church – 7 pm

Monday, January 5

Shade Tree Commission – Public Works Building – 6 pm

Tuesday, January 6

Charter Board – Penn Room – 7 pm

Wednesday, January 7

Reading Elderly Housing Crime Watch – Front & Washington Sts – 2:30 pm

District 2 Crime Watch – St Paul's Lutheran Church – 6:30 pm

Thursday, January 8

Police Pension Board – Penn Room – 10 am

Outlet Area Neighborhood Assn – St Mark's Lutheran Church – 6:30 pm

Sunday, January 11

College Heights Community Council – Nativity Lutheran Church – 7 pm

Monday, January 12

Fire Civil Service Board – Penn Room – 4 pm

6th & Amity Neighborhood & Playground Assn – 6th & Amity field house – 6:30 pm

City of Reading City Council
Regular Meeting December 8, 2014

Council President Acosta called the meeting to order.

The invocation was given by Rev. Sandra Fees, First UU Church.

All present pledged to the flag.

ATTENDANCE

Council President Acosta
Councilor Daubert, District 1
Councilor Goodman-Hinnershitz, District 2
Councilor Sterner, District 3
Councilor Marmarou, District 4
Councilor Reed, District 5
Councilor Waltman, District 6
City Auditor D. Cituk
City Solicitor C. Younger
City Clerk L. Kelleher
Managing Director C. Snyder
Mayor V. Spencer

PROCLAMATIONS AND PRESENTATIONS

No commendations or proclamations were issued at this meeting.

PUBLIC COMMENT

Council President Acosta stated that there are five (5) citizens registered to address Council on non-agenda matters. He inquired if any Councilor objected to suspending the rule requiring non-agenda comment at the end of the meeting. As no one objected the rule was suspended.

Councilor Daubert read the public speaking rules that were adopted by Council.

Mary Jane Smith, of Perkiomen Avenue, was not present.

Andrew Molteni, of Rose Street, stated that he has performed research about the fluoridation of water and its detriments to public health. He expressed the belief that fluoride is a toxin that causes the human body to store excessive heavy metals which causes dementia and learning disabilities. He suggested removing fluoride from the City's drinking water and encouraging people to use fluoride topically. He stated that withholding fluoride from the water would purify the water. He expressed the belief that government has no right to medicate the public without their consent.

George Stichter, of Moss Street, was not present.

Noahleen Betts Kebbay, of Perkiomen Avenue, was not present.

David Sailer, of West Lawn, expressed the belief that fluoride damages the human body and people should not be forced to ingest it. He expressed the belief that fluoride damages the human brain.

APPROVAL OF THE AGENDA & MINUTES

Council President Acosta called Council's attention to the agenda for this meeting, including the legislation listed under the Consent Agenda heading and the minutes from the November 24th Regular Meeting of Council. He stated that the Award of Contract under the Consent Agenda is being withdrawn and an ordinance will be introduced to amend the Public Works/Solid Waste budgets. He stated that the Resolution on the Consent Agenda regarding the traffic signal at South 5th and Bingaman Streets will be handled separately.

Councilor Sterner moved, seconded by Councilor Marmarou, to approve the minutes from the November 24th Regular Meeting of Council and the agenda, as amended, including the legislation listed under the Consent Agenda heading. The motion was approved unanimously.

Consent Agenda

A. WITHDRAWN - Award of Contract – for the Construction Management Agreement for the WWTP to Whitman, Requardt and Assoc, LLT from Baltimore, MD at \$6,553,520 (Pub. Works) *To Be Distributed on Monday*

B. Resolution No. 130-2014 – authorizing an application to the Commonwealth of Pennsylvania through the Office of the Budget to use Redevelopment Assistance Capital funds (RACP) in the amount of up to \$500,000 to assist in the development and construction of Restaurant Row in Entertainment Square, owned and operated by Our City Reading **(RRA)**

C. Resolution No. 131-2014 – authorizing an application to the Commonwealth of Pennsylvania through the Office of the Budget (“Commonwealth”) to use Redevelopment Assistance Capital funds (RACP) in the amount of up to \$1,500,000 to assist in the development and construction of GoggleWorks II Artist Housing for Our City Reading **(RRA)**

D. Resolution No. 133-2014 – authorizing interest bearing bank accounts with Wells Fargo for the City of Reading related to funds in City General Fund (fund 01) and Sewer Fund (fund 54).

ADMINISTRATIVE REPORT

The mayor read the report distributed to Council at the meeting, in summary:

- Update on the WWTP Project
- Update on the repair of the Pagoda wall
- Announcement of the favorable ruling in the recycling litigation

AUDITOR'S REPORT

City Auditor Cituk read the report distributed to Council at the meeting, in summary:

- Update 2004-2014 Traffic Fines and Motor Code Fees
- Update on the PA DEP Recycling Grant

REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

Presentation of Board of Health and Environmental Advisory Council position statements on fluoride in drinking water.

Dr. Dethoff, Chair of the Board of Health (BOH), explained that there is no such thing as pure water due to the various degrees of mineralization that water collects naturally, depending on the location of the watershed. He described the history of fluoride and how fluoride was studied to determine its effectiveness. He noted that fluoride levels that exceed 4 ppm (parts per million) cause the staining of the teeth and other complications. However, fluoride doses less than 1.2 ppm provides benefits such as the reduction of dental caries.

