



# **CITY COUNCIL**

## **Meeting Agenda**

**REGULAR MEETING**  
**COUNCIL CHAMBERS**

**MONDAY, JANUARY 11, 2015**  
**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](http://www.ReadingPa.gov), under "Live and Archived Meeting Videos". 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:** Danny Moore, Holy Trinity Church of God

#### **C. PLEDGE OF ALLEGIANCE**

#### **D. ROLL CALL**

The purpose of the Executive Session on Wednesday, January 6<sup>th</sup> was related to contracts and potential litigation and Monday, January \_\_\_\_ was related to \_\_\_\_ matters.

## **2. PROCLAMATIONS AND PRESENTATIONS**

### **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:** Special Meeting of December 17, 2015 and Regular Meeting of December 21, 2015

**B. AGENDA:** Regular Meeting of January 11, 2015

## **5. Consent Agenda Legislation**

**A. Award of Contract** – for the Tree Care Project to Nolde Pines, 2177 New Holland Road, Reading

**B. Resolution** – authorizing the hiring of Corey Buck, Jose Cruz III, Jared Doberstein, Angel Abreu-Feliciano, Andrew Gery, Joshua Kline, and Ryan Melley as probationary police patrol officers effective Monday, January 18, 2016.

**C. Resolution** – authorizing the disposal of the 2008 Financial Interest Statements in the City Clerk's Office

**D. Award of Contract** – for the purchase of electricity for a three year period to

**E. Resolution** – authorizing the execution of the Transportation Enhancement Funds Federal-Aid Reimbursement Agreement for the Penn Street Crosswalk Project, PennDOT MPMS No. 76614, at 2<sup>nd</sup> and Penn and 3<sup>rd</sup> and Penn

**F. Resolution** – authorizing the Bank Accounts for the City of Reading for the 2016 Calendar Year

## **6. ADMINISTRATIVE REPORT**

## **7. REPORT FROM OFFICE OF THE AUDITOR**

## **8. REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, &**

## COMMISSIONS

### 9. ORDINANCES FOR FINAL PASSAGE

None

### 10. INTRODUCTION OF NEW ORDINANCES

**A. Ordinance** – amending the City’s Purchasing Policies adding the requirement for the need for those who contract with the City to pay all taxes, fees, etc.

**B. Ordinance** – Amending §5-209 of the Administrative Code, Public Participation by making a correction to the registration requirements

**C. Ordinance** – authorizing an all way stop at S. 17<sup>th</sup> and Haak St, in accordance with City Code Section 576-213

**D. Ordinance** – authorizing an amendment to the 2016 Position Ordinance as follows:

1. In the Managing Director Office, eliminate the position of Business Analyst, and replace it with a Staff Assistant.
2. In the Community Development Department, eliminate the position of Confidential Secretary.
3. In the Community Development Department, replace the Housing and Development Coordinator with a Community Development Coordinator.

**E. Ordinance** – authorizing an amendment to the 2016 Budget Ordinance for the Mayor’s Office Salary Line Item as follows:

1. \$56,100 from the Wage Increase line in Human Resources
2. \$20,000 from Community Development Salaries
3. \$19,900 from Managing Director Salaries

### 11. RESOLUTIONS

**A. Resolution** – appointing \_\_\_\_\_ to Council District 6

### 12. PUBLIC COMMENT – GENERAL MATTERS

*Please see public speaking rules on second page*

### 13. COUNCIL BUSINESS / COMMENTS

## **14. COUNCIL MEETING SCHEDULE**

### **Monday, January 11**

*Committee of the Whole – Council Office – 5 pm*

*Regular Meeting – Council Chambers – 7 pm*

### **Monday, January 18**

*\*City Hall closed – Martin Luther King Day\**

### **\*\*Tuesday, January 19\*\***

*Nominations & Appointments Committee – Council Office – 4 pm*

*Standards of Living Committee – Council Office – 5:00 pm*

*Finance, Budget, Audit Committee – Council Office – 5:00 pm*

### **Monday, January 25**

*Committee of the Whole – Council Office – 5 pm*

*Regular Meeting – Council Chambers – 7 pm*

## **15. BAC AND COMMUNITY GROUP MEETING SCHEDULE**

### **Monday, January 11**

Fire Civil Service Board – Penn Room – 4 pm

6<sup>th</sup> & Amity Neighborhood & Playground Assn – 6<sup>th</sup> & Amity field house – 6:30 pm

### **Tuesday, January 12**

Water Authority Workshop – Water Authority Office – 4 pm

District 11 Crime Watch – Orthodox Presbyterian Church – 7 pm

### **Wednesday, January 13**

Zoning Hearing Board – Council Chambers – 5:30 pm

Human Relations Commission – HRC Office – 6 pm

Center City Community Organization – Holy Cross Church – 6 pm

### **Thursday, January 14**

Police Pension Board – Penn Room – 10 am

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

### **Monday, January 18**

Library Board – 113 S 4<sup>th</sup> St – 4 pm

### **Tuesday, January 19**

HARB – 3<sup>rd</sup> floor conference room – 7 pm

Charter Board – Penn Room – 7 pm

**Wednesday, January 20**

Redevelopment Authority – Redevelopment Authority Office – 6:30 pm

**Thursday, January 21**

Blighted Property Review Committee – Council Chambers – 6 pm

**Monday, January 25**

DID Authority – 645 Penn St 5<sup>th</sup> floor - noon

District 7 Crime Watch – Holy Spirit Church – 7 pm

**City of Reading City Council  
Special Meeting  
December 17, 2015**

Council President Waltman called the meeting to order.