Dr. Dethoff stated that the BOH studied the credible research on fluoride and reviewed RAWA records on the application of fluoride into the water system. He stated that the amount applied is spot on with no variances or errors.

Dr. Dethoff listed some of the reputable health organizations and dental associations that support the continued fluoridation of water. He stated that a very thorough report on the pros and cons of fluoride can be obtained in the Council Office. He stated that this report was studied by the BOH as they weighed their position on this issue.

Dr. Dethoff noted that the government authorizes other additives into our food to prevent health problems such as iodine in salt and folic acid in bread. He stated that after studying the issue, the BOH believes that the fluoridation of water at the rate used by RAWA is safe and he stated that the BOH unanimously approved the position statement submitted to Council.

David Beane, Esquire, Chair of the Environmental Advisory Council (EAC), stated that the EAC formed a subcommittee to study fluoride in the drinking water and regulatory compliance. He explained that the US EPA authorizes the PA DEP to regulate the application of fluoride in the drinking water. He explained that 4 ppm of fluoride is deemed a heavy dose and 1.2 ppm falls with a safe range to protect human health. He stated that the EAC subcommittee reviewed RAWA fluoride records and no spikes were identified.

Mr. Beane reported that the EAC also addressed potential environmental issues raised by the spillage or dumping of fluoride. However, the subcommittee found no link that had a negative impact on aquatic health or life.

Mr. Beane stated that reviewing any related human health issues is beyond the EAC's scope or authority and that health related matters related to fluoride were deferred to the BOH.

Councilor Daubert questioned the affect .7 ppm has on adults and children. Dr. Dethoff explained

that .7 ppm is a minuscule amount of fluoride that is safe for children and adults. He noted the importance of educating children to use a proper amount of toothpaste and to spit rather than swallow.

Dr. Dethoff explained that he did not have fluoridated water when he was a child which resulted in his need for a great amount of dental work. However, he stated that his own children were raised with fluoridated water and as a result they had few, if any dental problems.

Councilor Goodman-Hinnershitz inquired about health problems associated with cavities. Dr. Dethoff noted that Dr. Eve Kimball's local practice serves the low income population and she has seen many health related problems stemming from poor dental care. He noted that dental care goes beyond having attractive teeth as cavities can lead to abscesses, infections, and other issues that negatively affect a person's health.

Council President Acosta thanked the BOH and EAC chairs for their work to bring closure to this ongoing issue.

ORDINANCES FOR FINAL PASSAGE

Pending – Further Legal Review Required

Bill No. 63-2014 – amending the Code Book, Chapter 600 “Zoning”, Section 600-807 entitled “C-C Commercial Core District” by amending: (1) Subsection B “Allowed Uses” to include public parking garages and parking lots owned/or operated by the City of Reading or the Reading Parking Authority, and to prohibit non-public parking garages and parking lots; and (2) Subsection C “Additional Requirements in the C-C District” to prohibit non-public parking garages or parking lots open to the general public. **(Parking Authority/Council Staff) Introduced at the July 28 regular meeting; Public Hearing 8-12-14; Ordinance Advertisement 8-11 and 8-18-2014**

A. Bill No. 84-2014 – authorizing the execution of a settlement agreement to pay the legal charges associated with the water agreement to Stevens and Lee **(Adm Serv. Dir) Introduced at the October 27 regular meeting; Tabled at the Nov 10 and Nov 24 regular meeting**

Councilor Marmarou moved, seconded by Councilor Daubert, to enact Bill No. 84-2014.

Bill No. 84-2014 was enacted by the following vote:

Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta,
President -7
Nays: - 0

B. Bill No. 97-2014 - amending the City Code Chapter 339 Licenses and Permits, Part 2, Business Privilege License Revocation by making clarifications, as attached in Exhibit A **(Council Staff) Ad scheduled for 12-1-14; introduced at the November 24 regular meeting**

Councilor Daubert moved, seconded by Councilor Reed, to enact Bill No. 97-2014.

Bill No. 97-2014 was enacted by the following vote:

Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta,

President -7

Nays: - 0

C. Bill No. 98-2014 – amending City Code Chapter 212 by adding an appeal fee of \$150 for the refusal of the issuance of a business license and a business license reinstatement fee of \$1,000 **(Council Staff)** *Advertised on 12-1-14; introduced at the November 24 regular meeting*

Councilor Marmarou moved, seconded by Councilor Reed, to enact Bill No. 98-2014.

Bill No. 98-2014 was enacted by the following vote:

Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta,

President -7

Nays: - 0

D. Bill No. 99-2014 – repealing Bill No. 62-2014 and approving the new 4th addendum to the water lease with RAWA **(Council Staff)** *introduced at the November 24 regular meeting*

Councilor Goodman-Hinnershitz moved, seconded by Councilor Daubert, to enact Bill No. 99-2014.

Bill No. 99-2014 was enacted by the following vote:

Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta,

President -7

Nays: - 0

E. Bill No. 100-2014 – amending the Fee Schedule by increasing the Construction Code Fees, effective January 1, 2015 **(Man Dir)** *Advertised on 12-1-14; introduced at the November 24 regular meeting*

Councilor Daubert moved, seconded by Councilor Reed, to enact Bill No. 100-2014.

Bill No. 100-2014 was enacted by the following vote:

Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta,

President -7

Nays: - 0

F. Bill No. 101-2014 – amending City Code Chapter 467 Sewers and Sewage Disposal, to allocate the sewer service rental between the sanitary sewer and stormwater sewer **(Pub Works)** *introduced at the November 24 regular meeting*

Councilor Goodman-Hinnershitz moved, seconded by Councilor Reed, to table Bill No. 101-2014.

Bill No. 101-2014 was tabled by the following vote:

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta,
President -7
Nays: - 0**

INTRODUCTION OF NEW ORDINANCES

The following ordinances were read into the record:

A. Ordinance - amending the City Code Chapter 339 Licenses and Permits, Part 2, Business Privilege License Revocation by making clarifications, as attached in Exhibit A **(Council Staff) Ad scheduled for 12-1-14**

B. Ordinance - amending City Code Chapter 212 by adding an appeal or \$150 for the refusal of the issuance of a business license and a business license reinstatement fee of \$1,000 (Council Staff) **Ad scheduled for 12-1-14**

C. Ordinance - repealing Bill No. 62-2014 and approving the new 4th addendum to the water lease with RAWA **(Council Staff)**

D. Ordinance - amending the Fee Schedule by increasing the Construction Code Fees, effective January 1, 2015 **(Man Dir) Ad scheduled for 12-1-14**

E. Ordinance - amending City Code Chapter 467 Sewers and Sewage Disposal, to allocate the sewer service rental between the sanitary sewer and stormwater sewer **(Pub. Works)**

F. Ordinance - authorizing the amendment of the Public Works and Solid Waste budgets to cover the cost of temporary labor for the recycling program **(Public Works)**

RESOLUTIONS

Councilor Goodman-Hinnershitz stepped out of the room to assist an injured citizen.

A. Resolution No. 134-2014 - reappointing Heather Hanna to the Library Board **(Nom & Appts)**

Councilor Marmarou moved, seconded by Councilor Reed, to adopt Resolution No. 134-2014.

Councilors Marmarou and Reed noted that Ms. Hanna's skills and attributes assist the Library Board in countless ways. They noted her tireless dedication to this board.

Resolution No. 134-2014 was adopted by the following vote:

**Yeas: Daubert, Marmarou, Reed, Sterner, Waltman, Acosta, President - 6
Nays: None - 0**

Councilor Goodman-Hinnershitz returned at this time.

B. Resolution No. 132-2014 – authorizing the submission of the PennDOT application for the installation of a traffic signal at South 5th and Bingaman Streets **(Man Dir)**

Councilor Daubert moved, seconded by Councilor Reed, to adopt Resolution No. 132-2014.

Councilor Daubert stated that he will enthusiastically support this resolution as it will end a long standing public safety concern in this District 1 neighborhood. He stated that the elimination of this traffic signal caused an increase in speeding through this residential neighborhood.

Councilor Reed stated that this resolution concludes a long standing public safety matter that was worked on by various City Councilors for approximately 10 years. She noted the importance of having this signal in place prior to the detour of traffic when the repair work to the Penn Street Bridge begins.

Council President Acosta agreed that the installation of the traffic signal at this intersection will end a long standing safety issue. He stated that although many believe that various Councils ignored this issue, they continued to push for the reinstallation.

Resolution No. 132-2014 was adopted by the following vote:

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta,
President - 7**

Nays: None - 0

PUBLIC COMMENT – NON-AGENDA MATTERS

Mary Jane Smith, of Perkiomen Avenue, described her experiences when she owned the rental property located next to her primary residence. She explained that the codes fines and fees and the Quality of Life fines represent inequitable taxation. She expressed the belief that the proposed streetlight assessment is also inequitable taxation. She expressed the belief that she should not have to pay more.

COUNCIL COMMENT

Councilor Marmarou announced the CHCC Holiday Jingle scheduled for Sunday, December 14th at 6 pm.

Councilor Waltman stated that the Centre Park Holiday House Tour is scheduled for this Sunday from 11 am to 5 pm.

Councilor Goodman-Hinnershitz described the repair and lighting of the Menorah between December 15th and December 23rd used to celebrate Chanukah, the season of light, faith and hope.

Councilor Sterner thanked the speakers who commented this evening and the Chairs from the BOH and EAC for their reports. He also noted the ongoing Holiday Light Display at Hillside Playground

and the community meeting scheduled for this Thursday at St. Marks Lutheran Church

Council President Acosta reviewed the upcoming meeting schedule.

Councilor Sterner moved, seconded by Councilor Marmarou, to adjourn the regular meeting of Council.