**ATTENDANCE**

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

An executive session occurred prior to this special meeting for a discussion on potential litigation regarding a personnel matter.

**PUBLIC COMMENT**

Council President Waltman opened the floor for public comment about the items listed on the agenda. No one stepped forward to comment and the public comment period was closed.

**APPROVAL OF THE AGENDA**

Council President Waltman called Council's attention to the agenda for this special meeting.

**Councilor Sterner moved, seconded by Councilor Marmarou, to approve the agenda for this meeting. The motion was approved unanimously.**

**RESOLUTIONS**

**A. Resolution 107-2015** – directing each and every City appointee to the City's Police Pension Fund Association Board to approve payment of Royer's entire remaining DROP accumulation and to approve commencement of Royer's regular pension benefits retroactive to May 5, 2014, the date on which Royer announced he was resigning his position with the City.

**Councilor Daubert moved, seconded by Councilor Goodman-Hinnershitz, to adopt Resolution No. 107-2015.**

Council President Waltman stated that Council has been asked to adopt this resolution to prevent

potential litigation against the City.

**Resolution No. 107-2015 was adopted by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Sterner, Waltman,**

**President - 7**

**Nays: None - 0**

**Councilor Marmarou moved, seconded by Councilor Reed, to adjourn the special meeting of Council.**

*Respectfully submitted by Linda A. Kelleher CMC, City Clerk*

**City of Reading City Council**  
**Regular Meeting**  
**December 21, 2015**

Council President Waltman called the meeting to order.

The invocation was given by Councilor Daubert.

All present pledged to the flag.

The Committee of the Whole meeting included an executive session to discuss a personnel matter.

**ATTENDANCE**

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

**PROCLAMATIONS AND PRESENTATIONS**

- Mayoral recognition of students from I-Lead Charter School for their design and painting of murals
- Commendation to Travis Kaufmann, heavy weight boxer

**PUBLIC COMMENT**

Council President Waltman stated that two (2) citizens are registered to address Council on agenda matters and six (6) citizens are registered to address Council on non-agenda matters this evening. The rule requiring non-agenda comment at the end of the meeting was suspended. Councilor Daubert read the public speaking rules adopted by Council ordinance.

**Ernie Schlegel, of Pear Street**, distributed an opinion from an independent attorney regarding the legality of several provisions negotiated in the 4<sup>th</sup> addendum to the Lease Agreement. Mr. Schlegel expressed that the addendum was negotiated under duress, as Council was threatening to dissolve the Authority. As such the RAWA board does not agree with some terms negotiated such as language pertaining to contract awards, long term debt and the retention of a solicitor or other

agents. He expressed the belief that RAWA is an independent authority and that the terms negotiated violate the Municipalities Authorities Act.

Mr. Schlegel described the success of programs used to assist people with financial hardships.

**Angel Torres, representing Abilities in Motion on North 5<sup>th</sup> Street**, described the organization's plan to inspect all City polling places to assure that the locations are accessible.

**Carol Riley, representing Abilities in Motion on North 5<sup>th</sup> Street**, described the problems with the paving at 6<sup>th</sup> and Penn Streets for all who travel in this area.

**Glen Clark, of North 6<sup>th</sup> Street**, described how the poor conditions on a City sidewalk caused him to fall during the summer months.

**Evelyn Morrison, of Church Street**, described the Land Bank workshop she attended to become educated on this initiative. She expressed concern that individuals will be left out of this process and that the process will cater only to organizations. She also expressed concern that the process will disrupt the tax sale process and treat properties like they are part of a Monopoly game. She noted the need for the Land Bank board to reflect the City's diverse community.

**Jennifer Molina, of Emerson Avenue**, deferred when she was invited to the podium.

**Travis Kaufmann, of Emerson Avenue**, deferred when he was invited to the podium.

**Shelia Perez, of Weiser Street**, read from the Voting Rights Act, Section 203 and expressed the belief that under this section, the City was required to translate the DID reauthorization materials into Spanish to suit the needs of the minority community. She stated that the law is required for primary, general and special interest elections. She put the City on notice.