Respectfully submitted by Linda A. Kelleher CMC, City Clerk

RESOLUTION NO. _____ 2014

WHEREAS, effective as of 12:00 a.m. on January 1, 2015, the Berks County Tax Collection Committee is acquiring the assets and operations of the Berks County Earned Income Tax Collection Bureau; and

WHEREAS, after the aforesaid time and date the Berks County Tax Collection Committee Executive Committee will govern the Berks County Tax Collection Committee and Berks County Earned Income Tax Collection Bureau's affairs; and

WHEREAS, under 53 P.S. Section 6924.505(b), the City of Reading, a municipality, must appoint a delegate to the Berks County Tax Collection Committee Executive Committee

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

That the following individuals are hereby appointed to the Berks County Tax Collection Committee Executive Committee as follows:

1. Primary delegate: Chris Zale
(chris.zale@readingpa.org)
2. Alternate delegate: Maria Kantner
(maria.kantner@readingpa.org)

Adopted by Council _____, 2014

President of Council

Attest:

City Clerk

(Law)

CITY OF READING
RESOLUTION NO. _____ 2014

RESOLUTION FOR REIMBURSEMENT FOR PROJECT COSTS

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

That the City of Reading intends to use funds from the Sewer Enterprise Fund to finance, on an interim basis, the costs of the City of Reading Fritz Island Wastewater Treatment Plant Liquid Treatment Facilities Upgrade Project, which costs are reasonably expected to be reimbursed with the proceeds of debt to be incurred by the City of Reading, up to a maximum principal amount of Seventy-Two Million Dollars (\$72,000,000). This Resolution is a declaration of official intent adopted pursuant to the requirements of Treasury Regulation Section 1.150.2.

Adopted by Council on December 22, 2014

President of Council

The undersigned, an authorized representative of the City of Reading, hereby certifies that at a Regular Meeting held on 22nd day of December, 2014, after due notice, at which a quorum was present, the Reading City Council adopted the following Resolution:

Attest:

City Clerk

AMENDING THE CITY CODE CHAPTER 1, §23 BY CREATING A NEW PART 14 CODE AND LICENSE APPEALS BOARD, REPEALING THE APPEALS BOARDS REQUIRED WITHIN THE PROPERTY MAINTENANCE CODE, THE BUSINESS LICENSE CODE, THE HOUSING CODE AND THE SOLID WASTE CODE, THE VENDING MACHINE CODE, AND RECYCLING APPEALS CODE AND REPLACING THOSE APPEALS BOARDS WITH THE CODE AND LICENSE APPEALS BOARD.

WHEREAS, the City of Reading ("City"), is creating one Code and License Appeals Board to hear appeals to the Property Maintenance Code, the Business License Code, including the Business License Revocation section, The Housing Code, the Vending Machine Code and the Solid Waste Code.

IT IS HEREBY ENACTED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF READING AS FOLLOWS:

Section 1. Amending the City Code Chapter 1, Section 23 by creating a new Part 14 Code and License Appeals Board as attached in Exhibit A and to replace the four separate appeals boards required by the Property Maintenance Code, the Business License Code, including the Business License Revocation section, the Housing Code, the Vending Machine Code and the Solid Waste Code.

Section 2. Severability. The provisions of this Ordinance are severable, and if any section, sentence, clause, part or provision hereof shall be held to be illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect the remaining sections, sentences, clauses, parts or provisions of this Ordinance. It is hereby declared to be the intent of the City Council that such Ordinance would have been enacted if such illegal, invalid or unconstitutional section, sentence, clause, part or provision had not been included herein.

Section 3. Repealer. All ordinances or parts of ordinances of the City which are inconsistent herewith are hereby repealed.

Section 4. Effective Date. This ordinance shall be effective ten (10) days after its adoption and approval by the Mayor, or repassage by City Council over the Mayor's veto, in accordance with Section 219 of the City of Reading Home Rule Charter, or as set forth in Section 221 of the City of Reading Home Rule Charter.

DULY ENACTED AND ORDAINED this ___ day of _____, 2014.

CITY COUNCIL OF THE CITY
READING

Francis Acosta, President

Attest: _____
Linda Kelleher, City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

EXHIBIT A

PART 14

CODE AND LICENSE APPEALS BOARD

23-1401. ORGANIZATION

A. MEMBERSHIP

1. The Code and License Appeals Board shall be a body of five (5) members consisting of: the Administrative Services Director or his/her designee who shall serve as Chairperson; a Councilperson from the District the business or property is located in or the designee of the President of Council if the District Councilor is unavailable, a member of the business community; a resident at large; and member of a recognized City of Reading community group.

B. ALTERNATES

1. There shall be three alternate members one each from the following groups: a member of the business community, a resident at large and a member of a community group recognized by the City of Reading.

C. APPOINTMENT

1. All members of the Board shall be appointed by the Council of the City of Reading.

D. TERM

1. A member or alternate member shall serve a term of three (3) years from the time of appointment or reappointment or until his/her successor shall take office. Members and alternates of the initial board shall be appointed to staggered terms of 1, 2 and 3 years. Members may be appointed to serve successive terms. Members and alternates of the initial board shall be appointed to staggered terms of one, two and three years.

2. 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 15 days'

advance notice of the intent to take such vote. Failure of a member to attend three 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.

3. Designees and alternate members may be requested to attend meetings in absence of a regular member and shall have all the powers of a regular member at such meetings.

E. QUORUM AND MAJORITY VOTE

1. Four (4) members shall constitute a quorum of the Board. A majority vote of the members of the quorum of the Board shall prevail. A tie vote shall be deemed as a denial of the appeal.

23-1402. POWERS

The Code and License Appeals Board shall have the following powers:

A. PROMULGATE RULES AND REGULATIONS

1. To adopt and administer the rules of procedure regarding its organization, officers (except the Chairperson), times and places of meetings, conduct of meetings and other legal procedures relating to the hearing and determination of appeals and other matters within the Board's jurisdiction.

B. OATHS AND SUBPOENAS

1. The Board shall have power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant documents and papers, including witnesses and documents requested by the parties.

C. HEAR AND DECIDE MATTERS

1. To hear and decide matters regarding the revocation of a Business Privilege License where it is alleged that one of the criteria set forth herein has been violated. The Board is also authorized to hear appeals of refusals of Business Privilege License or Cease Operations Order.

2. To hear and decide matters regarding appeals to the Property Maintenance Code.

3. To hear and decide matters relating to appeals of the Solid Waste Code, which includes solid waste, dumpsters and recycling.

4. To hear and decide matters relating to appeals of the Housing Ordinance, including appeals to issued Disruptive Conduct Reports.

5. To hear and decide matters relating to appeals of the Vending Machine Ordinance.

6. To modify any notice of violation or order and to authorize a variance from the terms of this code when, because of special circumstances, undue hardship would result from literal enforcement, and where such variance substantially complies with the spirit and intent of the Code.

7. To grant a reasonable extension of time for the compliance, as described in the City's Property Maintenance Code (Chapter 180, Part 13) and other applicable sections of the Codes of the City of Reading of any order where there is a demonstrated case of hardship and evidence of bona fide intent to comply within a reasonable time period.

E. TIMELINESS

1. In exercising the above-mentioned powers, the Board shall act with reasonable promptness and seek to prevent unwarranted delays prejudicial to the party involved and to the public interest; provided, however, that the Board shall hold a hearing on any founded complaint within twenty (20) days and shall file its decision within ten (10) days after the appeal hearing.
2. The decision of the Board shall be filed with the Managing Director, the Solicitor and the City Clerk. Copies of the decision shall be sent by first class mail to the appellant within ten (10) days of the Board's decision.

F. AUTHORITY

1. The Board is empowered to find no cause for the revocation of a Business Privilege License or cause to revoke a Business Privilege License by a majority vote of the appointed members. The Board shall be bound by this Chapter and shall not ignore the clear provisions and intent of this Chapter.
2. The Board shall modify or reverse the decision of the Solid Waste, Housing, Vending Machine, or the Property Maintenance Code official only by a majority vote of the appointed members.
3. The Administration shall take immediate action in accordance with the decision of the board.

G. COURT REVIEW.

1. Any party to the appeal to the Board shall have to the appeal the decision of the Board to the appropriate court of jurisdiction in the manner and time required by law following the filing of the Board's decision, as per D2 herein.
2. Stays of enforcement. Appeals of decisions of the Board shall stay the enforcement and collection of the bill for costs of abatement of violation of this part.

BILL NO. _____

AN ORDINANCE

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF READING, BERKS COUNTY, PENNSYLVANIA, CHAPTER 467 SEWERS AND SEWAGE DISPOSAL, PART 1 SEWER SERVICE RENTAL, SECTIONS 467-101, 467-102, 467-103, 467-104, AND 467-106 TO ALLOCATE THE SEWER SERVICE RENTAL BETWEEN THE SANITARY SEWER AND STORMWATER SEWER.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Section 467-101 Imposition of rental; effective date shall be deleted and replaced with the following:

SECTION 467-101. Imposition of sewer service rental; effective date.

A sewer service rental shall be imposed upon the owners of all properties within the City which are drained directly by the sanitary sewage system or from which sewage is transported to and treated at the sewage treatment works of the City. The sewer service rental shall be comprised two components, a sanitary sewer rental and stormwater sewer rental,. The total amount of the sewer service rental is calculated in accordance with Section 467-103 A through D and then allocated as a sanitary sewer rental and stormwater sewer rental as set forth in Section 467-103 E and F.

SECTION 2. Section 467-102 Disposition of funds collected shall be deleted and replaced with the following:

SECTION 467-102. Disposition of funds collected.

The funds received from the collection of sewer service rental shall be deposited in the Fund 55. The sanitary sewer rental shall transferred to the Sewer Enterprise Fund, as necessary, and used solely for the purpose of defraying the expenses of the City in the administration, operation, maintenance, repair, alteration, inspection, improvement, depreciation, amortization of indebtedness and interest thereon, arising out of or connected with the sanitary sewage and sanitary sewage disposal system of the City, in accordance with the provisions of the Act of 1935, P.L. 1286, it amendments and supplements, 53 P.S. § 2231 et seq. The stormwater sewer rental shall be used for the purpose of defraying the expenses of the City in the administration, operation, maintenance, repair, alteration, inspection, improvement, depreciation, amortization of indebtedness and interest thereon, arising out of or connected with dams and the stormwater sewer system of the City.

SECTION 3. Section 467-103 Sewer service rental shall be amended to add a new Subparts E and F as follows:

SECTION 467-103. Sewer service rental.