## **APPROVAL OF THE AGENDA & MINUTES**

Council President Waltman called Council's attention to the minutes of the December 7<sup>th</sup> meeting and to the agenda for this meeting. He stated that the resolutions under the Consent Agenda heading will be considered under the Resolution Heading.

**Councilor Sterner moved, seconded by Councilor Marmarou, to approve the agenda as amended and the minutes as listed. The motion was approved unanimously.**

## **Consent Agenda**

None

## **ADMINISTRATIVE REPORT**

There was no report provided.

## AUDITOR'S REPORT

The Auditor summarized the written report provided as follows:

- Update on the collection of the 2015 Real Estate Transfer Tax
- History of the General Fund Balance 1991-2014

## ORDINANCES FOR FINAL PASSAGE

**A. Bill No. 74 - 2015** – creating a Land Bank Board in accordance with the provisions of Act 153, enacted by the PA General Assembly on October 24, 2012, to return vacant property to productive status using a unified, predictable, and transparent process, thereby revitalizing neighborhoods and strengthening the City's tax base. *Introduced at the 11-9-15 regular meeting; Advertised 11-16-15; Tabled at the November 23 and December 7 regular meetings*

**Councilor Slifko moved, seconded by Councilor Reed, to withdraw Bill No. 74-2015.**

**Bill No. 74-2015 was withdrawn by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Sterner, Waltman,  
President - 7  
Nays: – None - 0**

**B. Bill No. 75 -2015** – approving the 5<sup>th</sup> addendum to the water system lease with RAWA *Introduced at the November 9 regular meeting; Tabled at the November 23 and December 7 regular meetings*

**Councilor Marmarou moved, seconded by Councilor Daubert, to enact Bill No. 75-2015.**

**Bill No. 75-2015 was enacted by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Sterner, Waltman,  
President - 7  
Nays: – None - 0**

**C. Bill No. 85-2015** – authorizing an appropriations transfer within the Department of Public Works, Division of Utilities in the amount of \$30,000.00 for budget year 2015 *Introduced at the December 7 regular meeting*

**Councilor Reed moved, seconded by Councilor Slifko, to enact Bill No. 85-2015.**

The Managing Director stated that this interdepartmental transfer will cover the additional overtime expenses at the Wastewater Treatment Plant.

**Bill No. 85-2015 was enacted by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Sterner, Waltman,**

**President - 7**

**Nays: – None - 0**

**D. Bill No. 86-2015** - authorizing a loan and the transfer of funds from the general fund to the Department of Community Development in the amount of \$500,000 ***Introduced at the December 7 regular meeting***

**Councilor Reed moved, seconded by Councilor Goodman-Hinnershitz, to enact Bill No. 86-2015.**

The Managing Director explained that the need for this loan occurs annually to cover expenses while the City waits for the HUD allocation, approved by Council each November.

**Bill No. 86-2015 was enacted by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Sterner, Waltman,**

**President - 7**

**Nays: – None - 0**

## **INTRODUCTION OF NEW ORDINANCES**

There were no ordinances introduced at this meeting.

## **RESOLUTIONS**

**A. Resolution No. 110-2015** – appointing Amy Crawford to the Animal Control Board

**Councilor Marmarou moved, seconded by Councilor Goodman-Hinnershitz, to adopt Resolution No. 110-2015.**

Councilor Goodman-Hinnershitz stated that Ms. Crawford is a veterinarian and she brings a wealth of experience and ideas to the table.

**Resolution No. 110-2015 was adopted by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Sterner, Waltman,**

**President - 7**

**Nays: – None - 0**

**B. Resolution No. 111-2015**– approving the Land Bank Bylaws which authorizes the Land Bank Board to undertake specific activities identified in the Land Bank Ordinance

**Councilor Slifko moved, seconded by Councilor Reed, to withdraw Resolution No. 111-2015.**

**Resolution No. 111-2015 withdrawn by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Sterner, Waltman,  
President - 7**  
**Nays: – None – 0**

**From the Consent Agenda:**

**C. Resolution 108-2015** – approving the appeal of the HARB COA for the installation of a fence at 1015 Rose Street

**Councilor Slifko moved, seconded by Councilor Daubert, to withdraw Resolution No. 108-2015.**

Councilor Slifko explained the legal background behind this decision. He stated that HARB denied the COA but did not base the decision on the Secretary of the Interior Guidelines.

**Resolution No. 108-2015 withdrawn by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Sterner, Waltman,  
President - 7**  
**Nays: – None – 0**

**D. Resolution 109-2015** – denying the appeal of the HARB COA for the installation of an aluminum awning at 1023 North 5<sup>th</sup> Street

**Councilor Slifko moved, seconded by Councilor Daubert, to adopt Resolution No. 109-2015.**

Councilors Daubert and Slifko announced their support of the denial of this appeal and they encouraged the property owners to apply for a façade grant and a low interest NHS loan.

Councilor Sterner stated that he will not support this denial due to the number of existing aluminum awnings located in this specific neighborhood.

Councilor Reed stated that she supports the denial of the appeal, as at the hearing the property owners claimed to not know that the property was located in the Centre Park Historic District; however, they applied for a COA in 2008 for a front porch project.

**Resolution No. 109-2015 adopted by the following vote:**

**Yeas: Daubert, Goodman-Hinnershitz, Marmarou, Reed, Slifko, Waltman, President - 6**  
**Nays: – Sterner – 1**

## **COUNCIL COMMENT**

Each member of City Council thanked Councilor Sterner for his 13 years of dedicated public service and they noted the integrity Councilor Sterner brought to each task. They also noted his fairness and strong moral compass.

Councilors Sterner, Marmarou, Daubert and Council President Waltman thanked the mayor for his years of public service.

Councilor Sterner stated that he spent 13 long and short years on City Council. He stated that overall it was an enjoyable experience. He noted the many transitions the City went through over the past 13 years. He thanked his constituents for their support and he thanked the administration for their assistance. He also thanked Council Staff for their continual support.

The City Auditor thanked Councilor Sterner and the mayor for their years of public service and he thanked Councilor Slifko for his involvement over the past four (4) months.

**Councilor Goodman-Hinnershitz moved, seconded by Councilor Marmarou, to adjourn the meeting.**

*Respectfully submitted by Linda A. Kelleher CMC, City Clerk*



# AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

**TO:** City Council  
**FROM:** Tammi Reinhart, Purchasing Coordinator  
**PREPARED BY:** Tammi Reinhart, Purchasing Coordinator  
**MEETING DATE:** January 11, 2016  
**AGENDA MEMO DATE:** December 17, 2015  
**RECOMMENDED ACTION:** Awarding of Contract for the Tree Care Project

## RECOMMENDATION

The recommendation is to award the contract for the Tree Care Project to Nolde Pines, 2177 New Holland Road, Reading, PA 19607.

## BACKGROUND

The purpose of the project is providing pruning of street trees, the designated removal of specific street trees, the removal of tree stumps, and the agreement to provide emergency tree care services for various unspecified geographical locations. The Work consists of but is not limited to tree trimming, maintenance and, repairing. The Contractor(s) selected will assume full responsibility for pruning of trees as identified by the City. The City will issue work for specific individual Projects separately to the Contractor(s). The Contractor(s) will work cooperatively with the City and will adapt to developing circumstances on any given Project.

## BUDGETARY IMPACT

The Department of Public Works has confirmed there are sufficient funds to cover the project. The total amount is \$50,000.

## PREVIOUS ACTION

None

## SUBSEQUENT ACTION

**Formal action by Council is required to award the contract at the January 11, 2015 meeting.**

## RECOMMENDED BY

Mayor, Managing Director, Public Works Director, Acting Director of Administrative Services, Controller and Purchasing Coordinator.

**RECOMMENDED MOTION**

Approve/Deny the recommendation for the Tree Care Project in order that contract may be awarded to Nolde Pines.

cc: File



**AGENDA MEMO  
POLICE DEPARTMENT**

**TO:** City Council  
**FROM:** Chief William M. Heim  
**PREPARED BY:** Chief William M. Heim  
**MEETING DATE:** January 11, 2016  
**AGENDA MEMO DATE:** December 23, 2015  
**REQUESTED ACTION:** Authorize the hiring of the following individuals to replace officers who have retired or left the department.

**RECOMMENDATION**

The Managing Director and Police Chief recommend the hiring of the following individuals as patrol officers: 1. Corey Buck, 2. Jose Cruz III, 3. Jared Doberstein, 4. Angel Abreu-Feliciano, 5. Andrew Gery, 6. Joshua Kline, 7. Ryan Melley.

**BACKGROUND**

The 2016 budget authorizes a total of 168 police officers to staff the police department. Currently, we have 157 officers on board. In order to support crime reduction efforts and maintain a skilled and experienced police force, these replacements are necessary. These seven individuals have passed all civil service and hiring requirements. There are still additional vacancies that will be filled in the future.

**BUDGETARY IMPACT**

None. The 2016 salary budget has sufficient funds for these positions due to retirements and vacancies during the year.

**PREVIOUS ACTIONS**

None

**SUBSEQUENT ACTION**

Council to take action to approve a resolution to authorize the hiring of the above named individuals as probationary police officers.

RECOMMENDED BY

**The Managing Director and Chief of Police recommend approval.**

RECOMMENDED MOTION

**Approve/deny the resolution authorizing the hiring of Corey Buck, Jose Cruz III, Jared Doberstein, Angel Abreu-Feliciano, Andrew Gery, Joshua Kline, and Ryan Melley as probationary patrol officers effective Monday, January 18, 2016.**

Drafted by City Clerk  
Sponsored by/Referred by Managing Director & Police Chief  
Introduced on N/A  
Advertised on N/A

*RESOLUTION NO. \_\_\_\_\_ 2016*

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

Authorizing the hiring of Corey Buck, Jose Cruz III, Jared Doberstein, Angel Abreu-Feliciano, Andrew Gery, Joshua Kline, and Ryan Melley as probationary patrol officers effective Monday, January 18, 2016.