- A. Allocation of Sanitary Sewer Rental. The sanitary sewer rental shall equal ninety percent of the total sewer service rental.
- B. Allocation of Stormwater Sewer Rental. The stormwater sewer rental shall equal ten percent of the total sewer service rental.

SECTION 4. This Ordinance shall be effective on January 1, 2015.

Enacted _____, 2014

President of Council

Attest:

City Clerk

(LAW DEPT)

Submitted to Mayor: _____

Date: _____

Received by Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

BILL NO. _____ 2014
AN ORDINANCE

**AN ORDINANCE AMENDING THE 201 GENERAL FUND BUDGET, RE-
ALLOCATING FUNDS FROM THE CONTINGENCY FUND TO LAW DEPARTMENT BUDGET
LINE ITEM SPECIAL COUNSEL CONTRACTED SERVICES.**

THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1: Authorizing the amendment of the 2014 Budget by transferring a total of \$50,000 from the Contingency Fund to the Law Department Budget line item for Special Counsel Contracted Services (01-12-25-4216) to cover additional legal costs associated with legal service providers.

SECTION 2: This ordinance shall be effective ten (10) days after its adoption and approval by the Mayor, in accordance with Section 219 of the City of Reading Home Rule Charter.

Enacted _____, 2014

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

BILL NO. _____ 2014
AN ORDINANCE

AN ORDINANCE AMENDING THE 2014 GENERAL FUND BUDGET, RE-ALLOCATING FUNDS FROM THE CONTINGENCY FUND TO FIRE DEPARTMENT BUDGET TO BE SPLIT BETWEEN SUPPRESSION WAGES AND EMS WAGES.

THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1: Authorizing the amendment of the 2014 Budget by transferring a total of \$360,000 from the Contingency Fund to the Fire Department Budget to be split between Suppression wages and EMS wages.

SECTION 2: This ordinance shall be effective ten (10) days after its adoption and approval by the Mayor, in accordance with Section 219 of the City of Reading Home Rule Charter.

Enacted _____, 2014

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

BILL NO. ____-2014

AN ORDINANCE

ESTABLISHING A FOUR-WAY STOP INTERSECTION
AT WEST WINDSOR AND MCKNIGHT STREETS, AS PER CITY CODE SECTION 567-213

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION ONE. The intersection of McKnight and West Windsor Streets is hereby established as a four-way stop intersection, as per City Code Section 567-213

SECTION TWO. Drivers of all vehicles approaching said intersections shall come to a complete stop and not proceed into said intersection until it can be done with safety, as provided in the Pennsylvania Motor Vehicle Code.

SECTION THREE. This ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2014

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

BILL NO. ____-2014

AN ORDINANCE

ESTABLISHING A FOUR-WAY STOP INTERSECTION
AT WEST GREENWICH AND TULPEHOCKEN STREETS, AS PER CITY CODE SECTION 567-
213

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION ONE. The intersection of West Greenwich and Tulpehocken Streets is hereby established as a four-way stop intersection, as per City Code Section 567-213

SECTION TWO. Drivers of all vehicles approaching said intersections shall come to a complete stop and not proceed into said intersection until it can be done with safety, as provided in the Pennsylvania Motor Vehicle Code.

SECTION THREE. This ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2014

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Solid Waste & Recycling

TO: Members of City Council

FROM: Madelin Collins, Municipal Aide II

PREPARED BY: Madelin Collins, Municipal Aide II

MEETING DATE: December 8, 2014

AGENDA MEMO DATE: December 5, 2014

RECOMMENDED ACTION: Approve Appropriation Transfers

BACKGROUND:

This transfer is to cover the overdrawn amount on Recycling Contracted Services line item from temporary employee wages and add expected temporary employee wages to this line item to cover wages until the end of the year.

BUDGETARY IMPACT:

In the amount of \$51,790.00
From: Salaries, 56-07-46-4000
To: Contracted Services, 56-07-46-4216

PREVIOUS ACTION:

None

RECOMMENDED BY:

David Ruyak, Operations Division Manager of Public Works
Ralph Johnson, Public Works Director

RECOMMENDED MOTION:

Approve the request.

BILL NO. ____ 2014

AN ORDINANCE

AUTHORIZING AN APPROPRIATIONS TRANSFER WITHIN THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF SOLID WASTE & RECYCLING IN THE AMOUNT OF \$51,790.00 FOR BUDGET YEAR 2014

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

Section One: Council hereby authorizes the transfer within the 2014 Department of Public Works, Division of Solid Waste & Recycling budget \$51,790.00 from Salaries (56-07-46-4000) to Contracted Services (56-07-46-4216) for the purpose of covering overdrawn account and adding funds for temporary employee wages for remainder of year 2014.

Section Two: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2014

President of Council

ATTEST:

City Clerk

Submitted to Mayor by: _____

Date Submitted: _____

Received in Mayor's Office by: _____

Date Received: _____

Approved by Mayor: _____

Date Approved: _____

Vetoed by Mayor: _____

Date Vetoed: _____

R E S O L U T I O N N O._____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

That Allen Webster is reappointed to the Historic Architectural Review Board with a term ending December 22, 2019

Adopted by Council_____, 2014

Francis G. Acosta
President of Council

Attest:

Linda A. Kelleher
City Clerk

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RESOLUTION NO. _____ 2014

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

Repealing and recreating the City of Reading Policy on the Naming of Public Facilities, as attached.