Adopted by Council \_\_\_\_\_, 2016

\_\_\_\_\_  
Jeffrey S. Waltman Sr.  
President of Council

Attest:

\_\_\_\_\_  
Linda A. Kelleher  
City Clerk

Drafted by \_\_\_\_\_ Dep. City Clerk  
Sponsored by/Referred by City Council  
Introduced on \_\_\_\_\_ N/A  
Advertised on \_\_\_\_\_ N/A

RESOLUTION NO. \_\_\_\_\_ 2016

**Whereas**, by virtue of Resolution 134-2009, adopted December 14, 2009, the City of Reading declared its intent to follow the procedures for the disposition of records set forth in the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued in 2009; and

**Whereas**, in accordance with Act 428 of 1968 (as amended) each individual act of disposition shall be approved by resolution of the governing body of the municipality:

**NOW THEREFORE, the Council of the City of Reading hereby resolves as follows:**

In accordance with the above cited schedule, Council hereby authorizes the disposition of the following public records:

City Clerk  
Financial Interest Statements, 2008

Adopted by Council on \_\_\_\_\_ 2016

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Drafted by: Utilities Division  
Sponsored/Referred by: Managing Director  
Introduced on: January 11, 2016  
Advertised on: N/A

**RESOLUTION NO. \_\_\_\_\_ - 2016**

Whereas, the City of Reading in cooperation with PennDOT intends to complete the replacement of crosswalks at Second and Penn Streets and Third and Penn Streets; and

Whereas, Transportation Enhancement Funds were made available to fund the project; now therefore,

The Council of the City of Reading hereby resolves as follows:

The Mayor is authorized to execute the Federal-Aid Reimbursement Agreement for the Penn Street Crosswalk Project, PennDOT MPMS No. 76614.

Adopted by Council on \_\_\_\_\_, 2016

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk



December 30, 2015

Tim Krall, P.E.  
City of Reading  
Utilities Division  
503 North 6th Street  
Reading, PA 19601

Reference: City of Reading Crosswalks, MPMS 76614  
Transportation Enhancement Program  
Supplemental Federal-Aid Reimbursement Agreement

Dear Mr. Krall,

We have enclosed one copy of the proposed Supplemental Transportation Enhancement Federal-Aid Reimbursement Agreement between the Commonwealth of Pennsylvania, acting through the Department of Transportation (Department), and the City of Reading. If the agreement is acceptable as written, please follow these instructions:

1. On page 1, please do not date the agreement, as this will be done when the Department executes the agreement.
2. Sign and seal page 9. A resolution naming the individuals who are authorized to sign the agreement must be attached to the signed copy.
3. Please return the agreement to our office immediately after it has been signed and dated. The Department must approve the agreement within 60 days of the dated signatures.

The Department will sign, date, and return an executed copy of the supplemental agreement to the City.

If you have any questions, please contact me at (717) 540-6040.

Sincerely,  
McCormick Taylor, Inc.

Cristie Barry  
Project Manager for  
PennDOT District 5-0

Enclosure

Drafted by: Controller  
Sponsored/Referred by: Managing Director  
Introduced on: January 11, 2016  
Advertised on: N/A

R E S O L U T I O N N O. \_\_\_\_\_ 2016

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

Authorizing the Bank Accounts for the City of Reading for the 2016 Calendar Year as  
attached in Exhibit A.

Adopted by Council \_\_\_\_\_, 2016

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
Linda A. Kelleher  
City Clerk

**Exhibit A  
CITY OF READING  
BANK ACCOUNTS**

| <b>Account Name</b>                                 | <b>Bank</b>                              |
|---|--|
| Cash Payroll Checking                               | <b>Wells Fargo</b>                       |
| Cash - GDA  | <b>Wells Fargo</b>                       |
| Recycling Escrow                                    | <b>Wells Fargo</b>                       |
| General Savings                                     | <b>Wells Fargo</b>                       |
| General Savings Interest Bearing Account            | <b>Wells Fargo</b>                       |
| Special Police Academy Account                      | <b>Wells Fargo</b>                       |
| Flexible Spending Account                           | <b>Wells Fargo<br/>National<br/>Penn</b> |
| Municipal Flex Now<br>Escrow - Vince's Towing       | <b>Wells Fargo</b>                       |
| General Agency                                      | <b>Wells Fargo</b>                       |
| Motor License Fund Interest Bearing<br>Account      | <b>Wells Fargo</b>                       |
| Community Dev. – Cash Interest Bearing<br>Account   | <b>Wells Fargo</b>                       |
| Section 108 cash                                    | <b>Wells Fargo</b>                       |
| CDBG Program Income                                 | <b>Wells Fargo</b>                       |
| Home Program Income                                 | <b>Wells Fargo</b>                       |
| Home Program Income Interest Bearing<br>Account     | <b>Wells Fargo</b>                       |
| NSP2 Program Income                                 | <b>Wells Fargo</b>                       |
| Section 108 Cash (Hotel Related)                    | <b>Fulton</b>                            |
| Capital Project Interest Bearing Account            | <b>Wells Fargo</b>                       |
| Rdg Phillies Project Account                        | <b>Fulton</b>                            |
| Cash - Self Insurance                               | <b>Wells Fargo</b>                       |
| Healthcare  | <b>Wells Fargo</b>                       |
| Cash - Water  | <b>Wells Fargo</b>                       |
| Cash - Recycling                                    | <b>Wells Fargo</b>                       |
| Cash- Sewer Fund                                    | <b>Wells Fargo</b>                       |
| Cash- Sewer Fund Interest Bearing<br>Account        | <b>Wells Fargo</b>                       |
| Cash- Retail Sewer Fund Interest Bearing<br>Account | <b>PSDLAF</b>                            |

# AGENDA MEMO

**WALLACE SCOTT, MAYOR**  
**CAROLE SNYDER, MANAGING DIRECTOR**

**TO:** City Council  
**FROM:** Carole Snyder, Managing Director  
**PREPARED BY:** Thomas Coleman, Legal Specialist  
**MEETING DATE:** January 11, 2016  
**AGENDA MEMO DATE:** December 23, 2015  
**REQUESTED ACTION:** Council approve modifications to the Purchasing Policy to ensure bidders and vendors transacting business with the City have satisfied any financial obligations prior to any Contract award.

## **RECOMMENDATION**

The Administration recommends Council review and approve changes to the Purchasing Policy that would prohibit a bidder to receive award of contract until any and all financial obligations have been extinguished.

## **BACKGROUND**

The City of Reading purchasing bid package currently includes a “certification of non-indebtedness to the City of Reading” and despite this, businesses contracted with the City are, or have become delinquent in their various financial obligations. Approval of the proposed changes would serve further notice to potential bidders of their obligations, provide an additional check on contract compliance, and ensure receipt of any financial benefits the City is owed.

## **BUDGETARY IMPACT**

Potentially capture outstanding business privilege tax, business privilege license fees, and any applicable property taxes.

## **PREVIOUS ACTION**

None

## **SUBSEQUENT ACTION**

Amend the “Certification of Non-Indebtedness to the City of Reading” form currently issued in the bid.

## **REVIEWED BY**

Managing Director and Administrative Services Director

Drafted by Law Office  
Sponsored by/Referred by Managing Director  
Introduced on January 11, 2016  
Advertised on January 18, 2016

BILL NO. \_\_\_\_\_ - 2016

AN ORDINANCE AMENDING THE ADMINISTRATIVE CODE, CHAPTER 5, SECTION RE3117-005a-  
Ex A – PURCHASING POLICIES

Whereas the Council of the City of Reading hereby ordains as follows:

**Section 1.** Amending the Administrative Code, Chapter 5, Section RE3117-005a-Ex A, as attached in Exhibit A.

**Section 2.** All ordinances or resolutions, or parts of ordinances or resolutions, insofar as they are inconsistent with this Ordinance are hereby repealed.

**Section 3.** The provisions of this Ordinances shall be severable and if any of its provisions shall be held unconstitutional or illegal, the validity of any other remaining provisions of this Ordinance shall not be affected thereby. It is hereby expressly declared as the intent of the City Council of the City of Reading that this Ordinance would have been adopted had such unconstitutional or illegal provision or provisions had not been included herein.

**Section 4.** This Ordinance shall become effective ten (10) days after its adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted: \_\_\_\_\_, 2016

\_\_\_\_\_  
President of Council

Attest: \_\_\_\_\_

City Clerk  
(Administrative Services & Council Staff)

Submitted to the Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Received by the Mayor's Office: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by the Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A  
PURCHASING POLICIES

7.06 MAILING LIST:

3. Removal. Vendor files shall be located in purchasing. It is the responsibility of the department, division, office or agency to notify purchasing by memorandum of any supplier that does not act in a responsible manner.

A bidder may be removed from the mailing list when:

- ◆ There are three (3) or more consecutive no responses to a request for quotation, within a one (1) year period.
- ◆ There is failure to submit a bid for an annual contract for two (2) consecutive years.
- ◆ Consistent inability to meet specifications and delivery dates.
- ◆ General failure to keep commitments, ***including indebtedness to the City of Reading, for any taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.***
- ◆ Consistent complaints by users about the quality of the product or service.

Evidence of such failures of performance shall be documented by the department, division, office or agency and forwarded to the purchasing coordinator and the Director of Administrative Services for review. If the Director of Administrative Services determines that removal from the list is justified, the vendor shall be notified in writing explaining the reasons for removal.