Adopted by Council _____, 2014

President of Council

Attest:

City Clerk

POLICY

Naming of Public Facilities

Approval Date: _____

Last Amendment: 6-23-04

PURPOSE:

The purpose of this policy is to define the process and criteria by which the public facilities ~~and streets~~ shall be named, renamed, or dedicated.

City of Reading streets and facilities are generally named for a geographic area, a theme or a natural historic feature. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure that the renaming will be approved.

While City streets cannot be renamed, honorary street names will be considered. Honorary street name signs are posted above the standard street name sign to recognize and honor certain individuals or groups for a period of time without changing the official name of the street or the official addresses of residences and businesses on the street. The honorary street name sign may stay in place for a period of ten (10) years, after which it will be removed by the City unless a new application is submitted to the City by the requesting party or organization and approved by the process contained herein.

INTENT:

The success and vitality of the City depends on the contribution and support from citizens, volunteers, financial donors, community leaders and officials. The City welcomes the opportunity to honor those who have demonstrated outstanding service and have worked to enhance the community of Reading *along with our state and country.*

The number of facilities owned by the City is finite. As a result, a fair and impartial policy is necessary to assure that naming or dedicating a facility based on an individual, group or corporation is reserved for those most deserving and appropriate, and to recognize substantial gifts *and/or contributions.*

KEY DEFINITIONS:

Accessories – Segments of facilities such as rooms, walkways, fields, gardens, trees, walls, art, equipment, etc.

Candidates – Individuals, groups, companies or corporations nominated for the purpose of naming a facility.

Facilities- Buildings, field houses, stand alone parks, and playgrounds

Gifts – A monetary payment, grant, donation or bequest to the City for a specific purpose.

Community service – substantial contribution of leadership and outstanding service to a local organization or social service agency/program that has had a major impact or benefit to a large sector of the Reading community

Multiuse Facility – a facility that offers a combination of recreational activities with assorted outbuildings, playing fields, playgrounds that can be used simultaneously.

Memorial Review Committee ~~Review Committee~~— a group, *as per City Code Chapter 396, Section 500 (Bill No. 55-2013)*, ~~composed of the Council Public Works Committee, Managing Director and Public Works Director,~~ *composed of the Historic Preservation Specialist, a City Planner, the Public Works Operations Division Manager, the City Clerk; and the Director of the Berks County Office of Veterans Affairs. The Director of Public Works shall appoint a MRC chairperson from the membership. The Committee shall* ~~who will~~ receive and review nominating petitions for the renaming or dedication of City owned facilities, *as recommended by the Director of Public Works.* The group will forward their recommendation to the full body of Council via Resolution.

POLICY:

1. *Naming Criteria for facilities such as buildings and stand-alone parks and playgrounds.*
 - a. A facility may be named *or renamed* if the City receives a gift that represents approximately 1/3 of the capital cost of a new or renovated facility or project improvement *and if the candidate has made exceptional contributions to the City and/or the community at large in the form of money, land, time, or overall service to the community. City Council designation of the name of a park, public open space, building or an area within a park, public open space or building will only apply to that particular building or tract of land and the name cannot be transferred to another park, public open space, or building without being proposed under the formal process outlined in this policy. See “Procedures” below.*
2. Naming/dedication of accessories such as individual components of a multiuse recreation or general area. An accessory may be named if the following applies:
 - a. The candidate gives a monetary gift to the City designated to cover the cost of the specific accessory or to the City’s endowment fund; and

- b. The candidate has made a substantial and/or long-term “in-kind” contribution to the life and spirit of the neighborhood community in Reading *or at large community*.
 - c. See “Procedures” below.
3. **Honorary Street Renaming of a City Street**
- a. 51% of the property owners on the given street must provide written consent on the petition, as described under the “Procedures” Section contained herein. The petitioning party shall purchase the honorary street signage and be responsible for repairs or replacement of the signage.
 - b. See “Procedures” below.
4. **Designation or Tribute Plaque**
- a. The petitioning party shall purchase the designation plaque. See the section below pertaining to the purchase of designation plaques. *No more than one designation or tribute plaque may be placed on one facility or accessory.*
 - b. See “Procedures” below”
5. **Naming a newly opened street.**
- a. See Procedures below.

Procedures

1. Any group or individual may nominate a candidate *as follows*:
 - a. *Naming or renaming a new or existing facility, or accessory* - by submitting a petition containing the signatures of at least 200 City residents (see attached sample) to the *Public Works Director Review Committee* composed of the Council Public Works Committee, Managing Director and Public Works Director *and answering the questions identified in 2 below.*
 - b. *Honorary street names* – by submitting a petition containing the signatures of at least 51% of those owning property on the existing street and answering the questions identified in 2 below.
 - c. *Tribute or dedication of an accessory* – by submitting a letter addressing the questions identified in number two (2) below.
 - d. *Naming of newly opened streets* - by submitting a petition containing the signatures of at least 51% of those owning property on the new or existing street and making a recommendation for the street name that follows the theme or history of the area, does not re-use a name of a street that has been closed or vacated at any time and answering the questions identified in 2 below.