4. Reinstatement. A vendor can be reinstated to the mailing list upon receipt of a letter of application that explains their interest in City purchasing if the reason for removal was the vendor's failure to reply to the Invitation to Bid.

If the vendor was removed for inability to meet specification, meet delivery dates or for offering a poor quality item, the vendor must take steps to show the purchasing coordinator that the problem has been or is being corrected. The purchasing coordinator will file the documentation submitted by the vendor in the appropriate vendor file and if acceptable will reinstate the vendor to the mailing list.

### 7.11 BID EVALUATION AND AWARD:

3. Rejection of Bids. City Council or the Managing Director whichever applies, shall have the authority to reject a single bid or all bids for reasons including but not limited to the following circumstances:
  - ◆ Unreasonably high bid prices
  - ◆ Late arrival
  - ◆ Alternate bids
  - ◆ Error corrections that would give an unfair advantage
  - ◆ Suspicion of collusion among bidders
  - ◆ Substantial non-conformance with bid specifications
  - ◆ Failure of the bid to meet the criterion of being the lowest responsive and responsible bidder
  - ◆ ***For indebtedness to the City of Reading, including but not limited to any taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.***

Drafted by City Clerk  
Sponsored by/Referred by City Council  
Introduced on January 11, 2016  
Advertised on January 18, 2016

**BILL No. \_\_\_\_-2016**  
**AN ORDINANCE**

**AMENDING §5-209 OF THE ADMINISTRATIVE CODE, PUBLIC PARTICIPATION**

**Whereas the City of Reading Council hereby ordains as follows:**

**Section 1.** Amending §5-209 of the Administrative Code, Public Participation as follows:

**§5-209. Public Participation.**

These rules are intended to promote an orderly system of public comment, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his right of free speech. Public comment is permitted at the regular meetings of Council which occur on the second and fourth Mondays of each month. Public comment is not permitted at the City Council work sessions, committee meetings or Committee of the Whole meetings.

A. **Regular Meetings.** Citizens desiring to address the Council at its regular meetings may do so by providing notice verbally or in writing by providing their name, address and the subject matter to be discussed to the City Clerk any time before 5 pm on the day of the scheduled meeting or by 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.

B. **Special Meetings.** Citizens desiring to address the Council at its special meeting may do so by providing notice verbally or in writing by providing their name, address and the subject matter to be discussed to the City Clerk any time before 5 pm on the day of the scheduled meeting or by printing their name, address and the subject matter to be discussed on a sign-up sheet found on the podium in Council Chambers *before the Special Meeting is called to order* ~~between 5 pm and 7 pm on the day of the scheduled meeting.~~

C. All remarks must be directed to Council as a body and not to any Council member or public or elected official in attendance. Any person making personally offensive or impertinent remarks or who shall become 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 a majority vote of Council.

D. Any person making personally offensive or impertinent remarks or who shall become unruly while addressing the Council may be called to order by the Presiding Officer, and may be barred from speaking before the Council unless permission to continue to speak is granted by a majority vote of the Council.

E. All comments by the public shall be made from the speaker's podium. 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 at the conclusion of anyone's presentation.

F. Citizens may not ask questions of Council member or other elected or public official in attendance. However, Council members, elected or public officials may make a statement in response to comments made by citizens at the conclusion of the public comment period.

G. **Public Hearings.** Citizens desiring to address the Council at its public hearing may do so by providing notice verbally or in writing by providing their name, address and the subject matter to be discussed to the City Clerk any time before 5 pm on the day of the scheduled hearing. Any person who fails to sign in with the City Clerk shall not be permitted to speak until all those who signed in have done so. Those testifying must limit their comments to 3 minutes. No person who has previously spoken during the public hearing on a particular item may speak again unless all other persons desiring to give testimony at the public hearing have spoken. A person speaking for a second time shall limit his comments to not more than 1 minute.

**Section 2.** This ordinance shall become effective ten (10) days after its adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted: \_\_\_\_\_, 2016

\_\_\_\_\_  
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: \_\_\_\_\_

Drafted by City Clerk  
Sponsored by/Referred by Public Works Director  
Introduced on January 11, 2016  
Advertised on January 18, 2016

BILL NO \_\_\_\_-2016

**AN ORDINANCE ESTABLISHING AN ALL WAY STOP INTERSECTION AT SOUTH 17<sup>th</sup> STREET AND HAAK STREET IN THE CITY OF READING, PENNSYLVANIA AS PER CITY CODE SECTION 576-213**

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

**SECTION ONE:** The intersection of South 17<sup>th</sup> Street and Haak Street in the City of Reading, Berks County, Pennsylvania is hereby established as an all way stop intersection, in accordance with City Code Section 576-213.

**SECTION TWO:** Drivers of all vehicles approaching the intersection of South 17<sup>th</sup> Street and Haak Street shall come to a complete stop and not proceed into said intersection until it can be done safely, as provided in the Pennsylvania Motor Vehicle Code, 75 Pa.C.S. § 101 et seq.

**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 \_\_\_\_\_, 2016

\_\_\_\_\_  
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: \_\_\_\_\_

# AGENDA MEMO

## CAROLE SNYDER, MANAGING DIRECTOR

**TO:** City Council  
**FROM:** Carole Snyder, Managing Director  
**PREPARED BY:** Carole Snyder, Managing Director  
**MEETING DATE:** January 11, 2016  
**AGENDA MEMO DATE:** January 6, 2016  
**REQUESTED ACTION:** Amendments to 2016 Position Ordinance and 2016 Budget

### BACKGROUND

At the time the 2016 Budget was passed, the Position Ordinance included the number of positions recommended by then Mayor-elect Scott. At that time, however, the funding for the positions had not yet been identified.

The Mayor is recommending changes to the 2016 Position Ordinance and Salary Funding in order to accommodate the positions anticipated during the budget discussions. There are no additional positions requested, and in most cases, the recommended salaries are lower than the previous salaries in order to keep the total salaries below the salary cap mandated in the Act 47 Amended Recovery Plan.

### RECOMMENDATION

The Mayor's Office is requesting that Council approve the ordinances reflecting the changes included in the attached exhibit.

### REVIEWED BY

Managing Director and Mayor

## EXHIBIT A

### RECOMMENDED CHANGES TO THE 2016 BUDGET, SALARIES AND POSITION ORDINANCE

January 6, 2016

1. In the Mayor's Office, provide the funding for one Special Assistant through the transfer of \$51,000 from Wage Increases in Human Resources (where the funding was held in the Original Budget in the amount of \$56,100) to Salaries in the Mayor's Office.
2. In the Mayor's Office, provide the funding for the second Special Assistant Position (unfunded in the original Budget) through the transfer of the following amounts to Salaries in the Mayor's Office:
  - a. \$5100 from the Wage Increase line in Human Resources, representing the remainder of the amount originally designated for the first Special Assistant position;
  - b. \$6,000 from the Executive Assistant position in the Mayor's Office;
  - c. \$20,000 from Community Development Salaries, representing part of the surplus from the combination of two positions in Community Development; and
  - d. \$19,900 from Salaries in the Managing Director Office realized from the elimination of the Business Analyst position
3. In the Mayor's Office, reduce the salary of the Executive Assistant from \$45,000 to \$39,000, effective with the hiring of the Executive Assistant.
4. In the Managing Director Office, eliminate the position of Business Analyst, currently funded at \$71,400 and replace it with a Staff Assistant at a salary of \$51,000, to be effective with the hiring of the Staff Assistant.
5. In the Managing Director Office, reduce the salary of the Administrative Assistant from \$46,350 to \$39,000 effective with the change of personnel in this position.
6. In Administrative Services, reduce the salary of the Human Resources Manager from \$66,000 to \$60,000 effective with the hiring of the Human Resources Manager.
7. In the Community Development Department, eliminate the position of Confidential Secretary as duties will be combined and/or transferred.
8. In the Community Development Department, replace the Housing and Development Coordinator with a Community Development Coordinator, increasing the salary from \$46,000 to a maximum of \$50,000, effective with the hiring of the Community Development Coordinator.

Drafted by Managing Director's Office  
Sponsored by/Referred by Managing Director  
Introduced on January 11, 2016

**BILL NO. \_\_\_\_-2016**  
**AN ORDINANCE AMENDING THE 2016 POSITION ORDINANCE**

**The Council of the City of Reading hereby ordains as follows:**

**Section One:** The 2016 Position Ordinance is hereby amended by the following changes:

1. In the Managing Director Office, eliminate the position of Business Analyst, and replace it with a Staff Assistant.
2. In the Community Development Department, eliminate the position of Confidential Secretary.
3. In the Community Development Department, replace the Housing and Development Coordinator with a Community Development Coordinator.

**Section Two:** This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

**Adopted \_\_\_\_\_, 2016**

\_\_\_\_\_  
**President of Council**

**Attest:**

\_\_\_\_\_  
**City Clerk**

Sent to Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Mayor \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Over-riden by Council:

Date: \_\_\_\_\_

Drafted by: Managing Director's Office  
Sponsored/Referred by: Managing Director  
Introduced on: January 11, 2016

**BILL NO. \_\_\_\_ 2016**  
**AN ORDINANCE AUTHORIZING A BUDGET AMENDMENT FOR BUDGET YEAR 2016**

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

Section One: Council hereby authorizes the amendment of the 2016 Budget as follows:  
Transfer the following amounts to the Mayor's Office Salary budget from the following sources:

1. \$56,100 from the Wage Increase line in Human Resources
- 4 \$20,000 from Community Development Salaries
- 5 \$19,900 from Managing Director Salaries

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 \_\_\_\_\_, 2016

\_\_\_\_\_  
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: \_\_\_\_\_