2. The nominating petition shall be supported by accompanying documentation that provides evidence of the outstanding contributions the candidate has made to the City of Reading *or to the broader community at large*. Nominators shall address the following questions in their preparation of a nomination. The nominators must also provide a financial statement that shows sufficient monetary support for the upkeep and maintenance of the item to be dedicated *and/or for the purchase of the plaque, marker or sign and make a recommendation for the location of a plaque or marker that may be modified by the City*.

- What are the candidate's outstanding contribution(s) to the community in terms of activities or gifts? How did the candidate enhance the *overall* community *or its history*?
- How will the candidate's contributions be recognized in the future?
- The candidate's contributions have the greatest impact on whom?
- How does the candidate relate to the facility proposed for naming?
- Are funds available to purchase and install identification plaques?
- *Whether and to what extent the appropriate and/or impacted communities support the proposal*
- *Any other factors, which would support the request.*

3. Within thirty (30) days of receiving a nomination, ~~the Director of Public Works Review Committee~~ shall review the application petition and *forward it with a recommendation* to the ~~Memorial Review Committee Recreation Advisory Council and the Planning Commission~~ for their review

The ~~Memorial Review Committee Recreation Advisory Council and the Planning Commission~~ shall submit a recommendation *in the form of a resolution* to City Council ~~the Review Committee~~ within 30 days of the receipt of the ~~petition~~ *recommendation of the Director of Public Works*. The resolution shall identify the candidate, facility *or accessory* to be named *or street where the honorary name sign will be located*, and the justification for such ~~naming~~ based on the established policy. The candidate shall not be re-nominated ~~for the naming of any other accessories or facilities~~ for a period of one (1) year

Identification plaques

1. Upon ~~a~~ *City Council's* affirmative vote to name a facility *or accessory*, *approve an honorary plaque or tribute, approve an honorary street name or name a newly opened street*, the Administration shall contract to fabricate a bronze plaque *or sign* that generally meets the following specifications. All costs to purchase and install plaques, *signs* or tribute markers shall be secured by the person(s) or organization nominating

the candidate. *Maintenance and repair/replacement costs must also be covered by the person or group nominating the candidate.*

a. Building Plaques

A facility may be formally identified by a bronze plaque bearing the name of the building, the year construction was completed or dedicated and other information as appropriate. Plaques generally shall have the dimensions of 12 inches wide by 18 inches high. The plaque shall be cast in bronze with raised polished lettering and shall be mounted near the principal entrance. If the building is named after an individual, the plaque shall contain a portrait and short biography of the individual after whom the building is named.

b. Room Plaques

Rooms inside facilities shall be identified with a modest bronze plaque 4 inches wide by 5 inches tall and shall bear the name of the candidate for which the room is named and a brief description of the candidate's contribution to the city *or the broader community.*

c. Tribute Markers – Dedication Plaques

Accessories dedicated to a candidate shall be identified by a custom designed tribute marker. Marker shall be designed to minimize long-term maintenance, vandalism and sized to the appropriate scale that is determined by the City. There shall be no more than one tribute marker or dedication plaque per building or accessory.

d. Honorary Street Name Signs

The honorary name sign is of a similar size and shape as a standard street name sign but it will be of a different color than the normal sign. The sign must contain the name of the person or organization that requested the sign and the date the sign request was approved by City Council. Only one honorary name sign will be allowed per street sign.

The honorary name street sign may stay in place for a period of ten (10) years, after which it will be removed unless a new application is submitted to the City by the requesting party or organization and approved by the process contained herein.

Honorary street name signs will not be placed on any Federal Highway. The party requesting honorary name street signs on State Highways must obtain approval by the Pennsylvania Department of Transportation before the request is submitted to the City. Honorary street name signs will be placed on ground mounted signs only.

e. Signs for newly opened streets

The signs shall be of the same size, shape, color and style of the City's existing street naming signs.

ADMINISTRATIVE PROVISIONS

1. To respect the candidates, the application petitions shall be reviewed discretely to avoid unnecessary public attention. Public meetings, media attention and competition among candidates should be avoided. Exposure and competition may embarrass the individuals the City is considering honoring.
2. All costs to purchase and install plaques or tribute markers shall be secured by the person or group nominating the candidate.
3. ~~The Chair of the Planning Commission and~~ the Director of Public Works or their designee shall have complete and sole authority to approve the size, content, location and material of plaques and tribute markers *that are authorized by City Council.*
4. This policy will apply to the majority of situations and is intended to maintain fairness and consistency. The City recognizes that there may be unique circumstances or events that may warrant a departure from this policy for the overall good of the City. These unique circumstances will be considered by the *Memorial* Review Committee. The *Memorial* Review Committee will provide justification for any such departure from this policy.

PETITION

We, the undersigned property owners of the City of Reading agree to name/dedicate the _____ to _____ in recognition of the following contribution he/she made to the Reading Neighborhood Community and/or the broader community at large:

--

DATE PRINT NAME PROPERTY ADDRESS
SIGNATURE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____